



Eaton RESA COVID-19 Preparedness and Response Plan

Revised 2/21/2022

Eaton RESA will require in-person work for its employees and implement in-person instruction delivery for all students in Eaton RESA operated programs and classrooms. Our plan is based on information and guidance from the Centers for Disease Control (CDC), the [Michigan Department of Health and Human Services](#) (MDHHS) and the [Michigan Occupational Health and Safety Administration Emergency Rules](#) (MIOSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels.

The spread of COVID-19 in the workplace can come from several sources:

- Employees
- Students
- Guests - visitors/vendors/family members
- The General Public

Definitions. As used in this plan:

(a) "Close contact" means close contact as [defined by the latest United States Centers for Disease Control and Prevention \(CDC\) guidelines](#) at the time of contact.

(b) "COVID-19" means a viral respiratory illness characterized by [symptoms defined by the CDC](#).

(c) "Known cases of COVID-19" means persons who have been confirmed through diagnostic testing to have COVID-19.

(d) "SARS-CoV-2" means the novel coronavirus identified as SARS-CoV-2 or a virus mutating from SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the virus which is the causative agent of COVID-19.

(e) "Suspected cases of COVID-19" means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

(f) "[Up to date on vaccinations](#)" means persons for whom at least two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine and any recommended/available boosters.

RESPONSIBILITIES OF EATON RESA ADMINISTRATORS/SUPERVISORS

Eaton RESA has designated the following staff as its COVID-19 Workplace Coordinators:

- John Van Hoesen, Human Resources/Safety Coordinator
jvanhoesen@eatonresa.org
517-541-8712
- Sean Williams, Superintendent
smwilliams@eatonresa.org
517-541-8720

The Coordinators' responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

All Eaton RESA administrators/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, the District expects that all administrators/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Administrators and supervisors must encourage this same behavior from all employees.

Workplace Controls

Eaton RESA shall:

- (1) Designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. (see above)
- (2) Ensure that any Eaton RESA employee remain at least six feet from one another to the maximum extent feasible while on worksite premises for adult interactions.
- (3) Ensure that any Eaton RESA employee, regardless of vaccination status, remain at least three to six feet from students indoors and outdoors, when providing direct services, instruction and using school-based transportation, to the extent feasible.
- (4) Require that any Eaton RESA employee, regardless of vaccination status, wear face coverings when using school-based or public transportation, unless there is a documented medical exemption.
- (5) Provide non-medical grade face coverings to Eaton RESA employees, students and visitors as well as other Personal Protective Equipment as needed, regardless of vaccination status, at no cost.

Basic Infection Prevention Measures

Eaton RESA shall:

- (1) Promote frequent and thorough hand washing and provide Eaton RESA employees, contractors, visitors, and students with a place to wash their hands. If soap and running water are not immediately available, the District shall provide antiseptic hand sanitizer or alcohol-based hand towelettes containing at least 60 percent alcohol.
- (2) Require Eaton RESA employees, visitors and students who are experiencing symptoms of COVID-19 to not report to school/work or keep isolated until such time as they can leave the work or school setting.
- (3) Implement continued facility cleaning and disinfection to limit exposure to COVID-19, in accordance with current CDC guidance.
- (4) Use Environmental Protection Agency ([EPA-approved disinfectants](#)) that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

Health Surveillance

Eaton RESA shall:

