

DAVISON COMMUNITY SCHOOLS COVID-19 PREPAREDNESS AND RESPONSE PLAN

EFFECTIVE JUNE 1, 2020 (revised September 4, 2020)



*Where Kids Come First and Futures Begin
June 2020*

In accordance with the expectations laid out in Executive Order No. 2020-97, and all Executive Orders to follow it regarding “Safeguards to protect Michigan’s workers from COVID-19”, Davison Community Schools has developed a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. This plan will be readily available via the Davison Community Schools website and email communication to DCS staff.

This plan is based on information available from the U.S. Department of Health and Human Services’ Centers for Disease Control and Prevention (“CDC”), the U.S. Department of Labor’s Occupational Safety and Health Administration (“OSHA”), and Michigan Executive Orders No. 2020-32, 2020-36 and 2020-39. It is subject to change based on further information provided by the CDC, OSHA and other public officials. Davison Community School District (DCS”) may also amend this Plan based on operational needs.

Responsibilities of Davison Community Schools

DCS has put in place the following practices and measures as a part of this Plan to protect staff members and students from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:

- DCS will **provide notice regarding this Plan** to each employee through one or more of the Superintendent’s Coronavirus Updates, and has posted it on DCS web page, under the COVID-19 tab.
- DCS has designated the Assistant Superintendent as the **worksite supervisor** to implement, monitor, and report on the COVID-19 control strategies developed under section (a) of Executive Order No. 2020-161.
- DCS will **provide training and/or guidance** to employees that covers workplace infection-control practices, proper use of personal protective equipment, steps the employee must take to notify the District of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- DCS has **placed posters** in the District that encourage staying home when sick, cough and sneeze etiquette, requirements for wearing a face covering, and proper hygiene practices.
- DCS will mandate that individuals who are on premises **maintain a distance of at least six feet** from one another to the maximum extent possible, **wear a face-covering** for circumstances detailed in this plan (see Responsibilities of DCS Employees section below), **refrain** from entering into areas of the building that are unnecessary to completing the functions of the essential duties for which the employee is present to complete. Employees that have engaged in the interactive process and are seeking an exemption or accommodation to wearing a mask may not be required to wear a face-covering.
- DCS is **requiring daily health screening** protocols for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. Pursuant to

Michigan EO 2020-114; 1.d and further EO's to follow, DCS is requiring all employees or contractors, entering the workplace to conduct a daily entry self-screening protocol through the use of an online questionnaire that covers symptoms and suspected or confirmed exposure to people with possible COVID-19. Beginning August 10, 2020, all employees (unless an alternative method has been determined and communicated to them) are required to complete the MI Symptoms screening protocol daily, prior to coming to work. This may be done online at misymptomapp.state.mi.us on any device that is able to access the internet. Each day, the DCS Assistant Superintendent will receive reports of employee responses and as needed direct employees and their immediate supervisors appropriately. For more information, please review the [MI Symptoms Privacy Policy](#). (See Responsibilities of DCS Employees section below.)

- DCS has **increased general standards of facility cleaning and disinfection** to limit exposure to COVID-19, and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- DCS has **published protocols to prevent workers from entering the premises** if they display symptoms associated with COVID-19, or who have had contact with a person with a confirmed diagnosis of COVID-19.
- DCS will **provide personal protective equipment (“PPE”)** as appropriate for the work activity to be performed, as well as soaps and disinfecting supplies for staff for routine use. Pursuant to the Executive Orders, DCS will make available non-medical grade masks for staff who work on-premises, but all staff are encouraged to bring and use cloth masks to ensure sufficient mask supplies can be maintained at each building.
- DCS has **adopted protocols to limit the sharing of tools and equipment** to the maximum extent possible, and to ensure frequent and thorough cleaning of tools, equipment and frequently touched surfaces. (See Responsibilities of DCS Employees section below.)
- DCS has adopted protocols and a response plan for **dealing with a confirmed infection** in the workplace, including protocols for sending employees home and working in consultation with the Genesee County Health Department on how to appropriately trace and respond for each unique situation.
- The Superintendent has designated administrative and supervisory staff to monitor and oversee the reopening of each building and the safety of DCS employees, and has additionally informed them to immediately isolate any person who shows symptoms of COVID-19 while at work.

