



ROCHESTER COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

Rochester Community Schools Covid-19 Preparedness Response Plan

July 1, 2020



COVID-19 Preparedness and response plan

This plan is based on information from the:

- U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC)
- U.S. Department of Labor's Occupational Safety and Health Administration (OSHA)
- Michigan executive orders.

The plan is subject to change based on further information provided by the CDC, OSHA or other public officials.

Rochester Community Schools (RCS) may also amend this plan based on operational needs.

RCS has put in place the following safe workplace practices and measures as a part of this plan to protect employees, contractors, visitors and customers. The district is working on additional practices and measures to implement before students return to school.



COVID-19 Symptoms and spread

COVID-19 symptoms typically include: fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea or extreme fatigue.

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)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks
- Touching a surface or object that has the virus on it and then touching the mouth, nose, or eyes.



Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to district procedures that we have implemented.

We want every employee, contractor and visitor to be assured that we are taking concerns and the well-being of all seriously.

Beth Davis, Chief Human Resource Officer, has been designated to implement, monitor and report on the COVID-19 control strategies developed in this COVID-19 response plan. She can be reached at 248-726-3110 or edavis1@Rochester.k12.mi.us

Each worksite will also have a designated COVID-19 supervisor. Any concerns about unsafe practices can be reported to the site supervisor, District Administrator for COVID-19. Employees can also use the Talk to Us feature on the district’s website at www.rochester.k12.mi.us.



RCS Responsibilities

The plan:

- Identifies safe workplace practices and measures to protect employees, contractors, visitors and customers. Additional practices and measures may be implemented before students return to school.
- Will be posted on the RCS web page, under the COVID-19 tab.

RCS will provide training to employees that covers:

- **Workplace infection control practices**
- **Proper use of Personal Protection Equipment (PPE) equipment**
- **Steps the employee must take to notify the district of any symptoms of COVID-19 suspected or confirmed diagnosis of COVID-19.**
- **How to report unsafe working conditions.**
- **Protocols to clean and disinfect in the event of a positive COVID-19 in the workplace.**

Video Link:



RCS Responsibilities

- RCS 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.
- RCS will provide personal protective equipment (PPE) as appropriate for the work activity being performed as well as soap and disinfecting supplies for staff for routine use. Pursuant to the executive orders, RCS 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 supplies can be maintained at each building.
- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure. This will be done by having all who enter the buildings complete a Daily Screening Report via a link, QR code or other method.
- RCS will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible.



RCS Responsibilities

- RCS 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.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the work day.
- Hand sanitizer is provided throughout each building and department.
- Posters are displayed with reminders on how to prevent the spread of germs and proper hand-washing techniques.
- Business hours may be modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements may be revised to allow for social distancing.



RCS Responsibilities

- Meeting rooms, breakrooms and other communal areas have reduced seating and capacity limits.
- 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.
- RCS will restrict business-related travel for employees to essential travel only.
- RCS will encourage employees to use personal protective equipment (“PPE”) and hand sanitizer on public transportation.



RCS Responsibilities

- Should the district become aware that an employee assigned to work onsite has tested positive for COVID-19, it will take the following steps:
 - If the employee is at work, the employee will be isolated from others and arrangements made for the employee to go home or receive medical care (as applicable) immediately.
 - The worksite where the employee is assigned will be temporarily closed.
 - All areas of the worksite where the employee works or travels will be disinfected and deep cleaned in accordance with guidance from the CDC.
- Within 24 hours of notification of an employee, contractor or visitor with a confirmed case of COVID -19 RCS will notify the following:
 - The local public health department; and
 - Any co-workers, contractors, or suppliers who may have come in contact with the person with a confirmed case of COVID-19.
 - The District shall maintain a record that has complied with these notice requirements.



RCS Responsibilities

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

“Close contact” means being within approximately six feet of an individual for 15 minutes or longer.

- An employee 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.
- RCS will follow any executive order that prohibits discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.



What You can do

- Follow basic infection prevention measures, including but not limited to:
 - Stay home or go home if you are sick or experiencing COVID-19 related symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea or extreme fatigue). Please explore with HR as to what paid sick leave is available to you in these circumstances. [Federal Poster](#)
 - Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
 - Maintain social distancing practices.



