

October 19, 2020



C.O.O.R.
INTERMEDIATE SCHOOL DISTRICT
Crawford • Oscoda • Ogemaw • Roscommon

COOR ISD COVID-19 PREPAREDNESS AND RESPONSE PLAN

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), the Michigan Department of Health and Human Services (MDHHS), and Michigan Occupational Safety and Health Administration (MiOSHA). It is subject to change based on further information provided by the CDC, OSHA, MDHHS, MiOSHA, and other public officials. C.O.O.R. Intermediate School District (C.O.O.R. ISD) may also amend this Plan based on operational and educational needs.

Responsibilities of C.O.O.R. ISD:

Exposure Determination by program/department:

- **Lower exposure risk job tasks and procedures.** These job tasks and procedures 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 (e.g., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - C.O.O.R. programs or positions: **Administration building** (general public only allowed by appointment), **Early Literacy Coach** (working remotely)
- **Medium exposure risk job tasks and procedures.** These job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, high-volume retail settings).
 - C.O.O.R. programs or positions: **C.O.O.R. Educational Center, Adult Transition Center, Career & Technical Education, Custodial, Transportation, Ancillary services, Early On, Great Start Collaborative, Regional Resource Center, R.O.O.C., Inc.**
- **High exposure risk job tasks and procedures.** These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID19.

Workers in this category could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.

- **Very high exposure risk job tasks and procedures.** These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category can include: (i) Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients. (ii) Health care or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients). (iii) Morgue workers performing autopsies, which generally involve aerosol generating procedures, on the bodies of people who are known to have or are suspected of having COVID-19 at the time of their death.

C.O.O.R. ISD has put in place the following practices and measures as a part of this plan to protect staff members, students and parents from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:

- C.O.O.R. ISD will provide notice regarding this Plan to each employee through C.O.O.R. ISD communications, and has posted it on the C.O.O.R. ISD web page, under the COVID-19 tab.
- C.O.O.R. ISD will restrict the number of workers present on-premises to no more than strictly necessary to perform the in-person work in order to maintain its operations, pursuant to their work assignment. All persons who are approved to work on-premises in-person are required to follow the on-premises health check prior to starting work (see responsibilities of employee's section, below).
- C.O.O.R. ISD will promote work from home to the fullest extent possible. C.O.O.R. ISD will also promote work-related meetings, including meetings held pursuant to the Open Meetings Act, MCL 15.261 et seq, through telephonic conference or video conferencing applications. Meetings subject to the Open Meetings Act will use an option that ensures that both the general public and members of the public body are able to participate.
- C.O.O.R. ISD will mandate that individuals who are on-premises maintain a distance of at least six feet from one another to the maximum extent possible.
- C.O.O.R. ISD 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 case in the workplace. Staff members are encouraged to wipe down their work area before and after their shift. C.O.O.R. ISD discourages the unnecessary sharing of office supplies.
- C.O.O.R. ISD 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. Touch-free thermometers are available for optional use.
- C.O.O.R. ISD 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. C.O.O.R. ISD will make available non-medical grade masks for staff who

must 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.

- C.O.O.R. ISD 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.
- The Superintendent may designate administrative and supervisory staff to be responsible and will inform them to immediately isolate any person who shows symptoms of COVID-19 while at work.
- C.O.O.R. ISD will establish COVID Safety C.O.O.R.dinators. These staff should be made aware of any safety concerns and/or workplace exposure concerns.
 - Admin building: Shawn Petri, Backup: Jill Radosta.
 - C.O.O.R. Ed Center: Melisa Akers, Backup: Brenda Vaughan-Ide.
 - Early On: Michele Cochrane, Backup: Jill Radosta.
 - ROOC, Inc: Somer Quinlan, Backup: Lori Bowler.
 - Career & Technical Education: Dan Beltz, Backup: Lyndsay Smolarz
 - Transportation: Jared Socia, Jill Radosta.
 - Great Start Collaborative, Great Start to Quality Northeast Resource Center: Katie Keith, Backup: Desiree Lipski
 - Special Ed: Jill Radosta, Backup: Melisa Akers

