

DAVISON COMMUNITY SCHOOLS COVID-19 PREPAREDNESS AND RESPONSE PLAN

EFFECTIVE JUNE 1, 2020 (revised last on November 23, 2020)



*Where Kids Come First and Futures Begin
November 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 had 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. On October 14, 2020, the Michigan Occupational Safety and Health Administration (MIOSHA) issued Emergency Rules “to control, prevent, and mitigate” COVID-19 among employees. The Rules are effective October 14, 2020 and remain in effect until April 14, 2021. 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”), Michigan Executive Orders No. 2020-32, 2020-36 and 2020-39, and the Michigan Occupational Safety and Health Administration (MIOSHA). 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.

Workplace Requirements

Until further notice, the District expects that any faculty or staff who can feasibly complete their work activities remotely will do so. All employees are expected to remain available and accessible to their immediate supervisor and administration during this time.

Currently the District is expected to comply with the MDHHS & MIOSHA Emergency Orders as they pertain to phasing workplaces to return to work under a controlled set of requirements. As an institution we will strictly adhere to the requirements within the orders and any department or sector within the District, may not return until all required elements of this document can be in place, once the orders allows that specific activity to occur.

It is important to note, that this information is subject to change as there are updates and revisions to the orders.

Definitions:

- **Close Contact:** someone who was within 6ft of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated
- **COVID-19:** coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death
- **Known Cases of COVID-19:** person who have been confirmed through diagnostic testing to have COVID-19

- **SARS-CoV-2:** severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19
- **Suspected Cases of COVID-19:** persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing
- **Principal 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. Principal Symptoms of COVID-19 are any one of the following not explained by a known medical or physical condition:
 - Any ONE of the following:
 - Fever of 100.4 degrees or higher
 - An uncontrolled cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell; or
 - At least two of the following not explained by a known medical or physical condition:
 - Chills/sweating
 - Muscle aches (“myalgia”)
 - Sore throat
 - New onset of severe headache
 - Diarrhea
 - Vomiting
 - Abdominal pain
 - Congestion or runny nose

Responsibilities of Davison Community Schools

DCS has put in place the following Engineering Controls, Administrative Controls, Basic Infection Prevention Measures, Personal Protective Equipment, Health Surveillance, and Training Requirements 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 has **provided notice regarding prior versions of this Plan and revisions of it in the future** to each employee through one or more of the Superintendent’s Coronavirus Updates (Brown’s Blogs), emailed through staff updates from the Assistant Superintendent, 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 has required all employees and contractors that visit DCS property to complete the **daily health screening survey** beginning August 10, 2020, 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.

- DCS has and will continue to **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 has mandated that individuals who are on premises **maintain a distance of at least six feet** from one another to the maximum extent possible to avoid close contact, **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 is frequently cleaning and disinfecting high touch surfaces and shared equipment using EPA approved disinfectants and following manufacturer's instructions in accordance with CDC guidelines.
- 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 has **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 installed plexiglass barriers, floor signage encouraging social distancing, sanitizing stations, visitor check-in stations, restricted non-essential business travel, and encouraged virtual meetings to help reduce the exposure risk to COVID-19.
- 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.
- DCS has determined whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2 (the virus that causes the COVID-19 disease), and assigned **risk categories to job tasks and procedures**.
- DCS is maintaining a record of the following:
 - COVID-19 employee trainings
 - A record of screening for each employee or visitor entering DCS property
 - Required notifications associated with confirmed cases of COVID-19
- 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, the [District's COVID-19 Preparedness Plan](#),
 - [District Extended COVID-19 Plan - Revised October 2, 2020](#), and
 - [District's Return To School Plan](#)
- 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. Refrain from being in close contact with individuals as much as feasible.
 - **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.
 - **Refrain** from being in close contact (within 6 feet for a cumulative of 15 minutes) with others to the extent possible.
- **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.

Exposure Determination:

| Exposure Risk Level | Description of each Risk Level | DCS identified positions |
|---------------------|--|---|
| Very High | <ul style="list-style-type: none"> ● Tasks with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures Workers could include: <ul style="list-style-type: none"> ○ Healthcare workers (doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures on known/suspected COVID-19 patients ○ Healthcare or Laboratory workers collecting or handling specimens from known/suspected COVID-19 patients ○ Morgue workers performing autopsies on bodies of people who are known/suspected of having COVID-19 at the time of their death | none |
| High | <ul style="list-style-type: none"> ● Tasks with high potential for exposure to known or suspected sources of COVID-19 ● Worker could include: licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers | none |
| Medium | <ul style="list-style-type: none"> ● Tasks require frequent OR close contact with people who may be infected with SARS-CoV-2, but who are NOT a known/suspected COVID-19 patient ● In areas with ongoing community transmission, workers that have contact with the public (schools, high-population-density work environments, high-volume retail settings) ● In areas without ongoing community transmission, workers that have frequent contact with travelers from areas with ongoing community transmission | DCS Employees and contractors working on DCS premises |
| Lower | <ul style="list-style-type: none"> ● Tasks do not require contact with people known or suspected of being infected with SARS-CoV-2 ● Tasks do not have frequent close contact with the public ● Workers have minimal occupational contact with coworkers & the public | Central Office staff, maintenance, mail carrier |

Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the type of work conducted, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. Davison Community Schools has identified its employees as Medium and Lower Exposure Risk.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas where there is ongoing community transmission, workers in this category may have frequent close contact with the general public.

