



***COVID-19 Preparedness, Response,
& Return to the Worksite Plan
July 6, 2020 - August 14, 2020***

Dear Jenison Public Schools Staff,

These are unprecedented times and I want to thank you all for your cooperation and assistance as we navigate many new situations. Our organization, employees, and families have all been impacted by the COVID-19 pandemic. The decision and process for returning to the workplace encompasses a variety of key aspects and we focus on starting with a safe, clean and secure workplace. The physical and emotional wellbeing of our employees, third party vendors, and guests is our top priority as we phase back into our buildings. Jenison Public Schools will strive to provide the safest environment possible and we will need your help.

The opening of previously closed or limited use facilities related to the pandemic requires careful planning and consideration. As local, state and federal authorities evaluate and begin to loosen shelter-in-place orders and other restrictions, the human resources and operations teams will work together to develop action plans that address potential challenges to protect our employees and the entire organization. Thank you for your continued cooperation.

DETERMINING ELIGIBILITY TO RE-OPEN

Determining when to reopen and modify our current operations is an important decision. Understanding eligibility to reopen is a critical first step that should be informed by credible resources. This plan is based on information available from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention ("CDC"), the U.S. Department of Labor's Occupational Safety and Health Administration ("OSHA"), and Michigan Executive Orders No. 2020-36 (April 3, 2020), 2020-32 (April 9, 2020) and 2020-39 (April 24, 2020). It is subject to change based on further information provided by the CDC, OSHA and other public officials. The Director of Human Resources may also amend this Plan based on operational needs.

The District has designated the following individual as its District COVID-19 Workplace Coordinator: ***Leslie Philipps , Director of Human Resources. In addition, all administrators will serve as coordinators at their main work site.*** The Coordinators are responsible for implementing, monitoring, and reporting on this Plan, staying abreast of federal, state and local guidance, and incorporating recommendations

into the District's workplace. The Coordinators are also responsible for reviewing human resources policies and practices to make sure they are consistent with this Plan, District operations, and existing federal, state, and local requirements.

Returning to the Work Setting General Recommendations

As our facilities return to operational status, there are several measures that have been introduced to minimize the threat of infection. There may be circumstances unique to a location, and therefore some adaptation of these recommendations may be needed to address that facility's specific requirements. Such exceptions must be authorized by the Superintendent. Additionally, all facilities must comply with all applicable laws, meaning that if there is a conflict between the recommendations in this document and the applicable law, the facility must follow the applicable law.

A. Responsibilities of Jenison Public Schools

The Superintendent has put in place the following practices and measures as a part of this Plan to protect staff members and students from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:

1. The Superintendent and/or Director of Human Resources will provide notice regarding this Plan to each employee via email and under the "staff resources" tab on the District's website.
2. The Superintendent and/or Director of Human Resources will restrict the number of workers present on premises to perform the in-person work necessary to maintain its operations, or on the premises of a local school district pursuant to their work assignment. All persons who are approved to work on premises in-person are required to follow the on-premises health check [JPS Covid Screening Entry Questions](#) daily prior to starting work. (See Responsibilities of Employees section, below.)
3. The District will promote work from home to the fullest extent possible during the 2020 summer period. The District will promote virtual work-related meetings, including meetings held pursuant to the Open Meetings Act, MCL 15.261 *et seq*, through telephonic conference or video conferencing applications when possible. Meetings subject to the Open Meetings Act will use an option that ensures that both the general public and members of the public body are able to participate.
4. The District will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible. Third Party Workers will be expected to follow the same social distancing standards within District Buildings and Sites.
5. The District will identify any areas where social distancing is not possible so that staff can take extra precautions (i.e. masks, shields, gloves). Masks shall be worn while in an enclosed location (if 6 ft of social distance cannot be maintained).
6. The District has increased general standards of facility cleaning and disinfection to limit exposure to COVID-19 especially on high-touch surfaces and shared equipment, and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
7. The District has published protocols to prevent workers from entering the premises if they display symptoms associated with COVID-19, or who have had contact with a person with a confirmed diagnosis of COVID-19.
8. The District will provide personal protective equipment ("PPE") as appropriate for the work activity to be performed, as well as soaps and disinfecting supplies for staff for routine

use. Pursuant to the Executive Orders, the District will attempt to make available non-medical grade face masks for staff who must work on-premises, but all staff are encouraged to bring and use cloth masks to ensure sufficient mask supplies can be maintained at each building.

