

OFFICE OF THE SUPERINTENDENT  
GENESEE INTERMEDIATE SCHOOL DISTRICT

OPERATIONS  
AG 8455

**COVID-19 Preparedness and Response Plan, Mitigation, Self-Reporting, Leave of Absence**

This document serves as the Genesee Intermediate School District's workplace expectations and guidelines for staff, students and visitors that are present at any GISD owned or operated facility in regard to management of COVID-19 risk mitigation. All policies, protocols, and requirements are expected to be followed and failure to do so may result in corrective action.

Many of the required elements within this document are derived from the State of Michigan Executive order titled "Safeguards to protect Michigan's workers from COVID-19" and as referenced in that document, any business or operation that violates the rules outlined in that order has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act (MIOSHA), MCL 408.1011.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak:  
<http://www.cdc.gov/coronavirus>.

The MIOSHA home page also offers COVID-19 information specifically for workers and employers in Michigan: [https://www.michigan.gov/leo/0,5863,7-336-78421\\_11407---,00.html](https://www.michigan.gov/leo/0,5863,7-336-78421_11407---,00.html).

The District adopts the following procedures, social distancing practices and other mitigation measures to protect District employees, students and contractors.

I. COVID-19 Preparedness and Response Plan

The symptoms of COVID-19 typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. COVID-19 is thought to be spread mainly from person to person, between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes.

A. Basic Prevention Measures

1. Employees and students who test positive for COVID-19 or who display the principal symptoms of COVID-19 should remain in their home or place of residence.
2. The District encourages respiratory etiquette, including covering coughs and sneezes, and frequent and thorough handwashing.

3. Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
4. Students are discouraged from using other students' desks, materials and supplies when possible.
5. Employees and students are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
6. In order to increase the physical distance among employees and students, the District will continue to evaluate exposure-reducing measures. Employees, students and other individuals who are on district property should keep at least 6 feet from one another to the maximum extent possible.
7. The District will continue to maintain routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
8. The District will comply with applicable local orders issued by any county, state or federal governing bodies.

## II. Prohibition from Entering District Property

GISD will adhere to current guidelines and/or recommendations from the local health department, applicable state orders and the Centers for Disease Control and Prevention (CDC) when determining when it is safe for a staff/student to return to work/school after displaying symptoms of COVID-19, testing positive for COVID-19 or coming into close contact with someone with a confirmed case of COVID-19.

The District will also cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, will collect information for any close contacts of the affected employee from two days before the employee or student showed symptoms to the time employee/student was last present at work/school.

The School District may require an employee or student to provide documentation regarding their health status.

- A. Employees (excluding nurses), students and contractors who have had close contact with an individual who tests positive for COVID-19 are prohibited from entering property owned, leased, or controlled by the District until 10-14 days have passed since the last close contact with the sick or symptomatic individual. Based on evaluation of CDC and MDHHS guidance, quarantine time may be reduced to 10 days if the following two conditions exist:
  - a. The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure;

**AND**

  - b. The individual continues to monitor their symptoms daily for 14 days after the last exposure.
- B. Employees shall not be discharged, disciplined, or otherwise retaliated against for staying at home when he or she is at particular risk of infecting other with COVID-19.

- C. An employee who is allowed to return after the required period of isolation/quarantine, described but declines to do so may be subject to discipline, up to and including discharge.
- D. To the extent that the employee has no paid leave under state or federal law or accrued paid vacation leave, personal leave or family sick leave, the leave may be unpaid.
- E. Any child care workers at a child care located within a district building (including workers at disaster relief child care centers), are permitted to be physically present in District buildings, as determined by District administrators and to the greatest extent permitted by applicable executive orders or state law.
- F. For purposes of this guideline:
  - 1. The “principal symptoms of COVID-19” are:
    - i. Any one or more of the following primary symptoms not explained by a known medical or physical condition:
      - Fever of 100.4 degrees or higher
      - Uncontrolled cough
      - Shortness of breath or difficulty breathing
      - New loss of taste or smell
    - ii. Any two or more of the following secondary symptoms not explained by a known medical or physical condition:
      - Chills/sweating
      - Sore throat
      - Muscle pain or body aches
      - New onset of severe headache
      - Diarrhea (three or more instances within a 24-hour period)
      - Vomiting
      - Abdominal pain
      - Congestion or runny nose
  - 2. “Close contact” means someone who was within 6 feet a person infected with COVID-19, for at least 15 cumulative minutes with or without a face covering.

