

# **GRAND BLANC COMMUNITY SCHOOLS COVID-19 EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE PLAN**

**UPDATE 9-16-2020**

Grand Blanc Community Schools takes the health and safety of our employees very seriously. With the spread of COVID-19, the district must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented at every level of the district, at all of our buildings, and in our administration office. The district has identified a team of employees to monitor the related guidance of the CDC, OSHA, the State of Michigan, and Local Municipal Health Agencies.

This plan is based on information available from the CDC, OSHA, the Executive Orders from the Governor of Michigan and/or MDHHS, and Local Municipal Health Agency issuances at the time of its development. This document is subject to change based on further information issued by the above agencies. The district may also amend this plan based on operational needs.

## **RESPONSIBILITIES OF ADMINISTRATORS AND SUPERVISORS**

All administrators and supervisors must be familiar with this plan and be prepared to answer questions. Administrators and supervisors must set a good example by following this plan at all times, as well as encourage the same behavior from all employees. This involves practicing good hygiene and building safety practices to prevent the spread of the virus.

## **RESPONSIBILITIES OF EMPLOYEES**

The district is asking each and every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our buildings, everyone must play their part. Personal responsibility will help ensure the success of this program. As set forth below, the district has instituted various housekeeping, social distancing, and other best practices at all of our buildings. All employees, sub-contractors, vendors, visitors, and owners must follow these practices to enter and remain in all GBCS buildings and the main office. In addition, employees shall report to their administrators or supervisors if they are experiencing signs or symptoms of COVID-19.

If you have a specific question about this plan or COVID-19, please ask your administrator or supervisor. If they cannot answer the question, please contact the Deputy Superintendent. All employees shall, per the recommendation of the CDC and/or by the State of Michigan Executive Order:



- Become familiar with this COVID-19 Exposure Prevention, Preparedness, and Response Plan.
- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes.
- Maintain a social distance of at least 6' from other individuals.
- Wear a face covering while in enclosed public spaces and/or while working in close proximity with other employees.

In addition, employees must familiarize themselves with the symptoms of COVID-19 which include the following:

- Fever
- Cough
- Shortness of Breath or Difficulty Breathing
- New Loss of Taste or Smell
- Chills/Sweating

OR two or more of the following symptoms:

- Muscle Pain or Body Aches
- Headache
- Sore Throat
- Repeated Shaking with Chills
- Diarrhea, vomiting or abdominal pain
- Congestion or runny nose

If you develop a fever or exhibit the above-noted symptoms, **DO NOT GO TO WORK** and call your healthcare provider right away, along with your building administrator.

## **BUILDING SITE PROTECTIVE MEASURES**

The district has instituted the following protective measures in addition to the provisions of the Grand Blanc Community Schools Safety Program at all buildings.

### **A. General Safety Policies and Rules**

- Each site shall designate a site-specific supervisor to monitor and oversee this program. The supervisor shall remain on site at all times or designate an on-site individual to supervise in his/her absence.
- Each site will conduct temperature monitoring and screening criteria for all workers and visitors upon arrival to the building. Administrators shall determine the best method for conducting screening and recording temperatures.



- Establish screening criteria, in which, if the answer is “yes” to any of the following questions, the individual should not be permitted to enter the building/classroom:
  - Are you currently experiencing, or have you recently experienced COVID-19 symptoms (as listed above)?
  - Have you been confirmed positive for COVID-19 within the last 10 days?
  - Have you been in close contact with any person who has tested positive for COVID-19 within the last 14 days?
  - Have you traveled internationally in the last 14 days?
- Create designated entry points for the building.
- Employees performing tasks in close proximity (<6’) of each other for a prolonged period of time shall wear a face covering. Each administrator will discuss and designate the best location for the disposal of soiled face coverings.
  - Contact Maintenance/Grounds or Operations Director to obtain face coverings.
- If hand washing is not possible, each building shall have an alcohol-based hand sanitizer with at least 60% alcohol available.
  - Contact Maintenance/Grounds or Operations Director to obtain hand sanitizer.
- It is recommended that employees wear hand protection to help prevent skin contact with potentially contaminated surfaces.
- Any employee, subcontractor, vendor, or visitor showing symptoms of COVID-19 will be asked to leave the building/school grounds immediately and return home.
- Employees must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.
- Only necessary employees should enter the building, and all employees will maintain social distancing while inside the building. When entering all GBCS buildings, face masks are required, as well as within 6 ft. of others outside on school grounds.
- Limit in-person meetings when possible. Conduct meetings via telephone, teleconferencing, or video conferencing.
- Discuss how and where to conduct breaks and lunches. Stagger breaks and lunches, if practical, to reduce the size of any group at any one time to less than ten (10) people. Maintain social distancing during breaks and lunch.
- Employees should limit the use of sharing tools and equipment. To the extent that tools must be shared, sanitize before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Each project should discuss the practicality of dividing staff into isolated work areas, separate groups, or alternate shifts, where possible so that work can continue while maintaining social distancing.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation. Whenever possible, separate vehicles should be used.
- Do not use common sources of drinking water, such as a cooler. Employees should use individual water bottles.
- Create protocols for minimizing personal contact upon delivery of materials to buildings. Delivery personnel should remain in their vehicles. Delivery personnel must abide by the social distancing protocols if they exit their vehicles.



B. **Building Site Visitors**

- The designated point of entry shall have a sign instructing visitors to contact office personnel prior to entry.
- The number of visitors allowed in buildings will be limited to only those necessary.
- All visitors shall wear a mask and have temperature and symptom screening upon arrival.

