

Michigan Department of Labor and Economic Opportunity
Michigan Occupational Safety and Health Administration
Consultation Education and Training Division

Lakeshore Public Schools

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers

General

The following COVID-19 preparedness & response plan has been established for **Lakeshore Public Schools** in accordance with the requirements in the Executive Orders (EOs) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA Guidance on Preparing Workplaces for COVID-19, and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. **The Lakeshore Public Schools Superintendent** has read these guidance documents carefully, found the safeguards appropriate to **Lakeshore Public Schools** based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. **Lakeshore Public Schools Superintendent** will be responsible for visiting the EO webpage and CDC guidance webpage regularly (for example, weekly) for the latest information and for revising the plan as necessary. The EOs are found at:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html.

The CDC guidance documents are found at:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

This plan reflects the EOs and CDC guidance as of June 15, 2020 .

Lakeshore Public Schools has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisors are **Building and District Administrators**. The supervisors will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via the District website at <https://www.lpslancers.net>.

Exposure Determination

Lakeshore Public Schools has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. **The Lakeshore Public Schools Superintendent** was responsible for the exposure determination.

Lakeshore Public Schools has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

An employer shall categorize all its employees' jobs into the following risk categories:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Lakeshore Public Schools Superintendent verifies that **Lakeshore Public Schools** has no high risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Lakeshore Public Schools has categorized its jobs as follows:

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

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (ie. no public contact, public contact)
Superintendent	Medium Exposure Risk	school, frequent public contact
Assistant Superintendent	Medium Exposure Risk	school, frequent public contact
Chief Financial Officer	Low Exposure Risk	less frequent contact with employees/students/public
CO Administrative Assistants	Low Exposure Risk	less frequent contact with employees/students/public
CO Business Staff	Low Exposure Risk	less frequent contact with employees/students/public
Building Administrators	Medium Exposure Risk	school, frequent public contact
Building Administrative Assistants	Medium Exposure Risk	school, frequent public contact
Classroom Teachers	Medium Exposure Risk	school, frequent public contact
Counselors	Medium Exposure Risk	school, frequent public contact

Athletic Director	Medium Exposure Risk	school, frequent public contact
Coaches	Medium Exposure Risk	school, frequent public contact
Director of Student Services	Medium Exposure Risk	school, frequent public contact
Food Service Director	Medium Exposure Risk	school, frequent public contact
Cafeteria Staff	Medium Exposure Risk	school, frequent public contact
Director of Technology	Medium Exposure Risk	school, frequent public contact
Technology Techs	Medium Exposure Risk	school, frequent public contact
Director of Maintenance and Operations	Medium Exposure Risk	school, frequent public contact
Custodial/Maintenance Staff	Medium Exposure Risk	school, frequent public contact
Transportation/Drivers	Medium Exposure Risk	school, frequent public contact
Transportation/Dispatcher	Low Exposure Risk	less frequent contact with employees/students/public

Engineering Controls

Lakeshore Public Schools has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

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

The following engineering controls have been implemented:

Positions/Job/Task	Engineering Control
Superintendent	buzz in system, physical barriers/clear plastic sneeze guards, floor markings, drop-off mailbox
Assistant Superintendent	buzz in system, physical barriers/clear plastic sneeze guards, floor markings, drop-off mailbox
CO Administrative Assistants	buzz in system, physical barriers/clear plastic sneeze guards, floor markings, drop-off mailbox
Building Administrators	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Building Administrative Assistants	buzz in system, physical barriers/clear plastic sneeze guards, floor markings

Classroom Teachers	clear plastic sneeze guards, floor markings, physical room arrangement
Counselors	buzz in system, clear plastic sneeze guards, floor markings
Director of Student Services	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Food Service Director	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Cafeteria Staff	clear plastic sneeze guards, floor markings
Director of Technology	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Technology Techs	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Director of Maintenance and Operations	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Custodial/Maintenance Staff	physical barriers/clear plastic sneeze guards, floor markings
Transportation/Drivers	clear plastic sneeze guards, floor markings

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. **The Lakeshore Public Schools Superintendent** will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for **Lakeshore Public Schools**:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
	Promote remote work (telecommuting) to the fullest extent possible.
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time when feasible.
	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time when feasible.