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers

Engineering Controls

- Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks. Per the State of Michigan Executive Order 2020-59 and subsequent orders, employees will be provided a cloth face covering for mandatory use when in enclosed public areas.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

- Provide face masks to all employees and students to contain respiratory secretions while they are on DCS property
- Where appropriate, limit public access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., phone-based communication, telework, virtual meetings, refrain from entering areas unnecessary to perform work activities).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

Employees with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.

- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

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.

COVID-19 Positive Cases, Contact Tracing and Employee Notification

Employees that test positive for COVID-19 should notify the Assistant Superintendent and their immediate supervisor who will then provide them with guidance for self-isolation. Contact tracing and Employee Notification will be coordinated between the Assistant Superintendent, the Director of Public Information, the Executive Director of Student Services, building Administration, and the COVID-19 positive individual. When an employee is identified with a confirmed case of COVID-19, the local health department and any co-workers, contractors, or students whom may have come in contact with the individual will be notified within 24 hours.

Contact Tracing is a public health tool that has been used for decades to identify people who have come in contact with an SARS-CoV-2 positive individual in an attempt to reduce the spread of a disease. It will be used at Davison Community Schools to:

- Alert coworkers who may have been in close contact of the potential exposure;
- Identify localized outbreaks and ultimately control the spread of illness across campus.

Medical confidentiality and privacy will be maintained. Contacts will only be told they have been exposed to a positive case, but the identity of that case will NOT be directly revealed. Sensitivity to individual situations will be maintained.

Employees with a confirmed or suspected case of COVID-19 can return to the workplace only after they are no longer infectious according to the latest guidelines from the Genesee County Health Department.

Self Monitoring and Screening:

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:
 - Fever of 100.4 degrees or higher
 - An uncontrolled cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell; or
- **At least two** of the following not explained by a known medical or physical condition:
 - Chills/sweating
 - Muscle aches (“myalgia”)
 - Sore throat
 - New onset of severe headache
 - Diarrhea
 - Vomiting
 - Abdominal pain
 - Congestion or runny nose

**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

Note: 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.

In-Person Work by Position/Employee Group Audit

Pursuant to the October 14, 2020 Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, in-person work for employees is prohibited “to the extent that their work activities can feasibly be completed remotely.” If certain positions or employee groups cannot feasibly be completed remotely and instead require in-person work, the School must identify the affected positions and document why those employees must be physically present in the workplace and what aspect(s) of their work cannot feasibly be completed remotely.

| Position/Employee Group | Can Employee/Employee Group feasibly complete all work remotely? If not, list aspects of work that cannot feasibly be completed remotely. | If some or all work cannot feasibly be completed remotely, list specific reason(s) why that aspect of work cannot feasibly be completed remotely and why Employee/Employee Group must be physically present in the workplace and for what periods of time. |
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| Teachers | No; Work will be dependent upon a teacher’s internet access at their remote location. If access is not strong enough or non-existent, teachers may work on-site. When needing to use district resources to fulfill job duties. District resources include but are not limited to curricular materials, technology (including reliable internet), copiers, or other resources deemed necessary to job duties. When needing to record or live stream a demonstration for students. If directed to report to campus because of concerns with remote teaching performance. To access confidential student records held onsite. | Internet access is essential for providing students with live instructional support. Email, lesson planning, and some digital instructional activities and completion of paperwork not deemed as confidential may be done so remotely. |
| Secretaries | No; Secretaries may need to access mail, distribute materials like medications to families, and access confidential files at times including to access confidential student records held onsite. For virtual meetings, checking email, completing job duties that are web based if internet access remotely is not an option or too weak to effectively occur. | These tasks can not be completed remotely. Email and completion of paperwork not deemed as confidential may be done so remotely. Answer phone calls is feasible if the employee is willing to have calls transferred to their personal phone. |
| Administration | No; Similar to teachers, for virtual meetings, checking email, completing job duties that are web based if internet access remotely is not an option or too weak to effectively occur. May have to sign documents, receive inner-school mail and check voicemail. | Some face-to-face meetings are a critical aspect of an administrator’s role, whether with staff or families. Documentation needs to be completed and submitted in a timely manner to ensure the schools continue to function as an institution, therefore signing documents at school to maintain confidentiality is necessary. Email and completion of paperwork not deemed as confidential may be done so remotely. Other times where the administrator is needed on-site to make decisions as they continue to manage the building may also be necessary. |

