



## BEAL CITY PUBLIC SCHOOLS

### **COVID-19 Preparedness & Response Plan**

For Lower and Medium Exposure Risk Employers ONLY

#### **✔ General**

The following COVID-19 preparedness & response plan has been established for Beal City Public Schools 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. William Chilman and Rodney Freeze have read these emergency rules carefully, developed the safeguards appropriate to Beal City Public Schools based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Beal City Public Schools 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 William Chilman and Rodney Freeze. One of the supervisors 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 in the superintendent office and elementary Principal's office and the High School Principals office and on the school website and on the transparency website.

#### **✔ Exposure Determination**

Beal City Public Schools 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. William Chilman and Rodney Freeze are responsible for the exposure determination.

Beal City Public Schools has determined that its employees' jobs fall into only the lower

exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
  
- **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.

William Chilman and Rodney Freeze verifies that Beal City Public Schools 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.

Beal City Public Schools has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

| <b>Job/Task</b> | <b>Exposure Risk Determination (Lower or Medium)</b> | <b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b> |
|-----------------|--|---|
| Teacher         | Medium   | Close contact with students                                       |
| Principal       | Medium   | Close contact with students                                       |
| Secretaries     | Medium   | Close contact with students                                       |
| Food Service    | Medium   | Close contact with students                                       |
| Bus Drivers     | Medium   | Close contact with students                                       |
| Custodians      | Medium   | Close contact with students                                       |
| Maintenance     | Lower  | Not much contact with   |

|                     |        |  |
|---------------------|--------|--|
|                     |        | students and work alone                          |
| Technology Director | Medium | Close contact with students                      |
| Media Center Aid    | Medium | Close contact with students                      |
| Substitute Teachers | Medium | Close contact with students                      |
| Administrators      | Medium | Close contact with students                      |
| Contractors         | Lower  | Don't work directly with students and work alone |

## ✓ Engineering Controls

Beal City Public Schools 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 coworkers or between workers and students.
- Arrange for student supply pick up and student pick up at front door.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building – open windows when possible.

Jason McDonald, Maintenance Director will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

| <b>Job/Task</b>    | <b>Engineering Control</b>   |
|--------------------|--|
| Student Classrooms | Installed Plexiglass on desks                                      |
| Student Classrooms | Install hand sanitizer stations in every classroom and in hallways |

|                    |   |
|--------------------|---|
| Student Classrooms | Sanitizing wipes placed in every classroom and the day time custodian replaces them throughout the day.   |
| Student Classroom  | Provide on line instruction for any student who does not feel safe to return to in person school.   |
| Student Classroom  | Remove all extra furniture and equipment not necessary to provide more distance between students and teacher.   |
| Student Classroom  | Purchase enough Chromebooks and Chromebook cases so each student can use their own Chromebook all day long. Order additional Chromebooks to have a supply for students to checkout of the media center. Order extra chargers and charging carts so students don't have to share a charger. Chromebooks checked out of the media center will be sanitized upon return. |
| School building    | Purchase additional trash receptacles.  |
| School building    | Install stickers on the floor to inform students to keep six feet apart and which direction to walk in the hallways.  |
| School building    | Establish area for ill students to wait for parents to come and pick them up and then sanitize the areas after the student is picked up.  |
| School building    | Install cup dispensers by bottle filling station and have day time custodian make sure there are cups available all day.  |
| School building    | Have teachers keep doors open so students don't have to touch the doors to go in or out of the classrooms.  |
| School building    | Purchase electric sanitizing spray guns to make saniting mor thorough.  |
| School building    | Install touchless bottle filling stations throughout building, remove water fountains.  |
| School building    | Changed air filters in HVAC system  |
| School building    | Purchase latex gloves for staff to use as   |

|                 |  |
|-----------------|--|
|                 | they want or need to help them stay safe.  |
| School building | Install wall mounted thermometers throughout building to require staff to take their temperature daily and allow this to be done touch free. Students can take their temperature if they would like. |
| School building | Purchase and distribute multiple infrared thermometers to the high school, elementary and athletic offices.  |
| School building | Require Covid 19 training as back to school training schedule. Post signs throughout building showing coughing etiquette and handwashing.  |
| School building | Purchase disposable face masks and face shields for all staff and students if they do not have their own. Purchase cloth face masks for all teachers.  |
| Athletics       | Require coaches to work with the athletic director to ensure compliance with MHSAA policy and procedures.  |
| Athletics       | Provide sanitizer sprayers to coaches to sanitize equipment after use.   |
| Athletics       | Follow MHSAA guidance and require student athletes to wear face masks.   |
| Food Service    | Install higher sneeze guards in kitchen  |
| Food Service    | Install plexiglass in the middle of the table to prevent students setting across from each other to breath on each other while eating.   |
| Food Service    | Put dots on the seats for student to set on 6' apart so they know where to set.  |
| Food Service    | Allow students to eat outside of the cafeteria so there are not so many students eating in the cafeteria at one time.  |
| Food Service    | Serve meals in disposable containers and have food already in containers to get students in and out quicker.   |
| Food Service    | Stagger elementary eating times to allow for fewer students in the cafeteria at one  |

