Return to Work Guide

This guide contains important information, procedures, and guidelines for staff as they return to work in Eaton RESA buildings and programs, for the 2020-21 school year.

Note: This guide meets Eaton RESA’s obligation under current Executive Order 2020-175 to develop a COVID-19 Preparedness and Response Plan consistent with OSHA Guidance on Preparing Workplaces for COVID-19.
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WELCOME BACK!

This document is intended to update all individuals who work in Eaton Regional Education Service Agency (RESA) programs on the actions the organization has implemented in response to the Coronavirus Pandemic (COVID-19) to ensure to the best of our ability and control a safe return to work. As you are aware, COVID-19 is a respiratory infection. Symptoms include, but are not limited to, cough, fever, shortness of breath, loss of taste or smell, and sore throat. We continue to monitor the potential impacts of COVID-19 in our workplaces. Members of our leadership team are working with employees throughout the District to take the necessary steps to protect the health and safety of everyone.

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 Michigan Occupational Safety and Health Administration (MIOSHA), the Barry-Eaton District Health Department (BEDHD), and the Governor’s Executive Orders. It is subject to change based on further information provided by the CDC, MIOSHA, BEDHD, and other public officials. Eaton RESA may also amend this plan based on operational needs, Executive Orders, or other unforeseen possibilities.

ALL Eaton RESA employees and contractors (whether assigned to work in an Eaton RESA facility/program or in an offsite, local district or school location) are required to follow the procedures and guidelines outlined in this document. Eaton RESA employees/contractors who are assigned to work in an offsite, local district or school location are also required to implement the required daily health screening when entering each offsite, local district or school location, as well as further safety/cleaning protocols established for that setting in addition to the Eaton RESA guidelines.

Your Health in Mind

Your health is our top priority as we prepare to return to our workplaces. Following guidance from health experts, we have developed several resources including training, processes, and communications.

Return to Work Training

To ensure the highest levels of safety, ALL employees are required to complete the following:

- Read the Eaton RESA “Return to Work Guide”
- View the MIOSHA “COVID-19 Workplace Safety Employee's Guide” (Slides and/or YouTube Video)
- Complete the Eaton RESA Re-Entry Training Certification form to verify that you have reviewed the MIOSHA presentation or video
**What You Can Do**

To ensure the health and safety of all, we need to start working differently and we must work together. Make a commitment to:

- Read and understand all communications
- Self-certify your health daily
- Follow the processes and guidelines for social distancing and face coverings
- Participate in cleaning and disinfecting your work area and high touch point areas
- Practice proper hand washing and sanitizing
- Cough and sneeze into tissues or your elbow
- Ask questions and focus on your health and the health of your co-workers and students
- If you experience any symptoms, stay home

If you experience symptoms outside of work:

- Stay home from work
- Notify your supervisor and Human Resources
- Go home, contact your healthcare provider
- Report confirmed cases to hreresa@eatonresa.org

If you experience symptoms at work:

- Maintain a six foot distance from others
- Notify your supervisor and Human Resources
- Go home, contact your healthcare provider
- Report confirmed cases to hreresa@eatonresa.org

**What We’ve Done While Staff Were Away**

To ensure you return to a safe work environment, we have:

- Cleaned and disinfected all workstations and accessible offices
- Cleaned and disinfected all common areas – this includes break and lunch areas, classrooms, hallways, entrances, meeting rooms, and restrooms
- Instituted daily and weekly cleaning protocols, utilizing checklists. Cleaning will occur throughout the day, especially high frequency “touchpoints” (e.g. light switches, door handles/knobs, faucets)
- Provided hand sanitizer, disinfecting wipes, hand soap, and disinfectant sprays throughout district facilities and program sites
- Purchased an additional electrostatic sprayer cleaner
- Implemented social distancing guidelines
- Developed and provided training content in the form of infographics, written material, and videos
- Designed measures to control the flow of people entering buildings
- Assured distancing measures and other protective barriers around workstations as needed
- Designated work entrances and work areas
- Purchased face coverings and other personal protective equipment for any adult working in an Eaton RESA program based on their job responsibilities
- Created protocols requiring all employees and visitors to wear face coverings
- Restructured office areas as necessary
- Established visitor protocols
- Reviewed plans for CTE partners to ensure compliance with Eaton RESA safety practices for both staff and students
- Established the COVID-19 Staff Resources page on Staff Access
PHASE 1, 2 & 3 – PROCEDURES AND GUIDELINES FOR STAFF

During Phases 1-3, procedures and guidelines for staff will be informed by the Michigan Return to School Roadmap and require the closure of school buildings to anyone except district employees or contractors necessary to conduct minimum basic school operations, including those necessary to facilitate alternative modes of instruction or perform other in-person functions. Even though schools are closed for in-person instruction, they may be used by licensed childcare providers, if these providers follow all emergency protocols identified by the state. Districts are required to offer alternative modes of instruction other than in-person instruction and Eaton RESA will activate remote learning plans for all student programs and related services. As a result, employees will implement telework to the extent possible.

Telework Arrangements

Telework is a flexible work arrangement where the employee performs essential responsibilities of their position remotely, through an established work schedule as determined mutually with the employee’s supervisor. Some work may not be completed remotely, so in these situations an employee may be assigned by their supervisor to report to a district facility to complete this work in a safe manner with appropriate precautions implemented (e.g. social distancing, use of facial coverings, health screening procedures, and cleaning/disinfecting protocols outlined in Phases 4-5 of this document).

In April 2020, the District adopted Telework Policy #8303 and Administrative Guideline #8303 to allow employees to perform job duties and responsibilities remotely.

