EATON
REGIONAL EDUCATION SERVICE AGENCY

Infectious Disease Preparedness Plan for Influenza Pandemic and COVID-19
April 27, 2020

This Plan for COVID-19 exposure prevention, preparedness and response and for response to seasonal influenza pandemic is hereby issued in accordance with Section 11 of Executive Order 2020-59, and shall be implemented immediately by all Eaton Regional Education Service Agency (hereafter "District") staff.

I. Plan Overview

This Plan is based on information available from the Centers for Disease Control ("CDC") and the Occupational Safety and Health Administration ("OSHA") at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. This Plan may also be amended based on operational needs.

The purpose of this Plan is to address the following issues related to pandemic responsiveness, including the COVID-19 pandemic and any occurring seasonal influenza pandemic:

- Working with appropriate authorities to amend the District's Emergency Response Plan;
- Creating a culture of infection control in the school and workplace that is reinforced during the annual influenza season and upon notice of pandemic or other widespread threat to public health by disease;
- Establishing contingency plans to maintain appropriate staffing levels and delivery of educational services during times of significant and sustained worker absenteeism; and
- Establishing critical partnerships with federal state and local authorities, including the other intermediate school districts and local school districts to provide mutual support and maintenance of essential services during a pandemic.

The District's Pandemic Response Team shall consist of the following: the Superintendent, the identified Site Incident Commanders for each district facility and the identified District Command Team members. This Team shall be responsible for the following:

- Monitor issues and information related to pandemics to keep the District's Plan up to date.
- Monitor public health communications about COVID-19 recommendations and relate such information to employees as may be appropriate.
- Post appropriate materials about any current pandemic on the District's website.
- Revise relevant portions of the District's Emergency Operations Plan as needed with Board action where required.
- Implement relevant portions of the District's Emergency Operations Plan as needed.
- Develop and implement a continuity of learning plan in the manner and form dictated by existing law or executive order or, absent such guidance, in a manner that is consistent with the exigencies of the situation.

- Maintain updated knowledge of the District's Emergency Operations Plan and this Pandemic Plan so that they may reinforce and support a culture of safety in the District generally and in each of the District's facilities in particular.
- Publicize the Plan so that all employees in the facilities and/or departments under their supervision are informed of relevant procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees to be vaccinated annually for influenza and other infectious disease, as necessary.
- Maintain a list of contacts in the health profession, including the Barry-Eaton District Health Department Public Health Officer, to provide consultation and advice regarding this Plan and its implementation.
- Provide information to all staff as needed regarding practices recommended by public health officials that will reduce the spread of the infection.
- Develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has a sufficient supply of them.
- Ensure that handwashing signs are posted in all restrooms.
- Review and recommend as appropriate an emergency sick leave procedure to be implemented in the event of a pandemic.
- Take appropriate steps to help ensure that the Information Technology Director has the resources to maintain, if needed, sufficient IT infrastructures to support employee and, potentially, student telecommuting, tele-schooling and remote access to agency services.

In addition, the Pandemic Response Team shall address the following policies, practices or procedures as needed:

- Guidance for employees and students returning to the United States from affected areas, which shall be the implementation of the Travel Notification Reporting Procedures and Daily School Building Screening Procedures to be completed before entry or re-entry to the school environment;
- Special procedures/accommodations for employees and students with special needs or disabilities;
- Amendments to policies related to facility use;
- Ensure the development of a plan to keep students, employees and families informed of developments as they occur, including those students and employees who remain at home.

<u>In the Event of a Pandemic:</u>

Should a pandemic occur, the Pandemic Response Team shall, as directed by the Superintendent, after consultation with knowledgeable public health officials, implement the following steps as needed:

- Work in consultation with appropriate authorities to implement a plan to ensure continuity of learning.
- Encourage employees with job duties that can be accomplished by telecommuting to work from home.
- Implement an emergency sick leave procedure.

- Contact key vendors to determine the impact of the outbreak on their operations and its effects on the District's ability to perform daily functions, and if possible, obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- Monitor staffing levels at all locations and assist administrators in finding ways to maintain critical operations considering any staffing shortage, which may include consideration of closing buildings and/or consolidating classes.
- Notify the public of changes that affect their interactions with the District and its staff, which may include posting information on the home page of the District's website, in school lobbies, and in other media as appropriate.

Updates to the Plan

The Pandemic Response Team shall conduct an annual assessment of the Plan and update the Plan as necessary.

II. Responsibilities of Pandemic Response Team Related to Staffing

The Pandemic Response Team shall ensure that all administrators are be familiar with this Plan and are prepared to answer questions from employees. Members of the Pandemic Response Team are expected to set a good example by following the Plan, which includes practicing frequent hand washing and following jobsite safety practices to prevent the spread of the virus/infectious disease. Administrators are to encourage this same safe behavior from all employees.