Responsibilities of Employees:

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

- Follow basic infection prevention measures, including 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).
 - If you are sick, please stay home. You may use personal illness leave if available. If you believe your illness is related to the Covid-19 pandemic, please contact your supervisor and Kurt Loll, Human Resources, lollk@C.O.O.R.isd.net or 275-9584. See Workplace Flexibilities and Protections Plans in this document.
 - Refrain from using other workers' desks, phones, offices or other work tools when possible.
 - Adhere to social distancing guidelines established in this plan.
 - Wear a covering over the nose and mouth while in the buildings and working around others closer than six feet for more than five minutes. For most jobs, cloth and non-medical grade face masks are appropriate.
- Only request to enter buildings when it is necessary to facilitate alternative modes of instruction, perform child care pursuant to a Michigan Executive Order, or conduct business that is essential to the basic operations of the district that support the wellbeing of employees and/or students, and has been approved for that purpose.
- Employees must complete the Google form: [C.O.O.R. ISD health screening links by building](#) prior to starting work each day on the premises.
- If a particular employee needs ADA accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to your supervisor.

Identification and Isolation of Sick Individuals

C.O.O.R. ISD 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 employees should report:
 - Atypical cough (non-productive or dry)
 - Shortness of breath, or difficulty breathing
 - Or, if two or more of the following symptoms are present:
 - Fever (over 100.4 degrees F)
 - Uncontrolled cough
 - Shortness of Breath
 - Loss of taste or smell
 - Muscle aches ("myalgia")
 - Sore Throat
 - Severe Headache
 - Diarrhea
 - Vomiting
 - Abdominal Pain

Employees who experience a cough and/or shortness of breath and/or any two of the other noted symptoms, follow CDC guidelines, and contact your health provider immediately. More information is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

- Employees who exhibit signs and symptoms of COVID-19 must remain home until they are symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom altering medicines. To the extent practical, these employees are required to obtain a doctor's note clearing them to return to work.
- Employees who learn they have been in close contact with a confirmed-positive individual (at work or outside of work) must alert a supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual. At this time, "close contact" is defined as within 6 feet for 15 minutes or greater.
- Employees who are diagnosed with COVID-19 are prohibited from entering any C.O.O.R. ISD building or local district sites, will be directed to self-quarantine at home, consistent with any guidance from proper medical or governmental authorities. Subject to physician orders to the contrary, employees who test positive and: (1) are symptom-free for at least 7 days since the positive test may return to work; or (2) experience the symptoms, must care for themselves at home (or be cared for in hospital) and may return to work when they are symptom-free for at least 72 hours and at least 7 days have passed since symptoms initially appeared. C.O.O.R. ISD may require employees to provide medical documentation clearing them to return to work.

If C.O.O.R. ISD learns that an employee has tested positive, C.O.O.R. ISD will notify the Health Department. C.O.O.R. ISD 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 within the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, C.O.O.R. ISD will also follow the Health Department protocol to notify any subcontractors, vendors, or visitors who may have had close contact with the confirmed positive employee.

Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work should 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, any applicable C.O.O.R. ISD provided leave benefits, and in accordance with collective bargaining agreements. Human resources is directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. Staff 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. Please contact Kurt Loll in human resources as the first step; lollk@C.O.O.R.isd.net

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 C.O.O.R. ISD 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, C.O.O.R. ISD will work with the local health department for guidance to determine if it meets the criteria for recording and reporting under OSHA's rules. C.O.O.R. ISD will follow federal, state, and local government recommendations regarding the development of contingency plans for situations that may arise as a result of outbreaks.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent allowable 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, C.O.O.R. ISD reserves the right to inform other employees and stakeholders that an unnamed C.O.O.R. ISD 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 Roscommon County Health Department.

Effective Date

This plan is effective on June 25, 2020. C.O.O.R. Intermediate School District may also amend this Plan based on operational and educational needs.

Updated October 19, 2020.