General Telework Procedures

The following general procedures are expected of Eaton RESA employees and contractors when providing instruction or services remotely:

- Employees/contractors are expected to present themselves in a professional manner during virtual/video interactions with children, families, and constituents while teleworking
- Employees/contractors are required to be readily accessible by telephone, email, or virtual meeting platforms during their regularly scheduled work day to complete assigned work
- Employees/contractors may utilize district-owned equipment (e.g. laptop, Chromebook, iPad, and software) to perform remote work, but are responsible for internet access, unless additional access needs are identified/approved by the employee’s supervisor and provided by the District
- District-owned equipment must be used only for district purposes by authorized employees and this equipment will be safeguarded from theft, damage, and unauthorized use
- Employees/contractors will safeguard all district private and confidential information while teleworking
- The District will be responsible for service and maintenance of district-owned equipment and installation of particular software as needed based on submission of service tickets through the Technology Department
Employee and Supervisor Responsibilities

The following responsibilities will be implemented by employees/contractors in Phases 1-3:

- Work their regularly scheduled/required work hours determined mutually between the employee and supervisor
- Notify the supervisor of changes needed to the established work schedule as needed
- Submit leave requests using the District provided system to request applicable leave while teleworking
- Non-exempt (hourly) employees need to complete and submit time reporting through the District electronic timekeeping system in a timely manner to record actual hours worked
- Maintain and submit accurate service/activity logs as a record of daily activity, time, and attendance in accordance with department-specific procedures, to the assigned supervisor within established timeframes
- Communicate with families/students, team members, other stakeholders, and their assigned supervisor based on established departmental expectations and scheduling
- Comply with other procedures established at a departmental or district level as needed when teleworking or reporting to district facilities for in-person work

The following responsibilities will be implemented by supervisors in Phases 1-3:

- Identify, establish, and communicate the specific assignments/responsibilities, timelines, and requirements for delivery of remote learning to students and related services to employees
- Establish and communicate the expected methods, frequency, and timelines of communication with the employee, as well as between employees, families/students being served and other stakeholders
- Provide resources and support needed for the employee to successfully implement their telework assignment within Eaton RESA programs/services and across other local districts and constituents
- Review and authorize each employee’s regular work schedule and inform employees of any modifications needed in scheduling as appropriate
- Monitor compliance with scheduling, accessibility, and productivity requirements associated with each employee’s assigned work and address barriers or non-compliance with these procedures as needed
- Review service/activity logs for all employees and certify time reporting submitted by non-exempt (hourly) employees

All employees will have a role in and contribute to implementation of remote learning and service delivery plans in Phases 1-3. Supervisors and employees are encouraged to work collaboratively to problem solve, continuously improve, and deliver remote services.

While in Phases 1-3, the District will implement all COVID-19 workplace screening/symptom protocols, cleaning/disinfecting, social distancing, personal hygiene, and face covering procedures and guidelines outlined for Phases 4-5. In addition, any employee/contractor will be required to sign in/out of the facility and indicate the work area they occupied to ensure proper cleaning and disinfecting. No visitors are allowed in district facilities.
PHASE 4 & 5 – PROCEDURES AND GUIDELINES FOR STAFF

COVID-19 Workplace Screening (required for Phases 1-5)

General Information

**IMPORTANT: If you have symptoms related to COVID-19, do not come to work.**

All employees will complete an Eaton RESA COVID-19 Workplace Screening Form each day prior to reporting to work. All visitors will complete an Eaton RESA COVID-19 Workplace Screening Form prior to entering through the main entrance of any Eaton RESA facility.

Visitors will not be allowed in Eaton RESA buildings unless it is under extenuating circumstances and with an appointment as determined by the District. Examples of extenuating circumstances allowing visitors to enter Eaton RESA facilities with an appointment include, but are not limited to:

- To retrieve a student who is ill
- To attend a pre-scheduled IEP team or 504 meeting
- To attend a pre-scheduled meeting that cannot be held remotely

**COVID-19 Workplace Screening Protocol**

The workplace screening protocol is in place to prevent sick or symptomatic individuals from entering Eaton RESA facilities, decreasing the likelihood of spreading infection. Daily, prior to reporting for work, all Eaton RESA staff will be required to complete a COVID-19 Workplace Screening Form assessing their ability to report to work, regardless of whether you will be entering an Eaton RESA facility or program. Eaton RESA staff who are assigned to work in local districts/schools will be required to complete the Eaton RESA COVID-19 Workplace Screening Form AND the health screening form being used in each local school/district prior to entry in any of these non-Eaton RESA facilities. The Eaton RESA required online screening form is available on the COVID-19 Staff Resources page on Eaton RESA Staff Access.

Paper copies of the COVID-19 Workplace Screening Form will be available at each Eaton RESA facility/site should the online form be inaccessible. Access to the local district/school screening forms will be provided to Eaton RESA staff through either electronic or paper methods as determined by that district.

The Eaton RESA COVID-19 Workplace Screening Form is a self-report of symptoms, including a temperature reading and possible exposure based on current CDC and local health department guidelines. It is important for everyone to comply with submission of the screening form prior to the start of each work day, and respond accurately to the screening questions in order to maintain a safe and healthy work environment.
How Do I Complete the COVID-19 Workplace Screening Form?

- The COVID-19 Workplace Screening Form is located on the Eaton RESA Staff Access site on the COVID-19 Staff Resources page or via direct link and QR code posted on all the designated entry doors
  - To log into Eaton RESA Staff Access, you will need to login using the following information:
    - Username: eatonresa
    - Password: welcome
  - The link to the COVID-19 Staff Resources page is in the left-hand menu and the COVID-19 Workplace Screening Form is listed under Forms on that page
- Read and answer each of the screening questions, and then click Submit

What Type of Confirmation Do I Receive?

The last question prior to submitting the COVID-19 Workplace Screening Form allows employees and visitors to opt to receive a copy of their submission via email, if desired.