Responsibilities of DCS Employees

For the duration of the COVID-19 pandemic period, employees are expected to:

- Strictly adhere to the protocols and procedures of this plan, District's COVID-19 Preparedness Plan

And the

District's Return To School Plan

<https://www.davisonschools.org/cms/lib/MI02211530/Centricity/Domain/8/DCSCCOVID19PreparednessandResponsePlanDRAFTupdatedjuly282020.pdf>

- Follow basic infection prevention measures, included but not limited to:
 - Frequent and thorough **hand washing** for at least 20 seconds.
 - Follow appropriate **respiratory etiquette** (e.g., covering sneezes and coughs with crook of arm).
 - **Stay at home if sick**. Please explore with the Assistant Superintendent if federal paid sick leave is available to you in these circumstances. (see the Employee Handbook or observe the Employee Rights posting along with other Labor Law postings in your place of work for more information)
 - **Refrain** from using other colleagues' desks, phones, offices or other work tools when possible.
 - Adhere to **social distancing** guidelines established in this plan.
 - **Wear a face covering** over the nose and mouth while in the facilities and working around others in shared spaces, including during in-person meetings, and in restrooms and hallways. For most jobs, cloth and non-medical grade face masks are appropriate.
 - **Refrain** from social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through building areas.
- **Monitor** their temperature and COVID-19 related symptoms before entering the building, and to complete a **daily health screening survey**. Beginning August 10, 2020, unless directed to follow an alternative method, all employees are required to complete the MI Symptoms screening protocol daily, prior to coming to work. This may be done online at misymptomapp.state.mi.us on any device that is able to access the internet. Each day, the DCS Assistant Superintendent will receive reports of employee responses and as needed direct employees and their immediate supervisors appropriately. For more information, please review the [MI Symptoms Privacy Policy](#). By August 10, 2020, DCS Employees will need to go to misymptomapp.state.mi.us to create an account. There, under "Complete Account" employees will be asked for the DCS employer code which is

5013-8627. If an employee already has an account on MI Symptoms, that employee can log into their MI Symptoms account and head to the "My Account" tab to add this employer code into their workplace information.

- **Employees should contact their Health Care Provider** if symptoms develop related to COVID-19 and based on the recommendations they receive, follow the plans outlined for responding to symptoms or of a positive COVID-19 case from the CDC and Genesee County Health Department. Stay home and **report** to their supervisor and/or the Assistant Superintendent as well as following the already established practices and procedures for reporting an absence at work.
- If an employee is required to isolate or quarantine due to symptoms or a positive COVID-19 test, they should contact the Assistant Superintendent to determine their **options, qualifications and eligibility for related leaves of absence.**
- If a particular employee needs **ADA accommodations** to adjust any of these Employee Responsibilities, please provide immediate notice to your supervisor and/or the Assistant Superintendent. Employees who have a specific medical condition for which your health care provider is advising you to self-quarantine or isolate, please reach out to me so we can begin an **interactive process** to determine if an accommodation is necessary. This process is a discussion about an employee's disability and the limitations that may affect their ability to perform essential job duties due to the COVID-19 and what reasonable accommodations may be put in place.
- Respect the varying comfort and concern levels of your colleagues surrounding the risks associated with the COVID-19 virus and subsequent feelings of returning to the work environment. Adhere to the District Board Policy pertaining to Anti-Harassment, Discrimination and Confidentiality.

Procedures for entering buildings:

1. By August 10, 2020, DCS Employees will need to go to misymptomapp.state.mi.us to create an account. There, under "Complete Account" employees will be asked for the DCS employer code which is **5013-8627**. If an employee already has an account on MI Symptoms, that employee can log into their MI Symptoms account and head to the "My Account" tab to add this employer code into their workplace information.
2. Beginning August 10, 2020, all employees are required to complete the MI Symptoms screening protocol daily, prior to coming to work. This may be done online at misymptomapp.state.mi.us on any device that is able to access the internet. Each day, the DCS Assistant Superintendent will receive reports of employee responses and as needed direct employees and their immediate supervisors appropriately. For more information, please review the [MI Symptoms Privacy Policy](#).
3. Prior to your next return on or after June 1, 2020 to your designated building(s), complete the Safe Schools **Coronavirus Awareness** training course related to COVID-19, **Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings**, and **Coronavirus: Cleaning and Disinfecting your Workplace**