III. Responsibilities of Employees

It is the job of each District employee and stakeholder to assist with infectious disease prevention efforts. To guide in this task, the District has instituted the housekeeping and social distancing practices listed below. All employees and stakeholders are expected to follow these measures.

In addition, employees are expected to self-monitor and report to their administrator if they are experiencing signs or symptoms of COVID-19, as described below. If an employee has a specific question about this Plan or COVID-19, the employee is to ask their administrator or contact Human Resources as needed.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk, which employee are to follow:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

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

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms including chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as a cough or shortness of breath, **THEY ARE NOT TO GO TO WORK**, and call their administrator and healthcare provider right away. Likewise, if employees come into close contact with someone showing these symptoms, they are to call their supervisor and healthcare provider right away.

IV. Facilities Protective Measures

The District has instituted the following protective measures for all facilities at this time, which shall continue until otherwise directed by the Superintendent.

A. General Safety Policies and Rules

- The Daily School Building Screening Form shall be completed by each employee for each entry into a District facility.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- In-person meetings will be eliminated, to the extent feasible. Meetings will be by telephone or other electronic means where possible. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to the lesser of ten (10) people or any space that shall accommodate persons of at least six (6) feet apart.
- In the event access to running water for hand washing is impracticable, the School District will provide, to the extent available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' desks, supplies, tools and equipment. To the extent such must be shared, the District will provide alcohol-based or other approved disinfecting wipes to clean desks, supplies, tools and equipment before and after use. When cleaning desks, supplies, tools and equipment, employees should consult manufacturing recommendations for proper cleaning techniques and restrictions as appropriate.
- Employees with assigned duties requiring the use N95 respirators will be provided with appropriate personal protective equipment.
- Employees are encouraged to observe distancing protocols and by working in such a fashion as to minimize dust.

- Employees must wear a homemade face covering/mask to cover their nose and mouth when in an enclosed public space such as a district facility, as required by appropriate public health, governmental or district authorities.
- Employees are encouraged to minimize ride sharing. While in vehicles, employees must ensure adequate ventilation.
- If practicable, each employee should use/drive the same desk, truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, water fountain or sink, employees should use individual water bottles.

B. Maintenance Workers entering School Buildings

- Maintenance activities within occupied school buildings present unique hazards with regards to COVID-19 exposures. Everyone working in such areas should evaluate the specific hazards when determining best practices related to COVID-19. Before such work begins, the Pandemic Response Team should be consulted and a process for the work should be agreed upon and reduced to writing as needed.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The District will provide alcohol-based or other approved disinfecting wipes for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Building Visitors

- The number of visitors to a school building will be limited to only those necessary for the work.
- All visitors will be screened in advance of building entry using the Daily School Building Screening Form.
- Deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

D. Personal Protective Equipment and Work Practice Controls

- District buildings are deemed to be a lower exposure risk to COVID-19 due to the lower risk of exposure to the public during operations. The District will provide the following personal protective equipment (PPE) to staff whose job descriptions require interaction with the public or interaction with work areas to which multiple persons may have come in contact (typically, this would be maintenance and custodial workers):
    - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should not share gloves.

- The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by their work. Individuals outside their homes must wear a face covering or homemade mask to the extent required by public health or governmental authorities.

V. Facility/Job Site Cleaning and Disinfecting

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

- Common areas will be cleaned at least once per day absent special circumstances. Employees performing cleaning will be issued proper personal protective equipment (PPE), such as nitrile, latex, or vinyl gloves, and gowns as may be recommended by the CDC.
- Trash in District facilities will be collected daily and disposed of properly by someone wearing nitrile, latex, or vinyl gloves.
- Toilets will be cleaned daily and disinfected on the inside. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected regularly.
- OSHA has stated that a reliable report that an employee has tested positive for COVID-19 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. Notwithstanding this, those areas of the jobsite that a confirmed-positive individual may have been in contact with should be cleaned before employees access that work space.
- Any disinfection shall be conducted using one of the following:
  - CDC/EPA recommended and registered disinfectants rated/certified to kill a specific organism or family of organisms to include bacteria, viruses and fungi;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).
- Safety Data Sheets of all disinfectants used on site are to be maintained.

VI. Facility/Jobsite Exposure Situations

<u>Employee Exhibits COVID-19 Symptoms</u>

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The District will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any operable Executive Order or other guidance from proper authorities. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and he/she has not had a subsequent illness, unless otherwise directed by their healthcare provider. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared, unless otherwise directed by their healthcare provider. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The District may require an employee to provide documentation clearing his or her return to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as within six (6) feet for a prolonged period of time.

If the District learns that an employee has tested positive, the School District will notify the Barry-Eaton District Health Department and as directed by the Health Department, conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the District will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert their administrator and Human Resources of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

VII. 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, as applied to the specific situation (e.g., COVID-19, seasonal influenza or the like).

VIII. Confidentiality/Privacy

To the extent permissible and in accordance with applicable law, 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. Notwithstanding the foregoing, the District reserves the right to inform other employees and stakeholders 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.