Temperature and Other Symptom Self-Reporting

Prior to entering an Eaton RESA facility, all employees will complete their own temperature check and provide a self-report of this result on their COVID-19 Workplace Screening Form daily. Visitors will also be asked to take their temperature prior to arrival at an Eaton RESA facility and provide a self-report of this on their COVID-19 Workplace Screening Form upon arrival. This allows for the rapid identification of people who are at-risk. In addition, all employees and visitors will also verify that they do not exhibit the various symptoms of COVID-19 through self-report daily.

What Happens If I Respond “YES” to Any of the Workplace Screening Questions?

Staff or visitors who self-report: 1) a fever of 100.4 or above, 2) the presence of COVID-19 symptoms, 3) possible exposure to COVID-19, and/or 4) travel internationally with COVID-19 symptoms will NOT be permitted to enter an Eaton RESA facility or program. In the event of a “yes” response to any of these screening questions, the employee or visitor is required to remain home, notify their assigned supervisor and Human Resources, monitor their symptoms, and contact their personal healthcare provider for direction.

Staff remaining at or sent home due to any of the reasons above may be required to use paid leave time as outlined in district policy, collective bargaining agreements, or applicable laws until their return to work. You may be required to get a release from your medical provider before returning to work.

TRANSMISSION OF COVID-19

COVID-19 is thought to be spread mainly from person to person, between people who are in close contact with one another (within six feet for more than 15 minutes), and through respiratory droplets produced when an infected person coughs, sneezes, or talks. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. Important things that have to be considered when deciding whether someone could be at risk for getting COVID-19 are the intensity, frequency, and duration of exposure to someone contagious with COVID-19.
WHAT TO DO IF YOU HAVE COVID-19 RELATED SYMPTOMS

Employees are encouraged to stay home if they are experiencing COVID-19 related symptoms such as fever, cough, shortness of breath, loss of taste or smell, or sore throat.

Employee Exhibits COVID-19 Symptoms

If an employee exhibits any of the following COVID-19 symptoms, the employee must remain at home, be excluded from work or school, and are encouraged to follow up with their healthcare provider:

ONE of the following:
- Fever of 100.4 or higher, or feel feverish
- New or worsening cough
- Shortness of breath or difficulty breathing

OR TWO of the following:
- Chills
- Headache
- Sore throat
- Loss of taste or smell
- Runny nose or congestion
- Muscle aches
- Abdominal pain
- Fatigue
- Nausea
- Vomiting or diarrhea

According to guidance from the local health department, the employee should not return to work/school until:
- Symptoms improve, AND
- Remain fever-free for at least 24 hours without fever reducing medication, AND
- Another cause is identified for symptoms by a healthcare provider, OR test negative for COVID-19 with a diagnostic test, OR at least 10 days have passed since symptoms first appeared

The District will require an employee to provide documentation clearing his/her return to work from their healthcare provider.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine at home as per local health department guidelines. The employee will remain in home isolation until:
- Symptoms improve, AND
- Remain fever-free for at least 24 hours without fever reducing medication, AND
- Another cause is identified for symptoms by a healthcare provider, OR test negative for COVID-19 with a diagnostic test, OR at least 10 days have passed since symptoms first appeared

The District will require an employee to provide documentation clearing his/her return to work from their healthcare provider. The District will work in collaboration with the local county health department when an employee tests positive for COVID-19 for guidance on communications and to assist with contact tracing.
**Showing Symptoms While at Work**

- Maintain social distancing (if possible) of six feet from the individual and ask them to move away from other employees
- If an employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), then outside emergency medical services will be contacted and appropriate treatment will be provided
- If an employee is not in acute respiratory distress, they will be advised to go home and contact their personal healthcare provider for further direction/advice
- Eaton RESA encourages employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure

**Who to Notify with a Confirmed Case**

If an employee is determined to be a confirmed COVID-19 case, they should notify Human Resources immediately by email at hreresa@eatonresa.org

For confirmed cases, Eaton RESA will initiate the following protocols:

- Close the individual's work area and properly disinfect
- Relocate co-workers as needed
- Follow district cleaning protocols
- Contact the health department

Barry-Eaton District Health Department will initiate the following protocols:

- Contact co-workers who came in contact with the employee
- Provide direction on any additional required action if the employee is a resident of Barry or Eaton County
- Notify the employee of any specific actions they are required to take
- If the employee resides outside of Barry or Eaton County, Barry-Eaton District Health Department will refer the information to the resident health department (e.g. Ingham County Health Department) for direction/guidance and follow up with the employee
CLEANING & DISINFECTING

General Information
During the District closure, all facilities within Eaton RESA, our local districts, and CTE programs were deep cleaned and disinfected. Disinfectant, sanitizers, and other approved cleaning supplies will be available for workspaces, shared equipment, and other common surfaces for use by custodial staff and employees in Eaton RESA facilities and offsite work locations. When using disinfectant spray, custodial staff and/or employees must wear a face shield, facial covering, and gloves. Face shields and gloves are not required for cleaning personal space/equipment with disinfectant wipes.

Workstation, Classroom, and Office Cleaning

Custodian Responsibilities
Common areas, high touch areas, and other high traffic areas will be cleaned multiple times per day by custodial staff. Those areas include:

- Meeting rooms
- Restrooms/kitchen faucets
- Light switches
- Door handles/knobs
- Copy machines

Employee Responsibilities*
Disinfectants will be available for employee use in their work areas along with PPE needed to do so, if required. Those areas include:

- Workstation desk
- Phones, copier-fax units, technology devices, and other office equipment
- Classroom desks, tables, counters, and other hard surfaces during the school day
- Student adaptive equipment, instructional supplies, and/or materials between use

*This may vary among instructional programs

Hand Sanitizer Locations
The CDC states that cleaning hands at key times with soap and water or using hand sanitizer are the most important steps people can take to avoid getting sick and spreading germs to those around them. Eaton RESA has made hand sanitizer readily available in all district facilities and program sites and will provide portable hand sanitizer to itinerant staff. Additional supplies of soap and paper towels have also been provided.