	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of parents/community members in the establishment at any given time.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require parents and the public to wear cloth face coverings.
	Keep parents/community members informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
	Provide parents and the public with tissues and trash receptacles.
	Encourage parents and community members to visit the District's website for registration and other materials.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and

	coughing and sneezing in one's elbows rather than hands.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

The **Lakeshore Public Schools Director of Maintenance and Operations** will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular hand washing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, **Lakeshore Public Schools** shall provide employees with antiseptic hand sanitizers or towelettes. **Lakeshore Public Schools** will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

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

The Director of Maintenance and Operations will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, **Lakeshore Public Schools** will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Telephones	Clean surface with a cloth pre-soaked with a cleaner or disinfectant (Spartan HDQ Disinfectant)	Nightly
Desks	Spray the disinfectant liberally onto surface and spread with a cloth making entire surface wet with the cleaner or disinfectant. (Spartan HDQ Disinfectant)	Nightly
Switches	Clean surface with a cloth pre-soaked with a cleaner or disinfectant (Spartan HDQ Disinfectant)	Nightly
Door Handles	Spray the disinfectant liberally onto surface and spread with a cloth making entire surface wet	Nightly

	with the cleaner or disinfectant. (Spartan HDQ Disinfectant)	
Dispensers	Clean surface with a cloth pre-soaked with a cleaner or disinfectant (Spartan HDQ Disinfectant)	Nightly
Bathroom Handles/Toilet Flush/Shower Controls	Spray the disinfectant liberally onto surface and spread with a cloth making entire surface wet with the cleaner or disinfectant. (Spartan HDQ Disinfectant)	Nightly
Toilet Seats	Spray the disinfectant liberally onto surface and spread with a cloth making entire surface wet with the cleaner or disinfectant. (Spartan HDQ Disinfectant)	Nightly
Splash Walls (Bathroom)	Spray the disinfectant liberally onto surface and spread with a cloth making entire surface wet with the cleaner or disinfectant. (Spartan HDQ Disinfectant)	Nightly
Electrostatic Full Surface Disinfecting	Spray classroom/office (Clorox T-360)	Weekly

The following methods will be used for enhanced cleaning and disinfection:

Cleaning Protocols:

1. Increase facility cleaning & disinfection –focus on high touch areas & shared equipment

2. Pre-soak a disposable cloth with cleaner or disinfectant and remove gross soil (if necessary), then place in plastic bag for disposal.
3. Clean surface with a disposable cloth pre-soaked with a cleaner or disinfectant, then dispose in a plastic bag.
4. Spray the disinfectant liberally onto surface and spread with a disposable cloth making entire surface wet with the cleaner or disinfectant. Dispose of cloth into plastic bag.
5. Allow the disinfectant to act for the necessary surface contact time. Rinse if required.
6. All soiled materials and protective clothing must be deposited into a yellow clinical waste bag and disposed as contaminated material.
7. Wash hands thoroughly for at least 20 seconds using hand soap.

Other:

1. Make cleaning supplies available to employees upon entry AND at the worksite
2. Provide time for employees to wash hands frequently or use hand sanitizer
3. Develop cleaning & disinfection protocol for facility in the event of a positive COVID-19 case

Personal Protective Equipment (PPE)

Lakeshore Public Schools will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Lakeshore Public Schools will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.)

Lakeshore Public Schools will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. **Lakeshore Public Schools** will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Positions/Job/Task	PPE
Superintendent	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Assistant Superintendent	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Chief Financial Officer	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
CO Administrative Assistants	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
CO Business Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Building Administrators	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Building Administrative Assistants	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Classroom Teachers	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Counselors	Disposable facemask/cloth facemask, gloves (when appropriate), face shield

	(when appropriate)
Athletic Director	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Coaches	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Director of Student Services	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Food Service Director	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Cafeteria Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Director of Technology	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Technology Techs	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Director of Maintenance and Operations	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Custodial/Maintenance Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Transportation/Drivers	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Transportation/Dispatcher	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)

Health Surveillance

Lakeshore Public Schools has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. **The Lakeshore Public Schools Superintendent** will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, **Lakeshore Public Schools** will have employees self-screen for COVID-19. **Lakeshore Public Schools** will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. **Lakeshore Public Schools** will similarly screen contractors, suppliers, and any other individuals entering the worksite or assure that these protocols are followed under their employer policies.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to **Sue Hardy (Administrative Assistant to the Superintendent) AND their immediate supervisor** before and during the work shift. **Lakeshore Public Schools** has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Daily Screening Protocol

