

COVID-19 PREPAREDNESS 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 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. Shepherd Public Schools may also amend this Plan based on operational needs.

Responsibilities of Shepherd Public Schools

Shepherd Schools 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:

- Shepherd Schools will provide notice regarding this Plan to each employee through one or more of the Superintendent's Updates, and has posted it on the Shepherd Public Schools web page, under the COVID-19 tab.
- Shepherd Schools will restrict the number of workers present on premises to no more than is strictly necessary 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 prior to starting work. (See Responsibilities of Employees section, below.)
- Shepherd Schools will promote work from home to the fullest extent possible. It will also promote work-related meetings, including meetings held pursuant to the Open Meetings Act, MCL 15.261 et seq, through telephonic conference or video conferencing applications. 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.
- Shepherd Schools will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible.
- Shepherd Schools 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 COVID19 case in the workplace.
- Shepherd Schools has 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.
- Shepherd Schools 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, Shepherd Public Schools will attempt to make available non-medical grade 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.

- Shepherd Schools has adopted protocols to limit the sharing of tools and equipment to the maximum extent possible, and to ensure frequent and thorough cleaning of tools, equipment and frequently touched surfaces.
- 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.

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. Please explore with HR if federal paid sick leave is available to you in these circumstances.
 - Refrain from using other workers' desks, phones, offices or other work tools when possible.
 - Adhere to social distancing guidelines established in this plan.
 - Wear a covering over the nose and mouth while in the facilities and working around others. For most jobs, cloth and non-medical grade face masks are appropriate.
- Take their temperature before or immediately upon entering the building, and to complete Covid-19 Workplace Health Screening form immediately prior to starting work each day they are on the premises. At this time, employees are directed to keep this documentation for 60 days, and may be asked to provide it to the HR department within that 60 day window.
- 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

Shepherd Schools 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:
 - Atypical cough (non productive or dry)
 - Shortness of breath, or difficulty breathing
 - Or, if two or more of the following of the following symptoms are present:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Muscle pain

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. More information is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

<p>Employees who exhibit signs and symptoms of COVID-19 must remain home until they are symptom-free for 72 hours (3 full days) without the use of fever reducing or other symptom altering medicines. To the extent practical, these employees are required to obtain a doctor's note clearing them to return to work.</p>	<p>Employees who learn they have been in close contact with a confirmed-positive individual (at work or outside of work) must alert a supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual. At this time, "close contact" is defined as within 6 feet for a prolonged period of time.</p>	<p>Employees who are diagnosed with COVID-19 are prohibited from entering any Shepherd Public Schools building and 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 who test positive and: (1) are symptom free for at least 7 days since the positive test may return to work; or (2) experience the symptoms, must care for themselves at home (or be cared for in hospital) and may return to work when they are symptom free for at least 72 hours and at least 7 days have passed since symptoms initially appeared. Shepherd Public Schools may require employees to provide medical documentation clearing them to return to work.</p>
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If Shepherd Public Schools learns that an employee has tested positive, the district will notify the Health Department. Shepherd Public Schools 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 14 days from the last date of close contact with that employee. If applicable, Shepherd Public Schools 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

Provisions for paid leave time will be made according to the Families First Coronavirus Response Act, the Paid Medical Leave Act, the Family Medical Leave Act, and any applicable Shepherd Public Schools-provided leave benefits. HR staff is directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. HR staff and supervisors 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

Shepherd Public Schools' Plan is consistent with OSHA's *Guidance on Preparing Workplaces for COVID-19*, which classifies schools and school related jobs as "medium exposure risk". Accordingly, the Plan identifies engineering controls, administrative controls and safe workplace practices, including:

- Designating a contact person to implement, monitor and report safety controls;
- Providing COVID-19 training to employees on infection-control practices, symptoms, and personal protective equipment, and also how to report unsafe working conditions;
- Requiring daily entry self-screening protocols for employees entering the workplace, including a Health Department questionnaire covering symptoms and suspected or confirmed exposure to those with COVID-19; and
- Identifying spread areas that are high-risk and consider limiting the number of people permitted there at the same time.

If a confirmed case of COVID-19 is reported by an employee, Shepherd Public Schools will determine if it meets the criteria for recording and reporting under OSHA's rules.

Shepherd Public Schools will follow 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, Shepherd Public Schools reserves the right to inform other employees and stakeholders that an unnamed Shepherd Public Schools 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 Mid Michigan Health Department.

Effective Date

This plan is effective on June 20, 2020.

Contact Information

Should any Shepherd Public Schools employee have questions regarding this COVID-19 Preparedness and Response Plan, please reach out to:

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