Confirmed COVID-19 Case Cleaning Protocol
If a positive case of COVID-19 is established, by testing or confirmed clinically by a healthcare professional, Eaton RESA custodial staff will implement specified protocols to close the affected area(s) immediately upon notification, wait 24 hours, and then clean/disinfect before re-entry to that area(s) is permitted.
**Maximize Fresh Air Protocol**

Mechanical Heating, Ventilation, and Air Conditioning (HVAC) equipment inspections are performed four times a year. This includes filter changes and coil cleaning. Wherever possible, HVAC equipment will be adjusted to provide the maximum airflow into the building. The objective is to ensure that fresh air is provided to buildings and work areas occupied by employees. Each Eaton RESA facility utilizes heating, ventilating, and air conditioning units to supply outside air into the building to maintain indoor air quality. Air quality will be monitored regularly and employees are encouraged to notify their supervisor with any concerns.
PERSONAL PROTECTIVE EQUIPMENT (PPE)

General Information
All employees, contractors, vendors, and visitors are required to wear a face covering while in Eaton RESA facilities and programs, unless they meet one of the exemption criteria in the current Executive Order. Employees and visitors are encouraged to provide their own face covering to the extent possible.

Pursuant to current Executive Orders, all employees performing in-person work are required to wear face coverings or masks if they can medically tolerate wearing a face covering over his or her mouth and nose. Homemade masks, scarfs, bandanas, etc. are encouraged. For those employees or visitors who do not provide their own face covering, Eaton RESA will provide face coverings for use by employees, visitors, and students. Any employee needing a face covering should contact their supervisor if they are unable to obtain one in their work area. The District will also provide specialized reusable face coverings and/or face shields for designated employees working in an Eaton RESA instructional program or providing related services.

Additionally, all visitors to Eaton RESA facilities or program sites will be required to wear a face covering. Individuals who do not have a face covering, will not be permitted into these district facilities or program sites. Family members, agency staff, vendors, or other guests are not allowed in Eaton RESA facilities or program sites except under extenuating circumstances determined by the District and through an appointment scheduled in advance with the program administrator.

Face coverings are not required to be worn by employees while working in isolation in their individual cubicles/workstations or offices. However, these employees are required to wear a facial covering outside their workstation or if in contact with another employee, visitor, or student in their assigned work cubicle/workstation, work area, meeting space, or common area.

NOTE: Please contact Human Resources if you are concerned about your ability to wear the required personal protection equipment for medical or other reasons outlined in the current Executive Orders.

Face Coverings/Masks
Face coverings/masks are required to be worn by ALL Eaton RESA employees, visitors, contractors, and vendors in all Eaton RESA facilities and program locations, as well as local district and offsite work locations. This measure of protection will remain in effect until the COVID-19 virus is no longer a critical risk. A face covering reduces the risk that an asymptomatic wearer will spread the virus to someone else.

Face Shields
Face shields can protect you and others from coughs and sneezes. Face shields function as a reminder to not touch your own face/eyes with your hands. Personal face shields help protect personal space and supplement social distancing efforts and should be worn with a face covering/mask.

NOTE: A face shield does not replace the need for use of a facial covering/mask.
Who needs to wear a face shield?

- Face shields may be worn by designated staff and will be provided by the District as needed, when:
  - Near others where social distancing of six feet cannot be maintained
  - Needed for instructional delivery where social distancing of six feet cannot be maintained
  - Assisting with a student's personal care needs where social distancing of six feet cannot be maintained, (required) and/or
  - Implementing cleaning protocols with spray disinfectants (required)

**Gloves**

Gloves are required to be worn by anyone completing certain cleaning and spray disinfecting activities, in all district facilities and program sites. Eaton RESA will supply gloves for custodial staff and designated employees as needed. In addition, Eaton RESA will make gloves available for any employee requesting them as an additional precautionary measure for use during their assigned work activities.

**Gowns**

Gowns are an optional, additional layer of protection for designated staff completing certain cleaning, spray disinfecting, and personal care activities. Eaton RESA will supply gowns, as needed, for designated employees.
SOCIAL DISTANCING

General Information
According to the CDC, one of the best practices people can follow to prevent the spread of COVID-19 is to practice social distancing.

Social distancing is the practice of keeping space between yourself and other people outside of your home. To practice social distancing:

- Stay at least six feet from other people and/or a minimum of three feet from students when possible
- Avoid contact with others, such as handshakes or embracing friends, co-workers, visitors
- Do not gather in groups; stay away from crowded places and avoid large gatherings

All employees and visitors will follow social distancing protocols maintaining a six feet distance, whenever possible, while in district facilities and in program sites. The District will implement current American Academy of Pediatrics (AAP) guidance recommending a minimum of a three to six feet of social distancing for students.

To help remind people, signage and other visual cues promoting social distancing will be posted throughout district facilities and in offsite program locations.

People Flow
Measures have been implemented to assist with the flow of people entering, and while inside Eaton RESA facilities to establish social distancing.

- Walking routes inside of buildings are defined and identified as necessary
- Specific entry points have been established and marked with signage for students, employees, and visitors
- Employees will be asked to enter the building at specific doors as outlined below:

  Packard Facility:
  - Central Office (100s) through Door #2
  - Instructional Services/Prevention (200s) through Door #27
  - Meadowview SE Office/EI (300s) through Door #8
  - Meadowview Principal Office/Classrooms (400s) through Doors #12 or #13

Staff assigned to the Central Office and Instructional Services are encouraged to move only in these designated areas. Staff assigned to work in Meadowview School and the SE office area are encouraged to remain in their classrooms or work areas. Movement of staff through the magnetic lock doors between the 100-200 wings and Meadowview School (300-400 wings) is discouraged.