|                    |  |
|--------------------|--|
|                    | time, also allow kitchen staff time to sanitize between serving to classes.                              |
| Day time custodian | Regularly spray antibacterial spray on high touch surfaces.  |
| Transportation     | Require all students to wear masks on the bus.   |
| Transportation     | Provide sanitizer sprayers to every bus driver and require them to spray before and after every bus run. |
| Transportation     | Encourage parents to bring and or pick up their children to or from school                               |

### Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. (name or job title) 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 Beal City Public Schools:

(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.)

| <b>Job/Task</b>                             | <b>Administrative Control<br/>(For Example, Workplace Distancing, Remote Work,<br/>Notifying Customers)</b>         |
|---|---|
| All employees                               | Maintain at least six feet from everyone on the worksite.   |
| All employees                               | Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.               |
| Evaluated case by case                      | Promote remote work (telecommuting) to the fullest extent possible.   |
| Not available for school                    | Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.     |
| Evaluated case by case but will for offices | Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time. |

|   |  |
|---|--|
| All employees   | Restrict business-related travel for employees to essential travel only.   |
| All employees   | Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.  |
| No parents allowed in building except for IEP's             | Restrict the number of customers in the establishment at any given time.   |
| All employees   | Minimize the sharing of tools, equipment, and items.   |
| All employees   | Provide employees with non-medical grade face coverings (cloth face coverings).  |
| All employees   | Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.        |
| All people who come in school                               | Require customers and the public to wear cloth face coverings.   |
| On school website and PowerSchool announcements.            | Keep families informed about symptoms of COVID-19 and ask sick students and staff to stay at home until healthy again per the extended return to learn plan. |
| All employees   | Provide staff and the students with tissues and trash receptacles.   |
| All students  | Encourage students to work in groups through the phone or web.   |
| All students  | Promote curbside pick up to minimize contact with student parents.   |
| All employees and students                                  | 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 employees are encouraged to stay at home if feeling ill | Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.                                |
| Health care notice required per CBA if 3 days are missed.   | Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.                             |
| All employees per EPSLA guidelines                          | Maintain flexible policies that permit employees to stay home to care for a sick family member.  |

## ✔ Hand Hygiene

William Chilman and Rodney Freeze will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing 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, Beal City Public Schools shall provide employees with antiseptic hand sanitizers or towelettes. Beal City Public Schools will provide time for employees to wash hands frequently and to use hand sanitizer.

Beal City Public Schools shall promote frequent and thorough 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

Beal City Public Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Beal City Public Schools will make cleaning supplies available to employees upon entry and at the worksite.

Jason McDonald, maintenance director 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, Beal City Public Schools 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 following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

| <b>Surface</b> | <b>Method/Disinfectant Used</b> | <b>Schedule/Frequency</b> |
|----------------|---------------------------------|---------------------------|
| Door handles   | Spray sanitizer                 | 3 times daily             |
| Desk tops      | Spray sanitizer                 | Between each class        |



|                        |                                |                            |
|------------------------|--------------------------------|----------------------------|
| Handrails              | Spray sanitizer                | 4 times daily              |
| Light switches         | Spray sanitizer                | Twice daily                |
| Lunch tables           | Spray sanitizer                | Between each lunch         |
| Bleachers              | Spray sanitizer                | After lunch and games      |
| Floors                 | Floor scrubber / Floor cleaner | Nightly                    |
| Bus seats and handrail | Spray sanitizer                | Before and after each trip |
| Office counters        | Spray sanitizer                | Daily                      |
| Handheld thermometers  | Clorox wipes                   | After every use            |
|                        |                                |                            |

Beal City Public Schools 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. Jason McDonald will be responsible for seeing that this protocol is followed.

The following methods will be used for cleaning and disinfection after a positive case has been in the school:

**Covid 19 positive test procedure**

In the event a employee, student or school visitor is diagnosed with Covid-19 and has been in the building recently the following procedures will be put into action to prevent spread of the disease and allow the building to be reopened.