### III. Compliance with Legal Requirements

- A. The Superintendent or his/her designee shall assign at least one worksite supervisor to each District building and/or worksite, who is charged with implementing, monitoring, and reporting on the COVID-19 control strategies developed in the District’s COVID-19 Preparedness and Response Plan outlined above.

The worksite supervisor or designee must remain on-site at all times when employees are present on site.

- B. For employees working on site in District buildings or on District property, the District shall provide training that covers:
  - Workplace infection control practices.

- Proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.
- The District shall maintain a record that it has complied with these training requirements.

#### IV. Social Distancing Practices and Mitigation Measures

The District shall minimize the number of employees and contractors who are present in any District building to no more than is strictly necessary to perform the activities authorized by executive order and state law.

Employees, students and contractors who are in a district building or on district property shall maintain a distance of at least six feet from one another to the maximum extent possible.

The District shall implement other social distancing practices and mitigation measures relating to COVID-19 as recommended by the Centers for Disease Control and Prevention and local health authorities to the maximum extent possible.

- A. Daily Screening Protocol. Before or upon entering a District building or District property for work each day, each employee or contractor will be subjected to a self-screening protocol that includes a questionnaire covering whether the employee has symptoms of COVID-19 or has been in close contact with individuals who have tested positive for COVID-19.

As required by law, the District shall maintain records of its compliance with the daily entry self-screening protocol requirement by maintaining copies of the questionnaires completed by employees. These questionnaires will be maintained in a confidential paper and/or digital file, accessible only as needed by District staff to comply with this guideline, an executive order, or law.

- B. Social Distancing. Employees, students and contractors who are in a District building or on District property shall maintain a distance of at least six (6) feet from one another to the maximum extent possible.

- To assist in this social distancing requirement, the District will use ground markings, signs, and physical barriers as appropriate and practicable.

#### C. Face Coverings

- All staff, students and visitors will be provided with non-medical grade face coverings if needed.
- Staff and students shall wear face coverings as outlined in the MI Safe Schools Roadmap.
- For the purpose of this section, facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn by staff except for meals.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by PreK-12 students, staff, and bus drivers during school transportation.

- Facial coverings must always be worn in hallways and common areas by PreK-12 students in the building except for during meals.
- Facial coverings must be worn in classrooms by all students in grades K-12.

**Exceptions:** Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings for children ages 3 and 4 will be at the discretion of the parent/guardian. Facial coverings should never be used on children under age 2.

Staff and students who are unable to wear a facial covering due to a medical condition must provide written documentation from a physician.

D. Cleaning supplies will be available to employees at their worksites.

#### V. Exposure Determination

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the type of work conducted, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.

MIOSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk and employers are required to make a determination of exposure for their staff. The following is the GISD Exposure Determination:

<b>Exposure Risk:</b>	<b>Description:</b>	<b>GISD Specific:</b>
Lower Exposure Risk	These jobs are those that do not require frequent close contact with people known to be, or suspecting of being infected with SARS-CoV-2, nor frequent close contact (within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.	Includes all individuals that can perform job duties maintaining social distancing. Includes: <ul style="list-style-type: none"> <li>• Custodians</li> <li>• Delivery Personnel</li> <li>• Maintenance and Trades workers that are able to social distance</li> <li>• Non-School Building Office Personnel</li> <li>• Non-School Building Administration</li> <li>• Cooks/Food preparation</li> <li>• Coaches, Tutors and Instructional Support</li> <li>• Technology Personnel that are able to social distance</li> </ul>
Medium Exposure Risk	These jobs include those that require frequent and/or close contact (within six feet) with people who may	According to MIOSHA, workers in public school settings having contact with the public are considered to have medium risk

	<p>be infected with SARS-CoV-2, but who are not known or suspected COVID-19 individuals.</p> <p>In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools and high population-density work environments)</p>	<p>exposure. This includes:</p> <ul style="list-style-type: none"> <li>• School Office/Clerical personnel</li> <li>• Maintenance and Trades.</li> <li>• Instructional and Ancillary Staff</li> <li>• Paraeducators and Classroom Support</li> <li>• Transportation Drivers and Aides</li> <li>• Fingerprinting Technicians</li> <li>• School Building Receptionists</li> <li>• Staff performing daily health screenings at buildings and on buses.</li> <li>• School Building Administrators</li> <li>• Technology staff</li> </ul>
High Exposure Risk	<p>Certain job responsibilities have the high potential for exposure to known or suspected sources of COVID-19.</p>	<ul style="list-style-type: none"> <li>• Healthcare delivery and support staff exposed to known or suspected COVID-19 staff, students and/or visitors.</li> <li>• Individuals transporting known or suspected COVID-19 staff students and/or visitors in enclosed vehicles.</li> <li>• Staff members responsible for cleaning area where COVID positive individuals were occupying, including classrooms, hallways, restrooms, and other common areas.</li> <li>• Supervising symptomatic individuals in isolation rooms.</li> </ul>
Very High Exposure Risk:	<p>These job responsibilities have high potential for exposure to known or suspected sources of COVID-19 during specific medical procedures.</p>	<ul style="list-style-type: none"> <li>• Staff performing aerosol-generating procedures on known/suspected COVID-19 staff, students and/or visitors.</li> </ul>

## Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard.