What You can do

- Follow appropriate respiratory etiquette (e.g., covering sneezes and coughs with crook of arm), frequent and thorough handwashing and avoid touching your face.
- Employees are discouraged from using other workers' phones, desks, offices and other work tools and equipment, when possible.
- Clean and sanitize all work surfaces several times a day, especially at the beginning and end of the day.
- Wash your hands frequently and use hand sanitizer.
- Wear a face covering when in public office spaces and hallways. Masks do not have to be worn when in your individual office, but should be worn if you leave the office space or someone comes into the space.



What You can do

- Replace handshakes and hugs with head nods and waves.
- Talk to your supervisor if you have concerns specific to your circumstances.
- Follow all district policies and practices.
- If an employee needs Americans with Disabilities Act (ADA) accommodations to adjust to any of these responsibilities, please provide immediate notice to your supervisor and an HR Administrator.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way. #youmatter #countonus



Self-reporting by employees 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 and contractors shall self-report any COVID-19 related concerns.

In the event that an employee or contractor is unable to self-report, the employee should make best efforts to notify the district, or have a member of the employee or contractor's family notify the district, as soon as practicable under the circumstances.



Self-reporting

Employees and contractors shall self-report any one of the following situations:

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 Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing).
- You are subject to a quarantine or isolation order.

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.



Self-reporting

Employees and contractors shall self-report any one of the following situations:

Exposure

- You know or have reason to believe another employee has COVID-19 (see Board Policy 5502, Communicable Diseases).
- You have come into contact with someone who has tested positive for COVID-19.
- You believe you have been exposed to COVID-19.
- You are experiencing symptoms of COVID-19 and are actively seeking a medical diagnosis.

Diagnosis

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



Prohibition from entering district property and return to work after symptoms, exposure or diagnosis

Employees and contractors who test positive for COVID-19 or who exhibit signs and symptoms of COVID-19 are prohibited from entering District property and returning to work until they have been symptom-free for 24 hours (3 full days) without the use of fever reducing or other symptom altering medicines, and at least 10 days have passed since the symptoms first appeared or as otherwise permitted by guidance from the CDC.

Updated 8.24.20

Employees and contractors who learn that they have been in close contact with an individual who tests positive or with an individual who displays one or more of the principal symptoms of COVID-19 must alert the Chief Human Resource Officer (edavis1@Rochester.k12.mi.us or 248-726-3110) of the close contact.

At this time, “close contact” is defined as within 6 feet for approximately 15 minutes or more.

Employees and contractors are prohibited from entering property owned, leased or controlled by the District until: If the individual is asymptomatic, 14 days have passed since the last close contact with the sick or symptomatic individual;

or
the symptomatic individual receives a negative COVID-19 test.

If the individual is symptomatic, until 3 full days have passed since the individual has been symptom-free and at least 10 days have passed since the symptoms first appeared.



Identification and isolation of sick individuals

RCS has implemented the following procedures for 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 (nonproductive or dry)
- Shortness of breath, or difficulty breathing

Or, if two or more of the following symptoms are present:

- Fever - Chills - Repeated shaking with chills
- Head ache - 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 www.cdc.gov.

CONTACT: Beth Davis, Chief Human Resource Officer, if you have symptoms at 248-726-3110.



Leaves of absence

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 RCS-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 Administrators 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. [FFCRA LOA Request](#)



Overall workplace safety and protections

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 RCS 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, RCS will determine if it meets the criteria for recording and reporting under OSHA's rules. RCS 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, RCS reserves the right to inform other employees and stakeholders that an unnamed RCS employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health.

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 (HIPPA) and the Family Education Rights and Privacy Act of 1975 (FERPA).



Administration Building

The RCS district administration building offices will be closed to non-essential visitors.

Before entering the building, all guests will:

- Make an appointment.
- Enter through the front entrance.
- Sign in. Complete the required questionnaire.

Once inside the building, all guests will:

- Wear a mask.
- Report to the Harrison Room and be seated in a waiting area where chairs are distanced six feet apart.
- Sign out when exiting the building.

The receptionist will be available to contact the necessary department for assistance and answer questions.

Temporary cubicles in the Harrison Room will be set up for meetings. No visitors will walk through the building unescorted.

After the meeting, the employee wipes down all surfaces in preparation for the next guest.



Administration Building – Employee specific

- Employees will enter through a door other than the front door.
- Departments will keep doors open throughout the day to limit contact with door handles.
- Employees will wipe down all hard-touch services after use for the next guest.
- Employees will wear a mask if not in the office.
- Elevator occupancy will be limited to one person or family.