  Southridge Center:
  - All staff through Door #2

Staff should stay within their department areas as much as possible. Movement within different areas of the buildings should be limited and staff are encouraged to stay in their workstations as much as possible. Maintaining social distancing while not at the workstation is critical. At any time, if you are uncomfortable with a situation related to COVID-19 safety or co-worker safety, please report the situation to your supervisor or Human Resources.
**Social Distancing in Your Work Area**

Whenever possible, workstations and classrooms will be rearranged to avoid face-to-face contact if the minimum requirements for social distancing (six feet between adults and at least three to six feet between adults and students) cannot be met; if this condition cannot be met, the following will be considered:

- Wearing face coverings/masks
- Face shields will be provided by the District, as necessary, and are to be worn by employees near others where social distancing cannot be maintained
- Physical barriers or portable physical barriers will be provided by the District as needed within Eaton RESA facilities, offsite program locations, and related services staff work areas in local districts as needed

**Social Distancing Within District Facilities/Programs**

Employees are encouraged to avoid face-to-face interactions as much as possible while working. Digital communication methods including texting, phone, email, Google, Zoom, or other virtual platforms should be the preferred method of communication.

**Social Distancing During Meetings**

Meetings, professional development and trainings should take place using a virtual platform whenever possible. Should needs arise requiring a face-to-face meeting or training, proper distancing, restricting indoor gathering group size as per current Executive Order guidance and/or use of PPE are required.

**Breaks and Meals**

Staff are encouraged to bring their meals in personal coolers, although refrigerators and microwaves will be available for use. Staff lounges and break rooms will be closed to employee, contractor, vendor, or visitor seating until further notice, with one exception. Meadowview School staff at the Packard Facility will be able to use seating in the Lions Room for scheduled duty-free breaks, but will be required to implement social distancing and cleaning requirements for space they occupy.

Ice cube trays, communal coffee makers, and drinking fountains will be temporarily closed. Water coolers for filling water bottles will remain open.

**Work Areas and Common Spaces**

Workstations and office areas in Eaton RESA facilities have been evaluated to ensure six feet of social distancing whenever possible, and/or the need for additional barriers. Visual signage or markings reminding others about social distancing are placed within Eaton RESA facilities. If you need additional signage/markings or have further concerns about social distancing, please talk to your supervisor.

Classrooms and offsite workspaces for providing services to students continue to be evaluated to ensure a minimum social distancing of three feet as per current AAP guidance and/or the need for additional barriers. Itinerant and classroom staff are encouraged to remove as much non-essential equipment/furniture from these areas as possible to increase social distancing between adults and students. If assistance is needed with removing equipment/furniture or rearranging of these spaces, please talk to your supervisor.

Employees are discouraged from using other worker’s phones, desks, offices, or other work materials and equipment when possible. All shared equipment and materials should be disinfected PRIOR to using, and the employee should immediately wash/sanitize his/her hands afterward. Avoid touching your face/eyes.
PERSONAL HYGIENE

Handwashing/Sanitizing
Regular hand washing is one of the best ways to prevent the spread of germs. The CDC recommends washing hands often with soap and water vigorously for 20 seconds. Hand sanitizer will be available as an extra precaution in work areas, common areas, and classrooms. Itinerant staff will be provided with portable hand sanitizer as well for their use in multiple work locations.

Respiratory Etiquette
The District expects all employees to implement CDC recommended respiratory etiquette, including covering coughs and sneezes with a tissue, handkerchief, or the crook of your arm.
FREQUENTLY ASKED QUESTIONS

The purpose of these Frequently Asked Questions (FAQs) is to provide employee guidance with information available currently. The District will continue to follow CDC, BEDHD, and MDE guidance in order to provide a safe environment for our students, staff, parents, visitors, and the entire community. As such, responses to specific questions may change over time based on the evolving nature of the guidance.

Working Remotely:

1. While working remotely, when would I take leave time?
   Use of leave time will be required if you are not available to participate in scheduled meetings, perform assigned tasks, and/or deliver scheduled services while teleworking or onsite as required.

2. I already have high-speed internet, do I get a stipend to cover the cost?
   No, stipends are available to staff who need to purchase additional data capacity and/or internet access to perform assigned work remotely.

3. I'm using my personal cell phone as a hotspot for internet service in order to work remotely, do I qualify for a stipend?
   It depends, yes, if you need to purchase additional data capacity to perform assigned work remotely and it is approved by your supervisor and no, if the purchase of additional data capacity is not needed to perform assigned work remotely.

4. If I need a stipend, who do I contact?
   You should contact your assigned supervisor who will discuss your needs/request and determine if you are eligible for the stipend. If eligible, your supervisor will provide you with the necessary stipend form to complete and return to your supervisor for approval. If approved, payments will be made through payroll on the second pay of each month.

COVID-19 Screening, Symptoms, and Testing:

1. What happens if I get COVID-19? Will I need to use paid leave time?
   You may qualify for a federal leave under the Emergency Paid Sick Leave Act or FMLA. If you do not qualify for one of these leaves, you will be required to use paid leave time if you have available hours or take the time unpaid.

2. If I have COVID-19, can I work from home?
   If you are using paid leave time or on a leave of absence, you will not be able to telework from home. In consultation with the employee’s supervisor and Human Resources, employees who are asymptomatic and whose job duties allow such work, may be allowed to work remotely.

