

# **Covid-19 Preparedness and Response Plan**

*Bay City Academy / North Central Academy*



**2020 - 2021 School Year**

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## Purpose

As the COVID-19 (coronavirus) pandemic continues to evolve, Bay City Academy wants to make your safety and wellbeing a priority. As a result, we have developed this Preparedness and Response Plan to be entirely transparent about the precautionary measures we are prepared to take at any time during this fluid situation that may impact the working environment.

## 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"), Michigan Occupational Safety and Health Administration ("MIOSHA") and Michigan Executive Orders No. 2020-36, 2020-39, 2020-110 and 2020-114. It is subject to change based on further information provided by the CDC, OSHA, and other public officials. Bay City Academy may also amend this Plan based on operational needs.

## What Exactly Is COVID-19?

The Center for Disease Control (CDC) endeavors to help prevent exposures to acute respiratory illnesses, including the coronaviruses that cause COVID-19. Coronaviruses are a family of viruses that circulate in bats, who infect other animals, who in turn transmit the virus to humans. The novel coronavirus, known as SARS-CoV-2, causes COVID-19, a respiratory illness that was first identified in Wuhan, China, and is now spreading from person-to-person throughout much of the world. According to the CDC, in adults, symptoms\* of COVID-19 can appear 2 – 14 days after exposure and include:

- Fever (100.4° F [37.8° C] or greater using an oral thermometer)
- Cough
- Some signs that the disease has become severe include:
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

\*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic, pointing to the over 118,000 cases of the coronavirus illness in over 110 countries and territories around the world and the sustained risk of further global spread. A pandemic

is declared when a new pathogen is able to infect people easily and spread from person to person in an efficient and sustained way.

## **Employers Responsibility**

Having a team of leaders collaborating to gather accurate information, assess the potential risks and impacts on operations, and commit to protecting the safety and core services and operations for their employees and customers is key to effectively address the negative effects of COVID-19.

Based on the above-mentioned sources Bay City Academy has created an enforceable set of workplace standards that apply to all buildings and properties within our organization. The following practices and measures will be put in place 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

## **Development of COVID-19 Preparedness and Response Plan**

- a. Bay City Academy has created this preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration.
- b. In accordance with Governor Whitmers MI SAFE START plan, all Bay City Academy in-person activities will begin to be phased back in by July 6, 2020.
- c. The Bay City Academy operation's plan will be made readily available to employees and families via the website or by hard copy.

## **Designate a COVID-19 site supervisor(s)**

The Principal or designee will be present on-site to implement, monitor, and report on the COVID-19 control strategies developed by Bay City Academy. A designee will be available at all times when employees are present for any questions or clarification.

## **Provide Employees Covid-19 Training**

COVID-19 training will be provided to employees which covers, at a minimum:

1. Screening Procedures
2. Employee Sick Policy
3. Employee Leave Policy
4. Cleaning of workspace
  - A. <https://www.epa.gov/coronavirus/disinfectant-use-and-coronavirus-covid-19>

- B. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - C. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
  - D. [Training on new disinfectant chemicals](#)
5. Workplace infection-control practices
  6. PPE Requirements and [The proper use of personal protective equipment](#)
  7. [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. OSHA Training Videos](#)

## **Conduct Daily Entry Screening Protocol**

Bay City Academy will conduct a daily entry screening protocol for all employees or contractors entering the workplace, including, at a minimum, a temperature check.

## **Maintain Social Distancing**

Everyone on the premises will practice [social distancing](#) and remain at least six feet from one another to the maximum extent possible.

## **Provide non-medical grade face coverings**

In addition to maintaining six feet distance from colleagues, Bay City Academy will encourage face coverings (unless the employee has a disability which prevents him/her from wearing a mask) to be worn by employees when walking through the halls as well as in gathering spaces such as restrooms, staff lounges, in front of the printer, conference rooms and any other area where more than one person may be standing.

## **Encourage the use of PPE and Hand Sanitizer**

Bay City Academy is “obligated to provide its employees with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure ([OSHA 3990-03 2020](#))”

Bay City Academy will have non-medical grade face coverings, hand sanitizers, disinfecting wipes, and gloves available to their employees. Employees will be encouraged to wash hands frequently and/or to use hand sanitizer. Employees will have access to sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.

## Update Cleaning and Disinfection Protocols

Bay City Academy will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles). Cleaning supplies will be available to employees such as disinfecting wipes or spray, hand sanitizer, and hand soap.

Bay City Academy employees will be provided with disinfecting supplies. Employees are required to:

- a. wipe down their work stations at least twice daily.
- b. wipe down surfaces touched and shared by other employees such as copy and fax machines after each use.

## Develop a Response and Notification Plan for Confirmed Cases

Bay City Academy has established a response plan for dealing with confirmed infections in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, Bay City Academy will notify both:

1. The local public health department, identified as the health department in the county in which the employee lives, and
2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

\*\*Employees are required to self-report to the administration as soon as possible after developing symptoms of COVID-19.