- A. It is the expectation of the district that all staff, students and visitors adhere to social distancing. This means maintaining at least six feet from other individuals whenever possible.
- B.
- C. The District has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products.
- D. Work-related travel for employees is restricted to essential travel only.
- E. Employees and students are required to use personal protection equipment and hand sanitizer on at all times while on school property.
- F. To assist employees, students and contractors in maintaining a distance of at least six (6) feet apart while working in District offices, the District has:
  - Provided visual indicators of appropriate spacing for individuals outside the building in case of congestion;
  - Spread out workstations and stagger workspace usage;
  - Arranged classrooms to provide appropriate spacing whenever possible;
  - Restricted use of non-essential common space (e.g., cafeterias);
  - Provided visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms);
  - Prohibited social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- G. All employees working in District offices have been assigned a dedicated entry point to reduce congestion at the main entrance.
- H. As required by executive order, water fountains have been turned off.
- I. To maintain the cleanliness of the office environment, the District has:
  1. Provided disinfecting supplies and require employees to wipe down their workstations at least twice daily;
  2. Post signs about the importance of personal hygiene;
  3. Minimize the shared use of items when possible.
- J. All nonessential visitors are prohibited from entering District offices.
- K. Established alternating days to reduce the total number of employees in a building at a given time.
- L. Assigned outside visitors with appointment times to limit the number of visitors in a building at a given time.

M. Should the District learn of an individual with a confirmed case of COVID-19 who has visited district offices or programs, the District shall notify District employees, students or contractors as guided by the county health department.

#### N. Remote Work

In order to protect the health and safety of the district's employees, to contain the spread of COVID-19, and in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, the district has enacted temporary emergency telecommuting for employees determined capable of performing their work assignments from home.

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."

Due to the nature of public education and the District's COVID-19 extended learning plan, not all employees may be able to work remotely. Additionally, the nature of the District's business and operations may require daily interaction at the school buildings and other designated facilities.

The District has identified the following reasons that would make remote work not feasible, and require the employee to report to work in-person:

- The employee is experiencing issues with internet connectivity, which is necessary to perform work.
- The employee is conducting a special project that requires classroom or district resources or equipment.
- The employee is obtaining, printing, or making copies of materials.
- The employee's unique job duties require them to work in-person. These positions include, but are not limited to: bus drivers, transportation aides, food service, maintenance, custodians, PC technicians, fingerprint technicians, mail couriers, print room operators and building health screeners.
- Administrators and program supervisors needed to provide oversight and guidance for in-person operations.

#### VI. Engineering Controls

Engineering control measures have been implemented to minimize or eliminate employee exposures to SARS-CoV-2 (COVID-19) based on an employee exposure determination. 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.

The following engineering controls have been implemented:

Exposure Determination	Workplace Controls
Lower Exposure	<ul style="list-style-type: none"> <li>• Implement all Workplace Requirements</li> <li>• Implement all Health &amp; Safety Guidance</li> <li>• Require use of face coverings when in indoor public spaces</li> </ul>
Medium Exposure Risk	<ul style="list-style-type: none"> <li>• Above items, plus:</li> <li>• Install physical barriers, such as plastic guards where feasible</li> <li>• If public interaction is necessary, require face coverings to be worn</li> <li>• Consider strategies to minimize face-to-face contact (ie. virtual meetings, etc.)</li> <li>• Provide proper PPE, including properly fitted N-95 masks</li> </ul>
High or Very High Exposure Risk	<ul style="list-style-type: none"> <li>• Above items, plus:</li> <li>• Ensure appropriate air-handling systems are installed and maintained in all facilities.</li> <li>• Isolation rooms have been identified in each building for Individuals with known or suspected COVID-19.</li> <li>• Develop and implement policies that reduce exposure, such as cohorting (i.e., grouping) COVID-19 individuals when single rooms are not available.</li> <li>• Post signs requesting staff, students and visitors to immediately report symptoms of respiratory illness on arrival at all district buildings and use disposable face masks. Health Screening Process – prohibits from entering the building.</li> </ul>

### VIII. Self-Reporting by Employees, Students and Contractors

To proactively take measures to minimize the spread of COVID-19 and keep our school community as safe as possible during this Public Health Emergency, employees, students and contractors shall self-report any COVID-19 related concerns. In the event that an employee, student or contractor is unable to self-report, they should make best efforts to notify the District, or have a member of their family notify the District, as soon as practicable under the circumstances.