- (1) Direct Eaton RESA employees, visitors, contractors or students to promptly report any signs and symptoms of COVID-19 to the employer and assigned administrator before, during, or after the work/school day.
- (2) Physically isolate any Eaton RESA employee, visitor, contractor or student known or suspected to have COVID-19 from the remainder of the workforce, classroom or school, using measures such as, but not limited to:
 - (a) Not allowing known or suspected cases to report to work/school.
 - (b) Sending known or suspected cases away from the workplace/school.
 - (c) Assigning known or suspected employee cases to work alone at a remote location (for example, their home), as their health allows.
- (3) Notify any co-workers, contractors, visitors or family/students who may have come into contact with a person with a known case of COVID-19 in the workplace or school, within 24 hours.
- (4) Allow Eaton RESA employees, visitors, contractors or students with a known or suspected case of COVID-19 to return to the workplace/school only after they are no longer infectious according to the latest guidelines from the CDC/MDHHS/Barry-Eaton District Health Department.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Eaton RESA understands that in order to minimize the impact of COVID-19 at our school and administrative facilities, everyone needs to play his or her part. The District has instituted several best practices and guidelines to minimize exposure to COVID-19 and prevent its spread in the workplace and schools. This includes specific cleaning efforts and social distancing. While here at work/school, all employees, visitors, contractors and students must follow these guidelines for them to be effective. Beyond these best practices and guidelines, we require employees, visitors, contractors and families/students to report to an administrator or supervisor immediately if they are experiencing signs or symptoms of COVID-19, as per current CDC guidance. If employees have specific questions about this Plan or COVID-19, they should ask their assigned administrator/ supervisor or contact one of the COVID-19 Workplace Coordinators.

ALL Eaton RESA employees and contractors assigned to work in any Eaton RESA facility/student program or in an offsite program, local district or school location are required to follow the procedures and guidelines outlined in this document.

Your Health in Mind

Your health is our top priority as we return to our facilities, programs and classrooms. 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:

- View the MIOSHA “COVID-19 Workplace Safety Employee's Guide” ([📺 YouTube Video](#))
- Complete the [Eaton RESA Re-Entry Training Certification](#) form to verify that you have reviewed the MIOSHA presentation or video

COVID-19 Workplace Screening

All Eaton RESA staff, students, visitors, vendors and contractors are strongly encouraged to continue daily monitoring for COVID-19 symptoms. If any individual is demonstrating COVID-19 symptoms, they should contact their assigned Eaton RESA administrator along with HR and not report to work or school.

The District has provided additional resources on it's website to provide further guidance and information to employees on implementation of COVID-19 protocols and mitigation strategies, including a [Frequently Asked Questions](#) document and an [Eaton RESA COVID-19 Staff Guidance](#) document.

EMPLOYEE EXPOSURE DETERMINATION

Eaton RESA has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated exposure to COVID-19, as per requirements of the MIOSHA Emergency Rules currently in effect. Cindy Anderson, Superintendent, and John Van Hoesen, Human Resources/Safety Coordinator, were responsible for the exposure determinations.

Eaton RESA has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19. No high risk exposure positions are identified.

- **Lower Exposure Risk Positions:** These positions do not require contact with individuals who could be infected with COVID-19 nor frequent close contact with the general public. Employees in this category have minimal occupational and infrequent close contact with the public, students/families and other co-workers.
- **Medium Exposure Risk Positions:** These positions require frequent or close contact with individuals who could be infected with COVID-19, the general public, students/families or co-workers.

Eaton RESA has categorized its positions as follows:

Position	Exposure Risk Determination	Qualifying Factors
Meadowview School Teachers, Paraprofessionals, Classroom Assistants, Administrative Assistant, Administrators and School Nurse	Medium	In-person learning and services to students/families
Great Start Readiness Program Teachers, Classroom Assistants, Administrative Assistant and Administrator	Medium	In-person learning and services to students/families
Early On/Build Up Staff, Administrator and Administrative Assistant	Medium	In-person and home visiting services to children/families
Career Preparation Center Instructors, Student Service Coordinators, Career Development Staff, Administrative Assistant and Administrators	Medium	In-person learning and services to students/families
Related Services Staff and Special Education Administrators	Medium	In-person and direct special education services to students
Prevention Services Staff, Truancy Officer and Behavior/Mental Health Specialists	Medium	In-person and direct services to students/families
Receptionist	Medium	Public contact and vendor interactions
Facilities Coordinator and Custodial Staff	Medium	Facility cleaning, vendor and co-worker interactions
Business Office, Technology and Human Resources Staff/Administrators	Low	Infrequent contacts with co-workers and the general public
All Other Positions	Low	Infrequent contacts with co-workers and the general public