- Step 1: Immediately quarantine all areas of school that the employee came in contact with and restrict all access from other employees until these areas can be properly disinfected.
- Step 2: Contact Central Michigan District Health Department to assist us with mitigation of the virus in the building and amongst staff and community.
- Step 3: Conduct phone interview/investigation with positive tested employee to get an illustration of what parts of the building this employee had most recently been in and whom they had been in contact with while at the school. If employee not available use other resources such as coworkers or security cameras to do the investigation.
- Step 4: If feasible open outside doors and windows to effected areas to increase air circulation. If possible wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible wait as long as possible. Maintenance director and others use investigation findings to establish immediate and secondary affected zones of building.
- Step 5: If more than seven days has lapsed since sick staff has been in building additional cleaning and disinfecting is not necessary. If less than seven days any custodial or maintenance staff required to disinfect areas must

wear at a minimum rubber gloves, KN95 Face mask or comparable, and any other PPE associated to keep employee safe and protected from contracting virus while disinfecting the areas. Wash hands before and after putting on any PPE and as frequent as possible or needed during processes below. Also, we will adhere to the advice of the CDC and District Health Department regarding cleaning procedures and timelines.

- Step 6: Clean any dirty work surface areas with soap and water or another cleaning agent suggested by the CDC or District Health Department then continue to step 6
- Step 7: Use victory atomizing disinfectant gun in combination with quat stat concentrated disinfectant to immediately disinfect all areas the staff member came in contact with as immediate infected zones. Disinfectant must be allowed to dry on surfaces for a minimum of 4 hours and then will be sprayed again a second time to assure maximum coverage and termination of any germs.
- Step 8: Use victory machine to then disinfect all secondary infected zones as well as rest of wing/s of school that are connected to immediate infected zones. Again allow surfaces to dry minimum of 4 hours and then spray down areas again.
- Step 9: All staff must be kept out of building and areas for minimum of 8 hours from the first disinfectant application except maintenance or custodial staff required to disinfect affected immediate and secondary zones. Once the 8 hour period has elapsed staff may be allowed back into building and including areas that were in immediate infected zones.
- Step 10: Positive tested employee or staff must self-quarantine for a minimum of fourteen days and has dr's release to provided to school before they are allowed back into the building.
- Step 11: Any staff that were in contact with positive tested staff must self quarantine for 14 days per CDC guidelines and then must complete the self health screen daily before entering the building and upon not passing any part of our current health screen process will be sent to be tested before re-entry will be allowed to the building.
- Step 12: Return to normal building operation after all previous steps have been completed and all staff have met health screen and dr's release requirements as stated above.

## ✔ Personal Protective Equipment (PPE)

Beal City Public Schools 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.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- 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.

Beal City Public Schools will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Beal City Public Schools will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Beal City Public Schools will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

| <b>Job/Task</b>    | <b>PPE</b>   |
|--------------------|--|
| All staff          | Face Masks to be worn at all times.  |
| All staff          | Face Shields to be worn in addition to face masks if desired by employee, or the employee can wear just a face mask with a Dr's note saying the employee can not wear a face mask. |
| All staff          | Latex gloves, can be worn as desired. Or must be worn when cleaning an area of a Covid positive student or staff.  |
| Office Secretaries | Heppa filters installed in their office to help keep those rooms sanitized where ill students are sent for pickup by parents.  |

## ✔ Health Surveillance

Beal City Public Schools will conduct a daily entry self-screening protocol using the Mi-Symptoms program 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, together with, if possible, a temperature screening. William Chilman, Rodney Freeze, Jason Johnston and Dan Boyer 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, Beal City Public Schools will have employees self-screen for COVID-19. Beal City Public Schools 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. Beal City Public Schools will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to William Chilman or Rodney Freeze before and during the work shift. Beal City Public Schools 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:

- ✔ Employees are to notify their immediate supervisor they need a sub.
- ✔ Employees are to contact William Chilman or Rodney Freeze of any symptoms they have of the Covid Virus.
- ✔ William Chilman or Rodney Freeze will review the situation and determine if the staff member needs to leave work and possibly get tested.

Beal City Public Schools 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.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they

are self-isolating during their illness.

Beal City Public Schools 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, William Chilman, Rodney Freeze, Dan Boyer or Jason Johnston 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, Beal City Public Schools will not reveal the name or identity of the confirmed case.

Beal City Public Schools 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.

### Training

Rodney Freeze shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Beal City Public Schools 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.

Rodney Freeze, Business Manager shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

## ✔ Recordkeeping

Beal City Public Schools 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.

Rodney Freeze will ensure that the records are kept.