9. The District will make cleaning supplies available to employees upon entry and at the worksite. Employees will have time to wash hands frequently or to use hand sanitizer.
10. Employees who use public transportation are encouraged to use personal protective equipment and hand sanitizer.
11. The District will offer hand sanitizer for employees and place hand sanitizer in multiple locations around the buildings.
12. The District will restrict school-related travel to only essential travel.
13. In-person interactions with visitors or students should not occur unless no alternative exists. We must limit visitors to the maximum extent possible.
14. The District will track every building where employees enter in order to allow for building tracing in case an employee shows symptoms at a later time.
15. Entry points of buildings will be limited with possible health checks at points of entry. This includes third party workers. Any employee **may be** subject to temperature checks.
16. The District will provide training to employees that addresses, at a minimum (a) workplace infection control practices; (b) the proper use of personal protection equipment; (c) steps the employee must take to notify the District of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19; and (d) how to report unsafe working conditions. Employees must read this COVID-19 Preparedness, Response, & Return to the Worksite Plan carefully and fully.
17. The Superintendent has designated administrative and supervisory staff to be responsible, and has informed them to immediately isolate any person who shows symptoms of COVID-19 while at work.
18. The District is prohibited from discharging, disciplining, or otherwise retaliating against employees who stay home or leave work when they are at particular risk of infecting others with COVID-19.
19. The District reserves the right to adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

B. Responsibilities of JPS Employees

The District is asking each of our employees to help with our preventative efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part.

1. **Daily Self Screening:** Before leaving home, employees, contractors and visitors should assess their health by answering the following questions:
 - Have you been diagnosed with COVID-19? Do you have, or have you had, a fever at or above 100.4°F (38°C)?
 - Do you have any of these symptoms: cough, shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell?
 - Have you had close contact with anyone diagnosed with COVID-19 or a suspected case in the last 14 days?
 - Have you traveled internationally in the last 14 days?

If the answer to any of these questions is “yes,” please stay at home and contact your supervisor or HR.

2. **Entering District buildings**

- Only identified entries should be used to enter a JPS facility. Each building will have one designated entry point through the summer months.
- Employees will be asked to conduct a self-screening daily before entering into a building and a temperature check may also be required. Self-screening check should be conducted using this form: [JPS Covid Screening Entry Questions](#) (a QR code will be posted at each main entry to scan with a mobile device to access health questions).

3. **Employees must follow these best practices at all times for them to be effective.**

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand wash with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Cough into your elbow whenever possible. If you do happen to cough or sneeze on your hands, wash your hands immediately.
- Avoid close contact with people who are sick.
- While there is community spread of COVID-19, maintain appropriate social distance of six feet to the greatest extent possible.
- Avoid other employees' work spaces and commonly touched workplace tools (i.e. phones, computers, desks, copiers, printers, water coolers, refrigerators, etc.). If necessary, clean and disinfect them before and after use.
- Avoid sharing any items that would cross contaminate saliva (i.e. water bottles, food utensils).
- JPS discourages handshaking and instead encourages the use of other non-contact methods of greeting.
- Masks **shall** be worn while in an enclosed location when social distancing is not possible.
- Limit in-person interactions with students and visitors to the maximum extent possible.
- Employees are encouraged to sanitize work areas upon arrival, throughout the workday, and prior to departure.
- **Employees are still encouraged** to work remotely when possible during the summer months, with Supervisor permission.

4. **In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary systems of COVID-19 include the following:**

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing
- Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

5. **If employees have signs or symptoms of COVID-19, the District requires employees to immediately notify their direct supervisor or Human Resources.**

If an employee develops a fever and symptoms of respiratory illness, such as an a typical cough or shortness of breath, they **must not** report to work. Notify your direct supervisor immediately and consult your healthcare provider. If an employee has a specific question about COVID-19 related absences they should ask their direct supervisor or contact the Human Resource Department.