3. If one of my immediate family members tests positive for COVID-19, will I need to use paid leave time?
   If one of the members of your household tests positive for COVID-19, you will be expected to follow the CDC and/or your personal healthcare provider’s guidelines and self-quarantine for 14 days. You may qualify for a federal leave under the Emergency Paid Sick Leave Act or FMLA. If you do not qualify for one of these leaves, you will be required to use paid leave time if you have hours available or take the time unpaid.
4. If one of my immediate family members tests positive for COVID-19 and I have to self-quarantine, can I work from home?

If you are using paid leave time or on a leave of absence, you will not be able to telework from home. In consultation with the employee’s supervisor and Human Resources, employees who are asymptomatic and whose job duties allow such work, may be allowed to work remotely.

5. If I have symptoms but do not know if it is COVID-19, can I work from home?

If you are using paid leave time or on a leave of absence, you will not be able to telework from home. In consultation with the employee’s supervisor and Human Resources, employees who are mildly symptomatic and whose job duties allow such work, may be allowed to work remotely.

6. How many times will I be required to get a COVID test?

The need for COVID-19 testing will be determined by your healthcare provider based on your individual circumstances and as required by current local health department guidance.

7. If parents are exposed to COVID-19, will the student be kept from school?

Students will remain home if they have symptoms, have been diagnosed positive with the virus, or have been directed to self-quarantine under the direction of their healthcare provider or local health department.

8. Is there an age or health condition you are considering that would automatically permit people to work from home?

No. Any necessary accommodation request will be initiated individually by an employee through Human Resources. A determination of accommodation will be provided to the employee in consultation with the employee’s supervisor.

9. How do we know when an employee or student that was sent home ill may return to work or school?

For non-confirmed COVID-19 symptoms:

- Symptoms improve, **AND**
- Remain fever-free for at least 24 hours without fever reducing medication, **AND**
- Another cause is identified for symptoms by a healthcare provider, **OR** test negative for COVID-19 with a diagnostic test, **OR** at least 10 days have passed since symptoms first appeared

For confirmed COVID-19 cases:

- Symptoms improve, **AND**
- Remain fever-free for at least 24 hours without fever reducing medication, **AND**
- Another cause is identified for symptoms by a healthcare provider, **OR** test negative for COVID-19 with a diagnostic test, **OR** at least 10 days have passed since symptoms first appeared
- The employee must provide a return to work note from their healthcare provider to the District

**NOTE:** The District will continue to follow updated guidance provided by the CDC.

10. Will the COVID-19 Workplace Screening Form continue all year?

The COVID-19 Workplace Screening Form will be required until further notice.
11. Will staff who are assigned and serving full-time in local districts need to complete an online COVID-19 Workplace Screening Form through Eaton RESA?

Yes, staff will be expected to complete the Eaton RESA COVID-19 Workplace Screening Form whether entering an Eaton RESA facility or not on a daily basis prior to reporting to work. In addition, any Eaton RESA staff assigned to local districts and schools are required to complete the local district or school’s health screening form for each school or building they enter during each work day. This will guarantee proper contact tracing in the event of exposure to a possible or confirmed positive COVID-19 case as per guidance from the local health department.

12. What should I do if I experience COVID-19 symptoms while at work?

All Eaton RESA employees, contractors, vendors, and visitors who experience COVID-19 symptoms once at work or in an Eaton RESA facility or program should do the following:

a. Maintain social distancing from others until you are able to leave the facility/program.

b. Notify your assigned supervisor and Human Resources prior to leaving the facility/program so that substitute coverage can be arranged if needed.

c. You should leave work immediately, return home, and contact your healthcare provider for further direction/guidance.

d. If you are in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), notify your assigned supervisor, a co-worker in your area, or Human Resources so that emergency medical services can be contacted and appropriate treatment provided.

13. What should I do if I experience COVID-19 symptoms outside of work?

You should not report to work if you are experiencing COVID-19 related symptoms such as fever, cough, shortness of breath, loss of taste or smell, or sore throat. The employee should notify their assigned supervisor and Human Resources. You should also contact your healthcare provider for further direction/guidance.

14. What should I do if I exhibit COVID-19 symptoms?

The employee must remain at home until: 1) symptoms improve, AND 2) remain fever-free for at least 24 hours without fever reducing medication, AND 3) another cause is identified for symptoms by a healthcare provider, OR test negative for COVID-19 with a diagnostic test, OR at least 10 days have passed since symptoms first appeared. The employee should contact their healthcare provider for further direction/guidance. The District will require an employee to provide documentation from a healthcare provider clearing his/her return to work.

15. What should I do if I test positive for COVID-19?

In each of the scenarios below, the District will require an employee to provide documentation from their healthcare provider clearing their return to work.

a. An employee will be directed to self-quarantine at home, consistent with guidance from your healthcare provider or local health department. The employee must notify their assigned supervisor and Human Resources of the positive test. Human Resources will work with the employee regarding options for telework and/or various types of paid leave available on a case by case basis.

b. Employees that test positive AND are symptom free may return to work when at least 10 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. If symptom free, the employee may telework during this time period with approval from their assigned supervisor in consultation with Human Resources.
c. Employees who test positive and are directed to care for themselves at home may return to work when: 1) symptoms improve, AND 2) remain fever-free for at least 24 hours without fever reducing medication, AND 3) another cause is identified for symptoms by a healthcare provider, OR test negative for COVID-19 with a diagnostic test, OR at least 10 days have passed since symptoms first appeared.

d. An employee who tests positive and has been hospitalized may return to work when directed to do so by their healthcare provider.

**Personal Protective Equipment (PPE):**

1. **In addition to a face covering, what other types of PPE will the District provide to employees?**

   The District will provide gloves, gowns, face shields, and/or clear eye coverings to designated staff based on job responsibilities. Staff may also request additional PPE through their assigned supervisor for consideration and purchase by the District as needed.