Employees are required to screen themselves and report those findings prior to starting work each day until further notice. In order to facilitate this process in as easy and convenient manner possible, the district is using an electronic screening tool created by the Michigan Department of Labor & Economic Opportunity to collect responses to the mandatory questions. Each day prior to reporting to a district facility, employees are required to complete the screening. If an employee is unable to complete the screening electronically prior to arriving to work, it must be the first thing completed before beginning to work. ***Keep in mind that if you are in fact exhibiting symptoms, as outlined above you should NOT report to a district facility but rather self-report.***

Directions: To access the online screening tool, go to misymptomapp.state.mi.us/login. You can do this from a smartphone or

computer. The first time you go to the site, you will be asked to create an account. Employees should set-up their account prior to June 22.

Here are the steps you will be asked to complete to create an account the first time you login:

1. Scroll to the bottom of the screen and select create an account.
2. Type in your LPS email account.
3. Create a password you will remember
4. You will be asked to create a security check. A link will be emailed to the email you entered and you will be required to validate by going to your email account and clicking a link.
5. Sign in to your account.
6. First time sign in you will have to provide demographic information including address and phone number.
7. You will need to provide an employer address (the building you primarily work in).
8. **You will also need to enter an EMPLOYER CODE 5683-5687 to ensure we receive notice that you have completed the mandatory assessment.**

If you need assistance setting up or logging into your account, please contact Sue Hardy at (269) 428-1400 ext. 2900 or shardy@lpslancer.net.

If you are unable to complete and submit the online self-screening, you will need to complete and submit a paper copy screening tool prior to beginning work each day. You can obtain a paper copy screening tool from the box labeled "PPE Equipment" located in the main office of each school building. Paper copy self-screening tools must be turned in to the building supervisor prior to beginning work.

We will ensure that information related to COVID-19 is safeguarded in accordance with Federal and State statutes that address confidentiality. Information will be confidentially managed and disclosed only to those with a need to know. The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

District Guidance on Required Self-reporting of Suspected (symptoms, diagnosis, or other concerns) and Confirmed COVID-19 Exposure for Employees

All employees must notify the District as soon as possible if they develop symptoms of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed case of COVID-19. Please follow the self-reporting process stated below.

1. Notify the Sue Hardy as soon as possible by:
 - a. Phone (269) 428-1400 ext. 2900
 - b. Email: shardy@lpslancer.net
2. **Do not come to work!**
3. Employees **must** contact the Sue Hardy to report the following:
 - a. You are subject to a quarantine or isolation order due to confirmed COVID-19 exposure/illness;
 - b. You have been advised by a healthcare provider to self-quarantine for reasons related to COVID-19 (even if you are not experiencing symptoms of or ill with COVID-19);
 - c. You are experiencing COVID-19 symptoms and seeking a medical diagnosis;
 - d. You are caring for an individual subject to an order or recommendation described in A or B above;
 - e. You are caring for a child whose school or place of care is closed, or whose child-care provider is unavailable, for reasons related to COVID-19.
4. If you are feeling ill with COVID-19 symptoms, or believe you have had contact with someone ill with COVID-19, contact your primary care physician for guidance.
5. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any District campus or other District property.
6. The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. For more information, please see the link below or contact Nancy VonKoenig at (269) 428-1400 ext. 2950.

[Employee Rights - COVID-19](#)

It is everyone's personal responsibility to protect our staff, students, and community members, and the District reserves the right to take all reasonable measures to prevent any individuals who are or appear to be experiencing COVID-19 symptoms from entering onto or remaining on District property.

Lakeshore Public Schools will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Lakeshore Public Schools will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, **Sue Hardy (Administrative Assistant to the Superintendent)** will notify both the local public health department, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19. When notifying coworkers, contractors, and suppliers, **Lakeshore Public Schools** will not reveal the name or identity of the confirmed case.

Lakeshore Public Schools will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Training

Lakeshore Public Schools shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.

2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
5. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
6. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
7. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

NOTE: It is recommended that records of employee training be maintained that at a minimum document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

Recordkeeping

The Administrative Assistant to the Assistant Superintendent shall coordinate COVID-19 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.