4. Information on the training videos will be provided as part of the back to school District Provided PD days beginning August 11th, 2020. These courses contain short videos and follow-up quizzes to earn certification. This is a requirement for employees to return to work for the 2020-21 school year.
5. Refer to your building administrator's or immediate supervisor's plan for employees to access the building. This includes timelines, timeframes, circumstances and procedures that may be unique to the building.
6. Enter the building through the entrances designated and communicated by your building administrator during your approved timeframe(s).
7. For those that have been communicated with regarding an alternative health screening procedure, at that entrance, sign in and initial in the appropriate areas, your assurance that you have completed the Davison Community Schools Health Screening Survey, that the status of your responses to that survey have not changed, and that you have completed the SafeCard training videos. Information on how to access the short training videos will be provided to you by your immediate supervisor and communicated through email.
8. Wear your face covering as you travel through common areas and if working around others in shared spaces, including during in-person meetings, and in restrooms and hallways.
9. Refrain from entering other classrooms or areas of the building that are not necessary for you to complete the essential duties you are in the building to engage in.
10. Adhere to the guidance of your building administrator or immediate supervisor for such things as restroom usage, copying, filing, and other necessary essential tasks.

Identification and Isolation of Sick Individuals

DCS has implemented the following procedures for the prompt identification and isolation of employees:

- Employees are to self-monitor for signs and symptoms of COVID-19. Currently, that means that all employees are required to complete the MI Symptoms screening protocol daily, prior to coming to work, at misymptomapp.state.mi.us

Watch for symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Any one of the following not explained by a known medical or physical condition:
 - Fever of 100.4 degrees or higher
 - An uncontrolled cough
 - Shortness of breath

OR

- At least two of the following not explained by a known medical or physical condition:
 - Loss of taste or smell
 - Muscle aches (“myalgia”)
 - Sore throat
 - Severe headache
 - Diarrhea
 - Vomiting
 - Abdominal pain

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to seek emergency medical attention:

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

More information is available at

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> .

All DCS employees are required to set up and complete the Health Screening Survey at misymptomapp.state.mi.us by August 10, 2020. This Health Screening Survey will replace the current survey and sign-in procedure that the District has been doing.

If DCS learns that an employee has tested positive for COVID-19, DCS will notify the Genesee County Health Department. DCS will follow Health Department instructions to conduct an investigation to determine the identities of co-workers who may have had close contact with the confirmed-positive employee and direct those individuals to follow the appropriate protocols based on their unique situation. If applicable, DCS will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had closed contact with the confirmed-positive employee. Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work shall be separated from other staff and visitors and sent home.

Workplace Flexibilities and Protections

Provisions for paid leave time will be made according to the Families First Coronavirus Response Act, the Paid Medical Leave Act, the Family Medical Leave Act, and any applicable DCS-provided leave benefits. The DCS Assistant Superintendent is directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. The DCS HR director and supervisors are directed to explore reasonable accommodations as appropriate for employees who may have a disability that prevents them from complying with one or more of the directives in this Plan.

Overall Workplace Safety and Contingency Plans

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and DCS work sites, they shall be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee, DCS will determine if it meets the criteria for recording and reporting under OSHA's rules.

DCS will follow federal, state and local government recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks. Should a DCS

employee have concerns about the safety of their working conditions, they should contact their immediate supervisor and/or the Assistant Superintendent with their concerns.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, DCS reserves the right to inform other employees and stakeholders that an unnamed DCS employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health. Except as detailed above, staff who believe they may have been exposed to COVID-19 at work by a fellow employee may only share the details of the exposure with their personal healthcare provider or the Genesee County Health Department.

Effective Date:

This plan is effective on June 1, 2020, and revised on September 4, 2020.

Contact Information

Should any DCS employee have questions regarding this COVID-19 Preparedness and Response Plan, please reach out to:

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