If an employee comes into close contact with someone showing symptoms of COVID-19, the employee must notify their director supervisor immediately and consult their healthcare provider. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines "close contact" as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a "prolonged period of time;" or
 - Having direct contact with infectious secretions of COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)
 - More information is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
6. If a particular employee needs ADA accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to your supervisor or an HR administrator.
 7. Only request to enter buildings when it is necessary to facilitate alternative modes of instruction, perform child care pursuant to a Michigan Executive Order, or conduct business that is essential to the basic operations of the district that support the wellbeing of employees and/or students, and has been approved for that purpose.

C. Employee Illness and Return to Work:

The following steps for responding when an employee tests positive for the coronavirus are based on the [*U.S. Centers for Disease Control and Prevention's Interim Guidance for Businesses and Employees.*](#)

1. The District **expects** any employee who has [COVID-19 symptoms](#) (i.e., fever, cough, or shortness of breath) to stay home and notify their supervisor immediately.
2. Employees who appear to have symptoms upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, vendors, and visitors, and will be sent home.
3. Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
 - Isolation for at least 10 days after illness onset is required. Illness onset is defined as the date symptoms begin.
4. For persons [recovered](#) from COVID-19 illness, JPS 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 Centers for Disease Control and Prevention and they are released from quarantine or isolation by the public health department.

D. Confirmed Case and Employee Protection

Within 24 hours, the District will notify any co-workers, contractors, or suppliers who have come into contact with a person identified with a confirmed case of COVID-19 via phone call or email. The District will not share the employee's name or personally identifiable information in light of laws restricting the dissemination of personal health information. **The District will notify the Ottawa County Health Department Officials**

1. Based on the size of the workplace and the potential breadth of exposure to coronavirus, the District may consider a temporary closure for all or part of the workplace if there is a confirmed case of COVID-19 within our employee groups/buildings, coordinating with employees to work remotely if possible.

2. The District will perform enhanced cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the facility, following [CDC cleaning and disinfection recommendations](#).
3. OSHA recordkeeping requirements mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log. [OSHA released new guidance May 19](#) that employers are responsible for recording a COVID-19 case if it is confirmed as a COVID-19 illness; is [work-related](#); and involves one or more of the [general recording criteria](#), such as medical treatment beyond first aid or days away from work.

E. Use of common areas, rest rooms, and conference rooms

Social distancing is critical to reduce the risk of person-to-person infection, and it is our shared responsibility to follow CDC and other governmental guidelines. When entering JPS buildings some general guidelines are:

- Employees should avoid gathering by entry doors by maintaining at least 6 feet between colleagues.
- Then District may provide markings on floors to help illustrate the recommended distance of separation.
- During work hours, District employees should wear a face mask while in the workplace common areas.

1. Entries and Exits:

When possible, the District will restrict staff entries and exits. As stated, staff will use one entry point per building and shall display social distancing upon building entry.

2. Rest Rooms:

- Bathroom cleaning is increased but these areas remain an elevated risk area for potential infection.
- Stalls, urinals, and sinks may be at reduced capacity to increase distance between users.
- Restrooms may be limited to a specific capacity of employees at any given time and this number will be posted.

3. Break Rooms / Kitchen

- Every effort should be made to ensure social distancing in common areas, including near coffee, water and food preparation areas. These rooms will be at reduced capacity to increase distance between users.
- Communal dispensaries (water, coffee and other beverages) will be removed or taken out of service during the summer months.
- Signs will be posted limiting the number of staff at any given time for microwaves and water.
- Employees are encouraged to bring food from home instead of leaving the premises. Cold lunches or food that does not require reheating due to limitations on reheating resources are recommended.
- Employees should consume food at their work stations when at all possible and food should not be left in refrigerators after hours.
- Seating areas, if available, will be at reduced capacity with fewer seats and greater distance between tables creating seating options that are 6 feet apart.

- Break times may need to be staggered more than normal to allow adequate space to accommodate everyone.

4. Meeting / Conference Rooms

- There will not be any large group meetings on site. Larger meetings **shall** utilize remote teleconferencing during the summer time.
- Smaller rooms will be at reduced capacity to increase distance between users.
- Small rooms may be used for videotaping lessons, etc.

Helpful COVID-19 Links

<https://www.michigan.gov/coronavirus>
www.cdc.gov/coronavirus

CDC Cleaning and Disinfecting Your Facility- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

CDC Face Masks with DIY Tutorial- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>