

Columbia School District

COVID-19 PREPAREDNESS, EXPOSURE CONTROL AND RESPONSE PLAN

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 orders issued by the Michigan Occupational Safety and Health Administration (MIOSHA), the Michigan Department of Health and Human Services (MDHHS), and the Michigan COVID-19 Employment Rights Act, MCL 419.401 *et al.* It is subject to change based on further information provided by the CDC, OSHA and other public officials. The Columbia School District (CSD) may also amend this Plan based on operational needs.

The Latest CDC Guidelines for Schools

The CDC issued new guiding principles for schools on August 5, 2021.

- The CDC says that vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Employees who are interested in being vaccinated can use this [link](#) to schedule it.
- The CDC recommends, but does not require, universal indoor masking by all students, staff and visitors in K-12 schools, regardless of vaccination status.
- Masking is recommended for anyone who has, or a member of your household has, a weakened immune system or is otherwise at health risk.
- Fully vaccinated people who become infected with the Delta variant can spread the virus to others. Therefore, masks are recommended to maximize the protection from the Delta variant.
- Additional CDC recommendations include physical distancing wherever possible, ventilation, handwashing, respiratory etiquette, cleaning, disinfection, staying home when sick and contact tracing.
- Fully vaccinated people should still get tested if experiencing COVID-19 symptoms.
- Fully vaccinated and unvaccinated people should not visit private or public settings if they have *tested positive* for COVID-19 in the prior 10 days or are experiencing COVID-19 symptoms.
- Outdoor activities pose minimal risk, especially to fully vaccinated people.

Responsibilities of Columbia School District

The Columbia School District 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:

- The Columbia School District will provide notice regarding this Plan to each employee through one or more of the Superintendent's periodic updates. It is also posted on the Columbia School District web page, under the COVID-19 tab.
- All persons who work in person, on premises, are required to take their own temperatures and survey themselves for COVID-19 symptoms each day before they start work at a Columbia School District building. (See Responsibilities of Employees section, below.) Any employees who have the listed symptoms are directed not to enter a Columbia School District building until

they have been cleared by a medical professional as not having or carrying the COVID-19 virus. They are also to update their principal immediately with their COVID-19-related health status.

- Two resources to determine whether testing is appropriate are the Henry Ford Allegiance Health Testing staff at 517.205.6100 or the Center for Family Health at 517.748.5363.
- Where it is possible to do so, self-isolating employees will be allowed to perform available work from home.
- All visitors must complete a paper or google form Health Screener, including providing contact information for potential contact tracing.
- Masks are recommended but not required of staff at this time in most circumstances. Four primary exceptions exist: (1) all staff and students (who are able to do so) must wear a mask on a bus; (2) if a student's IEP requires staff in close proximity to be masked; (3) if it has been determined that participants in a professional development session are required to mask due to distancing or activity concerns, and (4) individuals who perform health care procedures that involve respiratory particles, suctioning, oral feeding, or catheterization, must wear appropriate PPE, which will include mask in most situations.
- Staff who are not fully vaccinated and/or health-compromised are encouraged to maintain appropriate physical distancing to the extent feasible. Plexiglas barriers are available for employees who are likely to have a high level of public contact. Employees are encouraged to suggest additional administrative (process) and engineering controls to perform their work safely.
- Employees who are not fully vaccinated, have health concerns, or who are just more comfortable doing so are encouraged to wear a mask at work. Individuals who choose to wear masks may provide their own, but logo CSD masks will be made available by the Columbia School District, if needed. Staff are directed to respect and accommodate individuals who choose to wear a mask, and not ask their reason(s) for doing so.
- As they return to work in August, employees are required to view an updated MIOSHA COVID-19 video that addresses working safely. *Please note that the video that was purchased indicates masking is required of all staff, which is not the case as we start the school year.*
- The Columbia School District has increased general standards of facility cleaning and disinfection to limit exposure to COVID-19, and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- The Columbia School 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.
- The Columbia School District has adopted protocols to limit the sharing of tools and equipment whenever reasonable to do so. Staff should endeavor to thoroughly clean shared tools and equipment as they are used, and make a good faith effort to clean frequently touched surfaces after use.
- 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. Such individuals are to leave the work site until such time as they have been cleared by a medical professional as not having or carrying the COVID-19 virus. The staff are to report the situation to their principal immediately and notify building custodial staff of any specialized

cleaning indicated in the situation. The Columbia School District personnel will continue collaborate with the JCHD to conduct contact tracing as necessary for staff exposures to restrict the risk of exposure to staff and students. Absences for quarantining and self-isolation will be treated appropriately pursuant to the Michigan COVID-19 Employment Rights Act.