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| Paraprofessional | No; paraprofessionals will be providing instructional support through small group live meetings. Work will be dependent upon a teacher's internet access at their remote location. If access is not strong enough or non-existent, teachers may work on-site. | Internet access is essential for providing students with live instructional support. Email and completion of paperwork not deemed as confidential may be done so remotely. |
| Custodial | No; all aspects | Custodial work activities are performed on site. With some staff not able to complete their work activities remotely, it is essential for custodians to continue to perform maintenance and cleaning according to the cleaning and disinfection procedures in place to help mitigate the spread of COVID-19. Email and completion of paperwork not deemed as confidential may be done so remotely. |
| Food Service | No; all aspects | Food service has to work on-site in order to prepare for the mid-week food distributions for the universal breakfast and lunch that DCS has to provide for PK-12 families. Email and completion of paperwork not deemed as confidential may be done so remotely. |
| Transportation | N/A; bussing can not be completed remotely. However employees are expected to remain "on-call", accessible and available to their immediate supervisor in the case they are need in-District to perform alternative, meaningful work activities. | However, at this time no bus runs will be engaged in. Transportation staff may be redeployed to engage in other meaningful work across the district that can not be completed remotely. Email and completion of paperwork not deemed as confidential may be done so remotely. |
| Maintenance | No; all aspects | Maintenance work activities are performed on site. With some staff not able to complete their work activities remotely, it is essential for custodians to continue to perform maintenance and cleaning according to the cleaning and disinfection procedures in place to help mitigate the spread of COVID-19. Email and completion of paperwork not deemed as confidential may be done so remotely. |
| Child Care | N/A Tuition Based Child care is currently closed. However employees are expected to remain "on-call", accessible and available to their immediate supervisor in the case they are need in-District to perform alternative, meaningful work activities. | No child care is being provided at this time. Email and completion of paperwork not deemed as confidential may be done so remotely. |
| Xerox | No; any xerox work essential to the district continue to function as an institution and that is deemed essential fo providing instruction can not be accomplished remotely. | Email and completion of paperwork not deemed as confidential may be done so remotely. However, accessing the computer for network xerox jobs and those sent through the District mail can not. Nor can xerox jobs deemed essential for the institution to function be completed from home. |
| Mail Carrier | No; In order to continue to function as an institution, mail will continue to be delivered as needed by the mail carrier. They will work with their immediate supervisor to determine a schedule to meet the needs of the district. | Mail can not be delivered from the carrier's personnel home. |

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| Security | No; security personnel can not be provided security protection from home. | Safety protection of a security personnel can not be completed from home. |
| Monitors | No; monitors clean and provide supervision of students during the day. Although student supervision is not necessary at this time, they will be called on to clean. Employees are expected to remain "on-call", accessible and available to their immediate supervisor in the case they are need in-District to perform alternative, meaningful work activities. | On-going cleaning of high frequency touched areas as well as other alternative, meaningful work activities that may arise in the District.. |
| Business Office | No; some functions of billing, payroll, and order can not be done from home although employees are able to work on their work computers remotely. For virtual meetings, checking email, completing job duties that are web based if internet access remotely is not an option or too weak to effectively occur. | Completing check requests, receiving mail for billing and ordering, answering voicemails, utilizing confidential programs and accessing confidential documents not allowable to be taken home. |
| Students Services | No; some functions such as checking voicemails and mail can not be completed at home, accessing confidential documents needed for writing IEPs and other student service and special education documents. For virtual meetings, checking email, completing job duties that are web based if internet access remotely is not an option or too weak to effectively occur. | Confidential documents should not be taken home. Although phones can be transferred to private lines, that is not always feasible and therefore checking voicemail from home might not be either. Mail for work is not delivered to personnel homes and therefore can only be checked on-site. |
| Superintendent's Office, Personnel, Operations, Curriculum | No; at times employees will need to perform some functions such as checking voicemails and mail can not be completed at home, accessing confidential documents needed for personnel and enrolling duties, and completing mandatory reporting documentation. For virtual meetings, checking email, completing job duties that are web based if internet access remotely is not an option or too weak to effectively occur. | Confidential documents should not be taken home. Although phones can be transferred to private lines, that is not always feasible and therefore checking voicemail from home might not be either. Mail for work is not delivered to personnel homes and therefore can only be checked on-site. |

Effective Date:

This plan is effective on June 1, 2020, and last revised on November 23, 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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