2. **Are all employees, contractors, and visitors required to wear a face covering while in an Eaton RESA facility, offsite program location, local school building, or childcare program?**

   Yes, pursuant to current Executive Orders, all adults performing in-person instruction or work in a school or childcare setting are required to wear a face covering, as a condition of employment, if they can be medically tolerated. The face covering must cover the nose and mouth fully. The face covering must be worn at all times in common areas (i.e. hallways, copy rooms, bathrooms, break and meeting rooms) and when other adults or children are in your workspace, workstation, and/or classroom. Staff are not required to wear a face covering when working alone in their designated workspace.

3. **Will employees, contractors, and visitors be provided with a face covering to wear?**

   All adults are encouraged to provide their own homemade or purchased face covering based on individual preference and are required to wash and clean these coverings prior to use daily at work. Adults who do not provide their own face covering will have access to district provided disposable face coverings to wear upon entry into an Eaton RESA facility or program or can request these face coverings from their assigned supervisor.

   Eaton RESA will provide related services staff who work in multiple settings and offsite locations with several reusable face coverings or specialized clear face coverings as necessary to implement their job responsibilities. Staff assigned these reusable face coverings will be responsible for cleaning their district provided face covering prior to daily use. Guidance on cleaning this PPE will be provided by the District.

4. **Who will be provided with a face shield and/or clear eye covering to wear?**

   Face shields and/or alternative eye coverings may be provided by the District to be worn in addition to a face covering by designated staff when:
   
   a. Near others where social distancing can’t be maintained
   b. When needed for instructional delivery and social distancing can’t be maintained
   c. When assisting with a student’s personal care needs where social distancing can’t be maintained (required), and/or
   d. When implementing cleaning procedures using spray disinfectants (required)
Face shields and eye coverings do not replace the need for use of a face covering. If an employee can’t medically tolerate a face covering, a request for accommodation should be completed and submitted to Human Resources. A face shield or other alternative eye covering may be provided by the District as determined by Human Resources and the assigned supervisor, if determined to be a necessary accommodation.

5. **When are gloves needed as PPE?**

Gloves are required to be worn by any adult completing certain cleaning and spray disinfecting activities or personal care activities with students in all buildings and offsite locations. The District will make disposable gloves available for any adult requesting them as an additional precautionary measure for use during their assigned work activities.

6. **When are gowns needed as PPE?**

Gowns are an additional option for designated staff completing certain cleaning and spray disinfecting activities or personal care activities with students in all buildings and offsite locations. The District will provide gowns for designated employees based on staff and assigned supervisor request.

7. **What should I do if I’m concerned about my ability to wear a face covering or other PPE during the work day, due to medical intolerance?**

Eaton RESA staff should discuss the concern with their assigned supervisor and contact Human Resources for determination of what PPE or accommodations are needed. Human Resources will work in coordination with the assigned supervisor and staff person on solutions.

**Facilities:**

1. **Will drinking fountains be turned off?**
   Yes. Drinking fountains will be turned off. However, water coolers for filling water bottles will still be available and continue to work.

2. **Can we still get food deliveries to the building?**
   Yes. You will need to go outside the building to receive the food that is being delivered. No deliveries should be received inside the building by an outside vendor.

3. **What are we doing with staff break rooms and eating areas?**
   No one is allowed to sit and/or eat (congregate) in break rooms for the time being at Packard and Southridge facilities. Staff can eat at their desk or leave the building during their break/lunch. Only Meadowview School staff at the Packard Facility will have access to the Lions Room for scheduled duty-free breaks, but must maintain social distancing and disinfect the area they occupied before returning to their work area.

4. **Can employees use existing meeting rooms for remote meetings or work as a quiet area?**
   Yes. They can be reserved in SchoolDude with proper social distancing, mask usage, and observance of occupancy requirements.

5. **How will entrances be marked so everyone knows where to enter?**
   Staff will be assigned a designated door for entry and exit from their assigned Eaton RESA facility. Signs will be posted on exterior doors.
6. **How do we safely share public restrooms?**

   Signage will be posted on restroom doors with directions. Staff will be expected to maintain social distancing and restrict the number of people at one time in a restroom. Hand washing following use of restrooms is required by all and hand sanitizer will be available for use as well.

**Social Distancing:**

1. **Will we have an area for social distancing with sick students?**

   We will have designated isolation rooms/spaces for sick students in each Eaton RESA facility. Eaton RESA staff will utilize designated isolation areas as provided in local districts, offsite facilities, and CTE program locations for sick students from Eaton RESA programs. Students who are quarantined and waiting for family pick up will wear a surgical mask and a designated staff member will monitor the student in the isolation room, document symptoms/activities, and also wear a surgical mask.

2. **What social distancing guidelines do employees, contractors, vendors, visitors, and students need to implement?**

   All employees, contractors, vendors, and visitors will maintain six feet distancing between themselves and others whenever possible. At least three feet distancing between adults and students should be maintained whenever possible. These recommendations are based on current CDC guidance. Signage and other visual cues promoting social distancing will be posted throughout district facilities and in offsite program locations.

**Cleaning/Disinfecting:**

1. **What is the District’s cleaning protocol for a confirmed COVID-19 case?**

   If an employee, contractor, vendor, visitor, or student has a positive case of COVID-19 confirmed clinically by a healthcare provider or test, the District will close the affected area(s) of the facility or program for 24 hours, notify and send home or relocate co-workers as needed, contact the health department, and then conduct cleaning and disinfecting protocols after 24 hours based on CDC and MIOSHA guidance before re-entry to those areas is permitted.