## **BUILDING CLEANING AND DISINFECTING**

The district has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Custodial staff will ensure clean classrooms and break/lunchroom areas at least once per day.
- Custodial staff will ensure that hand sanitizer dispensers are always filled. Disinfect frequently touched items (ie: door pulls and toilet seats) frequently throughout the day.
- Disinfect equipment and tools at least once per day and before a change in operator.
- OSHA has indicated that if an employee has tested positive for COVID-19, it does not typically require an employer to perform special cleaning or decontamination of work environments unless those environments are visibly contaminated with blood or other bodily fluids.
- The district will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).

## **BUILDING EXPOSURE SITUATIONS**

Report any cases of positive COVID-19 or suspected cases of COVID-19 to your building administrator as soon as possible. The building administrator will notify the Deputy Superintendent of any positive COVID-19 cases. Building administrators will notify staff of any positive COVID-19 cases.

A. **Employee Exhibits COVID-19 Symptoms**

- If an employee exhibits COVID-19 symptoms, the employee must remain at home until 10 days since symptoms first appeared **AND** 24 hours with no fever (without the use of fever-reducing medicines) **AND** symptoms have improved.



### **B. Employee Tests Positive for COVID-19**

- An asymptomatic employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom-free may return to work when ten (10) days have passed since the date of his/her first positive test, and have not had a subsequent illness.
- Employees who are symptomatic who have a confirmed positive test and are directed to care for themselves at home may return to work when:
  - 10 days since symptoms first appeared **AND** 24 hours with no fever (without the use of fever-reducing medicines) **AND** symptoms have improved.
- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The recovered individual is required to provide documentation clearing their return to work.

### **C. Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

- Any individuals that worked in close proximity (within six feet without appropriate PPE) for 15 minutes or longer, with a fellow employee who tested positive for COVID-19, will be directed to self-quarantine for 14 days from the last date of close contact with the positive tested employee.
- Once the district learns that an employee has tested positive, the district will coordinate an investigation to determine which co-workers may have had close contact with the confirmed positive employee in the prior 2 days and direct those close proximity individuals to self-quarantine for 14 days from the last date of close contact with that employee.
- The district will also notify any staff, sub-contractor, vendor, or visitor who may have had close contact with the confirmed positive employee. If an employee learns that he/she has come into close contact with a confirmed positive individual outside the workplace, he/she must alert their building administrator and self-quarantine for 14 days from the last date of close contact.

## **OSHA RECORDKEEPING**

If a confirmed case of COVID-19 is reported, the district will determine if it meets the criteria for recordability and reportability under OSHA'S recordkeeping rule.

If an employee has a confirmed case of COVID-19, the district will conduct an assessment of any workplace exposures to determine if the case is work-related.

## **REMOTE WORK**

In accordance with MIOSHA Emergency Rule 5(8), the district has encouraged personnel who are able to work remotely to do so when feasible.



## EXPOSURE RISK CLASSIFICATION

MIOSHA Emergency Rule 3(1); 3(2) requires the district to evaluate the risk level of tasks performed by employees and make a determination of the risk of exposure to SARS-COV-2 to individuals who perform those duties. In accordance, Grand Blanc Community Schools has determined the following categories of risk of exposure:

LOW EXPOSURE RISK*	MEDIUM EXPOSURE RISK*	HIGH EXPOSURE RISK*
<b>Teachers</b> teaching remotely or for Bobcat Virtual	<b>Teachers</b> teaching partially remote or Bobcat Virtual and part face-to-face	<b>Teachers</b> with face-to-face students
<b>Teaching Support</b> (such as paraprofessionals, counselors, student liaisons, etc.) working with students remotely or in Bobcat Virtual	<b>Teaching Support</b> (such as paraprofessionals, counselors, student liaisons, etc.) working with students partially remotely or in Bobcat Virtual and partly in face-to-face	<b>Teaching Support</b> (such as paraprofessionals, counselors, student liaisons, etc.) working with students entirely face-to-face
<b>Security Personnel</b> observing property with no direct contact with public	<b>Security Personnel</b> working with the public but mostly outdoors	<b>Security Personnel</b> performing COVID-19 screening indoors
<b>Office Personnel</b> not currently dealing directly with the public	<b>Office Personnel</b> in buildings open face-to-face but not designated for Exposure Room duty	<b>Office Personnel</b> designated as Exposure Room attendants in buildings that currently have students face-to-face
<b>Dining Services Personnel</b> working exclusively on food packing and drive-through distribution	<b>Dining Services Personnel</b> working with students face-to-face	<b>District Nurse Consultants</b>
<b>Administrators</b> working with remote students and partially in-building staff	<b>Administrators</b> working with face-to-face staff and students	<b>Bus Drivers</b>
<b>Grounds and Maintenance Personnel</b>	<b>Trades People</b> working within 6 feet for more than 15 minutes of one another on repairs, etc.	<b>Coaches</b>
	<b>Custodial Staff</b> working in administration building or buildings with no students	<b>Custodial Staff</b> working in buildings where students are face-to-face



## **CONFIDENTIALITY/PRIVACY**

Except for circumstances in which the district is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The district reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease, so the employees may take measures to protect their own health. The district also reserves the right to inform sub-contractors, vendors/suppliers, or visitors that an unnamed employee has been diagnosed with COVID-19, if they might have been exposed to the disease, so those individuals may take measures to protect their own health.

## **GENERAL QUESTIONS**

Given the ever-developing nature of the COVID-19 outbreak and revision in CDC Guidelines and Executive Orders, the district may modify this plan as needed. If you have any questions concerning this plan, please contact the Deputy Superintendent.