Employees who have potentially been exposed will be sent home upon identification of a positive case of COVID-19 in any building. The following CDC criteria will be used to identify the number of days the employee will remain home:

<p>Employees who <b>exhibit signs and symptoms</b> of COVID-19 <b>must remain home until they are symptom-free for 72 hours (3 full days)</b> 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 <b>close contact</b> with a confirmed-positive individual (at work or outside of work) must alert a supervisor or HR of the close contact and <b>self-quarantine for 10 days from the last date of close contact with that individual</b>. At this time, "close contact" is defined as within 6 feet for a prolonged period of time.</p>	<p>Employees who are <b>diagnosed</b> with COVID-19 are prohibited from entering any BAISD 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 who test positive and: <b>(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.</b> The BAISD may require employees to provide medical documentation clearing them to return to work.</p>
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Areas of the building will be shut down for cleaning and disinfection, as necessary if an employee goes home because he or she is displaying symptoms of COVID-19.

Bay City Academy will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious or show no signs of illness according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

If Bay City Academy learns that an employee has tested positive for COVID-19, Bay City Academy will notify the appropriate Health Department. Bay City Academy 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.

Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work will follow the BAISD Protocol for Identification and Isolation of Suspected Cases

**Administrative Controls**

Bay City Academy will continue to abide by the most recent executive order specific to the size of any gathering.

Bay City Academy has established a dedicated entry point(s) at every building for daily screening and will ensure physical barriers are in place to prevent anyone from bypassing the screening.

## **Recordkeeping per Executive Order 2020-114**

1. Employee training on workplace infection control practices, proper use of PPE, steps the employees must take to notify the business of COVID-19 illness, and how to report unsafe working conditions
2. Daily entry self-screening protocol for all employees or contractors including a questionnaire
3. Documentation that confirmed cases COVID- 19 cases have been reported, within 24 hours, to the local health department and to others who may have come into contact with the ill person

## **ADA Accommodations**

If a particular employee needs ADA accommodations to adjust any of the following Employee Responsibilities, please provide immediate notice to your administrator or the Director of HR.

## **Employees Responsibility**

It is the public policy of the State of Michigan that an employer shall not discharge, discipline, or otherwise retaliate against an employee for staying home when he or she is at a particular risk of infecting others with COVID-19.

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

1. Follow basic infection prevention measures, including but not limited to:
  - a. Frequent and thorough hand washing for at least 20 seconds.
  - b. Follow appropriate respiratory etiquette (e.g., covering sneezes and coughs with the crook of arm).
  - c. Stay at home if sick. Please explore with HR if federal paid sick leave is available to you in these circumstances.
  - d. Refrain from using other workers' desks, phones, offices, or other work tools when possible.
  - e. Adhere to social distancing guidelines established in this plan.
  - f. 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.
2. During the health screening report accurately and honestly any health condition the employee may be experiencing.



3. Participate in any and all training mandated by Bay City Academy related to COVID-19.
4. 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 symptoms are present:
    - Fever
    - 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.

5. Employees will use the following chart to identify what action they must take if they:
  - a. Exhibit signs and symptoms of COVID19
  - b. Are in close contact with a confirmed positive individual for COVID10 or
  - c. Are diagnosed with COVID19

<p>Employees who <b><u>exhibit signs and symptoms</u></b> of COVID-19 <b>must remain home until they are symptom-free for 72 hours (3 full days)</b> 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 <b><u>close contact</u></b> with a confirmed-positive individual (at work or outside of work) must alert a supervisor or HR of the close contact and <b>self-quarantine for 10 days from the last date of close contact with that individual.</b> At this time, "close contact" is defined as within 6 feet for a prolonged period of time.</p>	<p>Employees who are <b><u>diagnosed</u></b> with COVID-19 are prohibited from entering any BAISD 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 who test positive and: <b>(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.</b> The BAISD may require employees to provide medical documentation clearing them to return to work.</p>
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## **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 Bay City Academy-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.

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or Local quarantine or isolation order related to COVID-19
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

## **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 Bay City Academy reserves the right to inform other employees and stakeholders that an unnamed Bay City Academy 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 Health Department.

## **Effective Date**

The implementation of this plan will begin on July 6, 2020.

## **Resources**

[MIOSHA - COVID-19 Guidelines for Offices](#)

[Governor Whitmer Executive Orders](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[MI SAFE START](#)

[COVID-19 Training](#)

[Center For Disease Control and Prevention - COVID-19](#)

[Bay County Health Department](#)

[Families First Coronavirus Response Act](#)

[Paid Medical Leave Act](#)

[Family Medical Leave Act](#)

## **Contact Information**

Should any Bay City Academy employee have questions regarding this COVID-19 Preparedness and Response Plan, please reach out to Darci Long, 989-293-6091.