2. **Will employees be responsible for cleaning and disinfecting when at work?**

   Yes, employees will be responsible for cleaning and disinfecting their work areas/classroom with district provided cleaning supplies and disinfectant wipes. The following areas may be cleaned and disinfected by any employee:
   
   a. Workstation/desk
   b. Phone/technology/office equipment
   c. Classroom desks/tables/chairs/counters/high touch surfaces and instructional materials
   d. Copy machines, break room/common area surfaces

   If spray disinfectants are used, custodial staff and employees must also wear a face covering, face shield, and gloves.
Visitors:

1. How will meetings with visitors occur?
   
   Visitors will make an appointment in advance with a program administrator and complete a health screening form when they arrive at the facility main entrance. All visitors will need to wear a face covering and abide by social distancing guidelines while in any Eaton RESA building or program site. The number of people in a meeting room must conform to the current indoor event size and social distancing requirements of current Executive Orders. In Phase 4, the indoor event size is no more than 10 people.

2. Are visitors allowed in Eaton RESA facilities and programs?
   
   Visitors will not be allowed in Eaton RESA buildings or programs unless it is under extenuating circumstances as determined by the District. A visitor must arrange for an appointment to enter an Eaton RESA building or program in advance and are subject to face covering and health screening requirements upon entry. Examples of extenuating circumstances include, but are not limited to, the following:
   
   a. To pick up a student or adult who is ill
   b. To attend a pre-scheduled meeting, evaluation, IEP team or 504 meeting that can’t be held remotely

Training/Resources:

1. Can we post or provide information for our employees looking for childcare vacancies?
   
   Yes, employees can use the Great Start to Quality (greatstarttoquality.org) website to search for childcare options to fit their needs.

2. Are we going to receive training on the proper use of PPE, masks, glove removal, shields?
   
   Yes, videos and other training materials will be distributed to staff.

3. Will there be resources shared with parents of students enrolled in Eaton RESA programs regarding return to in-person instruction?
   
   Yes, each program will develop and provide resources for their respective parent and student groups outlining new procedures and responsibilities related to COVID-19 screening and return to school.

4. What training will employees be required to complete for Return to Work?
   
   All Eaton RESA employees will be required to complete the following activities/trainings:
   
   a. Read the Eaton RESA “Return to Work Guide”
   b. View the MIOSHA “COVID-19 Workplace Safety Employee’s Guide” presentation or video
   c. Complete the Eaton RESA Re-Entry Training Certification form to verify that you have reviewed the MIOSHA presentation or video

5. Can I deliver trainings/professional development and facilitate/participate in meetings remotely rather than in-person with local district and community stakeholders?
   
   Yes, the District is allowing employees to conduct requested or needed trainings, professional development, and meetings remotely to the extent possible, unless one of these activities requires an in-person contact.
6. **What should I do if I am uncomfortable with a situation related to COVID-19 safety or co-worker, contractor, vendor, visitor, or student safety?**

   Employees should immediately report the situation to their assigned supervisor or Human Resources.

7. **When will face-to-face professional development sessions be scheduled?**

   All conference and meeting rooms at the Packard Facility and Southridge Center are closed for professional development and meetings at least through December 31, 2020, or as per event requirements in current/subsequent Executive Orders.

**Families First Coronavirus Response Act (FFCRA):**

1. **My child’s school is operating on an alternate day (or other hybrid-attendance) basis. The school is open each day, but students alternate between days attending school in person and days participating in remote learning. They are permitted to attend school only on their allotted in-person attendance days. May I take paid leave under the FFCRA in these circumstances?**

   Yes, you are eligible to take paid leave under the FFCRA on days when your child is not permitted to attend school in person and must instead engage in remote learning, as long as you need the leave to actually care for your child during that time and only if no other suitable person is available to do so. For purposes of the FFCRA and its implementing regulations, the school is effectively “closed” to your child on days that he or she cannot attend in person. You may take paid leave under the FFCRA on each of your child’s remote-learning days.

2. **My child’s school is giving me a choice between having my child attend in person or participate in a remote learning program for the fall. I signed up for the remote learning alternative because, for example, I worry that my child might contract COVID-19 and bring it home to the family. Since my child will be at home, may I take paid leave under the FFCRA in these circumstances?**

   No, you are not eligible to take paid leave under the FFCRA because your child’s school is not “closed” due to COVID-19 related reasons; it is open for your child to attend. FFCRA leave is not available to take care of a child whose school is open for in-person attendance. If your child is home not because his or her school is closed, but because you have chosen for the child to remain home, you are not entitled to FFCRA paid leave. However, if, because of COVID-19, your child is under a quarantine order or has been advised by a health care provider to self-isolate or self-quarantine, you may be eligible to take paid leave to care for him or her.

3. **My child’s school is beginning the school year under a remote learning program out of concern for COVID-19, but has announced it will continue to evaluate local circumstances and make a decision about reopening for in-person attendance later in the school year. May I take paid leave under the FFCRA in these circumstances?**

   Yes, you are eligible to take paid leave under the FFCRA while your child’s school remains closed. If your child’s school reopens, the availability of paid leave under the FFCRA will depend on the particulars of the school’s operations. See FAQ #1 & #2 above.
REFERENCES


Families First Coronavirus Response Act (FFCRA) Emergency Family and Medical Leave Expansion Act (PL 116-127, § 3101 et seq.; 134 Stat. 177) – Notice of Employee Rights

CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America up Again

MI Safe Schools - Michigan's 2020-21 Return to School Roadmap

Executive Order 2020-142 "Provision of preK-12 Education for the 2020-2021 School Year"

Executive Order 2020-145 "Safeguards to Protect Michigan's Workers from COVID-19"

Executive Order 2020-153 "Masks"

Eaton Regional Education Service Agency

- Homepage – www.eatonresa.org
- Staff Access – COVID-19 Staff Resources

Staff Access Login Information (Username: eatonresa; Password: welcome)

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