A. Employees, Students and contractors shall self-report any one of the following situations:

1. Quarantine

- You have been advised by a healthcare provider to self-quarantine.
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the county health department and the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing) and you are seeking a medical diagnosis.
- You are subject to a quarantine or isolation order.

2. Care for Others

- You are caring for an individual who is subject to an order as described above.
- You are caring for a son or daughter and the school or child care provider has been closed or is unavailable due to COVID-19.
- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19.

3. Exposure

- You know or have reason to believe another person in the district has COVID-19.
- You have come into close contact with someone who has tested positive for COVID-19.
- You believe you have been exposed to COVID-19.
- You are experiencing symptoms and are actively seeking a medical diagnosis.

4. Diagnosis

- You have been diagnosed with/tested positive for COVID-19.

IX. Protocol when Individual is Identified as Positive for COVID-19

Should the District become aware that an employee or student on site has tested positive for COVID-19, it will take the following steps:

A. If the employee or student is at work/school, he or she will be isolated from others and arrangements made for he or she to go home or receive medical care (as applicable) immediately.

B. The site where the employee or student is located may be temporarily closed.

- All areas of the site where the employee or student was stationed will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the "CDC").

C. Within 24 hours of receiving notice an employee or student has tested positive for COVID-19, the District will notify:

- The local public health department.
- Any co-workers, students, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

- The District shall maintain a record that it has complied with these notice requirements. In the interest of privacy, and in accordance FERPA, HIPAA and other associated laws and regulations, this information will be kept confidential and exempt from FOIA to the extent allowable by law.

D. A co-worker, student, contractor, or supplier who has had close contact with the employee or student who tested positive for COVID-19 is prohibited from entering property owned, leased, or controlled by the District until 10-14 days\* have passed since the last close contact with the individual who tested positive for COVID-19.

\* Based upon CDC and MHDDS guidance, the quarantine time may be reduced from 14 to 10 days if:

- a. The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure; AND
- b. The individual continues to monitor their symptoms daily for 14 days after the last exposure.

- “Close contact” means someone who was within 6 feet of a person infected with COVID-19, for at least 15 cumulative minutes with or without a face covering.

E. An employee or student with a confirmed case of COVID-19 may return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

#### X. Temporary Paid Sick Leave Days due to COVID-19

Employees may be eligible for up to 10 days of paid sick leave for one of the following reasons (any days already used under the Emergency Paid Sick Leave Act that expired on December 31, 2020, will be deducted from these 10 days):

1. Employee is required to quarantine due to being exposed to COVID-19, and is unable to telecommute.
2. Employee has been diagnosed with a documented case of COVID-19, and is unable to telecommute.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. Documentation from a healthcare provider will be required.

Paid sick leave time provided due to one of these reasons shall cease beginning with the employee’s next scheduled work shift immediately following the termination of the need for paid sick leave time due to COVID-19.

Paid sick leave time provided due to one of the above reasons is not bankable, transferrable or eligible to be redeemed for any compensation under any personal contract or Master Agreement.

If an employee exhausts their Temporary Paid Sick Leave Days, they shall then be required to use their own accrued sick leave, personal business or vacation time available.

Should any paid COVID-19 leave days be provided by either the state or federal government, the Temporary Paid Sick Leave Days shall expire and be replaced by such provisions. Otherwise, the Temporary Paid Sick Leave Days shall expire on March 31, 2021.

XI. Confidentiality

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

XII. Expiration

This policy and the requirements under this policy shall expire on March 31, 2021 unless state or federal law extends the expiration date.

**Legal References**

Executive Order 2020-35 Executive Order 2020-36 Executive Order 2020-42

Executive Order 2020-96

Executive Order 2020-97

Executive Order 2020-172

MI Safe Schools Return to School Roadmap

Occupational Health and Safety Administration Guidance on Preparing Workplaces for COVID- 19 4844-7938-6298, v. 1

Genesee County Health Department School Teachers and Administrators COVID-19 Toolkit (12/09/2020)

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