Responsibilities of Employees

For the duration of the COVID-19 pandemic period, employees are expected to:

- Follow basic infection prevention measures, included but not limited to:
 - Frequent and thorough hand washing for at least 20 seconds.
 - Follow appropriate respiratory etiquette (e.g., covering sneezes and coughs with crook of arm).
 - Stay at home if sick.
 - Refrain from using other workers' desks, phones, offices or other work tools when possible.
 - Adhere to social distancing guidelines if unvaccinated.
 - Wear masks in situations where it is required.
- Staff are to take their temperature and screen themselves for COVID-19 symptoms, as detailed above, daily before or immediately upon entering the building.
- Additional protocols may be established by the Superintendent and will be attached as numbered and dated exhibits to this document as they are published. They may be revised and replaced from time to time, and the information will also be sent to affected employees by the Superintendent via e-mail.
- 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.

Identification and Isolation of Sick Individuals

The Columbia School District has implemented the following procedures for the prompt identification and isolation of employees:

- Employees are to self-monitor for signs and symptoms of COVID-19. Currently, that means that employees should report the following symptoms that are new/different/worse from any baseline chronic illness:
 - Atypical, noncontrolled cough (nonproductive or dry)
 - Shortness of breath, or difficulty breathing
 - Changes in the sense of smell or taste
 - Or, if two or more of the following symptoms are present:
 - Fever (> 100.3F)
 - Chills
 - Repeated shaking with chills
 - Sore throat
 - Congestion
 - Nausea or vomiting
 - Diarrhea
 - Fatigue
 - Severe headache
 - Runny nose
 - Muscle aches without another explanation

Employees who experience the cough and/or shortness of breath and/or any two of the other noted symptoms must follow CDC guidelines and contact your health provider immediately. They are also

required to self-isolate until more medical information is available. Employees are encouraged to learn more about COVID-19 and its symptoms at this CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The employer may request an employee who displays the principal symptoms of COVID-19 to be tested; failure to make a reasonable effort to schedule and participate in a test in these circumstances may be cause for disciplinary action pursuant to state law (MCL 419.403(2)). The current guidelines of the Jackson County Health Department, based on the CDC and MDHHS are summarized below.

<p>Employees who are <u>not fully vaccinated and/or who tested positive</u> for COVID-19 more than three months previously <u>and</u> who <u>exhibit signs and symptoms</u> of COVID-19 may have to remain at home until at least 10 days since symptoms first appeared <u>and</u> symptoms have improved <u>and</u> they are free of fever for at least 24 hours without fever-reducing medication (or free of the cough without cough-reducing medication). To the extent practical, these employees are required to obtain a doctor's note clearing them to return to work. NOTE: If the employee's doctor diagnoses a non-COVID condition and certifies the employee is now medically fit to return before the above, the certification will be honored.</p>	<p>Employees who are <u>not fully vaccinated and/or who tested positive</u> for COVID-19 more than three months previously <u>and</u> who learn they have been in <u>close contact</u> with a confirmed-positive individual (at work or outside of work) must alert a supervisor or HR of the close contact.</p> <p><u>Fully vaccinated</u> employees with no COVID-like symptoms do not need to quarantine or get tested. They should, however, monitor their symptoms for 14 days following the exposure.</p> <p>Employees who are <u>not fully vaccinated</u> must self-quarantine for 14 days from the last date of close contact with that individual. After 10 days, if no symptoms develop, the quarantine may end early but symptoms must be monitored for the remaining four days.</p> <p>At this time, "close contact" is defined as within 6 feet for 15 minutes, cumulatively. Other examples of close contact on the CDC website include hugging, kissing, eating or drinking from the same utensils, being sneezed or coughed upon, or otherwise getting respiratory droplets on yourself.</p>	<p>Employees who are <u>diagnosed</u> with COVID-19 are prohibited from entering any JCISD building or local district sites, will be directed to self-quarantine at home, consistent with any guidance from proper medical or governmental authorities. Subject to physician orders to the contrary, employees are to remain home until at least 10 days since symptoms first appeared <u>and</u> symptoms have improved <u>and</u> they are free of fever for at last 24 hours without fever-reducing medication. The CSD may require employees to provide medical documentation clearing them to return to work.</p>
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If the Columbia School District learns that an employee has tested positive, the Columbia School District will notify the Health Department. The Columbia School District will follow Health Department instructions to conduct an investigation to determine the identities of co-workers who may have had close contact with the confirmed-positive employee within the prior 14 days and direct those individuals

to self-quarantine for at least 10, and up to 14, days from the last date of close contact with that employee. If applicable, the CSD will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had closed contact with the confirmed-positive employee.

Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work should be separated from other staff and visitors and sent home.

Workplace Flexibilities and Protections

Principals are directed to explore reasonable accommodations as appropriate for employees who may have a disability that prevents them from complying with one or more of the directives in this Plan.

Overall Workplace Safety and Contingency Plans

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and CSD work sites, they shall be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee, the Columbia School District will determine if it meets the criteria for recording and reporting under OSHA's rules.

The Columbia School District will consider federal, state and local government recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, the Columbia School District reserves the right to inform other employees and stakeholders that an unnamed Columbia School District employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health. Except as detailed above, staff who believe they may have been exposed to COVID-19 at work by a fellow employee may only share the details of the exposure with their personal healthcare provider or the Jackson County Health Department.

Effective Date

This plan is effective on August 17, 2021.