

### In-Person Work by Position/Employee Group Audit

Pursuant to the October 14, 2020 Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, in-person work for employees is prohibited “to the extent that their work activities can feasibly be completed remotely.” If certain positions or employee groups cannot feasibly be completed remotely and instead require in-person work, the School must identify the affected positions and document why those employees must be physically present in the workplace and what aspect(s) of their work cannot feasibly be completed remotely.

<b>Position/Employee Group</b>	<b>Can Employee/Employee Group feasibly complete all work remotely? If not, list aspects of work that cannot feasibly be completed remotely.</b>	<b>If some or all work cannot feasibly be completed remotely, list specific reason(s) why that aspect of work cannot feasibly be completed remotely and why Employee/Employee Group must be physically present in the workplace and for what periods of time.</b>
<b>Instructional staff (including Preschool)</b>	<b>In-person instruction: No  Remote instruction: Yes</b>	<b>Work cannot feasibly be completed remotely when students are in-person due to the necessity to provide in-person instruction.</b>
<b>Paraprofessionals</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely when students are in-person due to the necessity to provide in-person instructional and behavioral support.</b>
<b>Secretaries</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely due to the nature of job duties including assisting visitors, answering phones, and interacting with students and staff in the office.</b>
<b>Bus Drivers and Bus Aides</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely when students are in-person due to the necessity to provide in-person services.</b>

<b>Custodians and Maintenance</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely due to the nature of job duties including in-person cleaning, maintenance, and repairs.</b>
<b>Mechanics</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely due to the nature of job duties including in-person maintenance and repairs.</b>
<b>Monitors</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely when students are in-person due to the necessity to provide in-person services.</b>
<b>Food Service</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely due to the nature of job duties including in-person food preparation and distribution.</b>
<b>Childcare (including Champ Camp)</b>	<b>No</b>	<b>Work cannot feasibly be completed remotely when children are in-person due to the necessity to provide in-person services.</b>

<p><b>Deans of Students</b></p>	<p><b>In-person instruction: No</b> <b>Remote instruction: Yes</b></p>	<p><b>Work cannot feasibly be completed remotely when students are in-person due to the necessity to provide in-person services.</b></p>
<p><b>Principals</b></p>	<p><b>In-person instruction: No</b> <b>Remote instruction: Yes</b></p>	<p><b>Work cannot feasibly be completed remotely when staff are in-person due to the necessity to provide in-person support, evaluations, and supervision of students.</b></p>
<p><b>Business Office</b></p>	<p><b>Yes with minor exceptions</b></p>	<p><b>Work can feasibly be performed remotely with the exception of weekly deposits and checking mail.</b></p>
<p><b>Technology</b></p>	<p><b>No</b></p>	<p><b>Work cannot feasibly be completed remotely due to the nature of job duties including in-person maintenance and repairs.</b></p>
<p><b>Transportation Director</b></p>	<p><b>No</b></p>	<p><b>Work cannot feasibly be completed remotely due to the nature of job duties including assisting drivers, answering phones, and interacting with students and staff.</b></p>

<p><b>Food Service Director</b></p>	<p><b>No</b></p>	<p><b>Work cannot feasibly be completed remotely due to the nature of job duties including food preparation, serving, answering phones, and interacting with students and supervising staff onsite.</b></p>
<p><b>Secretary to the Superintendent</b></p>	<p><b>No</b></p>	<p><b>Work cannot feasibly be completed remotely due to the nature of job duties including assisting visitors, answering phones, and interacting with students and staff in the office.</b></p>
<p><b>Superintendent</b></p>	<p><b>No</b></p>	<p><b>Work cannot feasibly be completed remotely due to the nature of job duties including assisting visitors, answering phones, and interacting with students and staff in the office.</b></p>