



MANISTEE AREA PUBLIC SCHOOLS
Infectious Disease Preparedness Plan (“Plan”) for Influenza Pandemic and
COVID-19

This Plan for COVID-19 exposure prevention, preparedness and response and for response to seasonal influenza pandemic is hereby issued in accordance with Section 10 (a) of Michigan Governor Gretchen Whitmer’s Executive Order 2020-42, and shall be implemented immediately by all School District staff.

I. Plan Overview

This Plan is based on information available from the Centers for Disease Control (“CDC”) and the Occupational Safety and Health Administration (“OSHA”) at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. This Plan may also be amended based on operational needs.

The purpose of this Plan is to address the following issues related to pandemic responsiveness, including the COVID-19 pandemic and any occurring seasonal influenza pandemic:

- Work with appropriate authorities to amend the school’s Emergency Response Plan;
- Create a culture of infection control in the School District and workplace that is reinforced during the annual influenza season and upon notice of pandemic or other widespread threat to public health by disease;
- Establish contingency plans to maintain appropriate staffing levels and delivery of educational services during times of significant and sustained worker absenteeism; and
- Establish critical partnerships with federal state and local authorities, including the Intermediate School District and peer School Districts to provide mutual support and maintenance of essential services during a pandemic.

The District’s Pandemic Response Team (“Team”) shall consist of the following: the Superintendent, the Business Manager, and the Principal of each school building. This Team shall be responsible for the following:

- Monitor issues and information related to pandemics to keep the District’s Plan up to date.

- Monitor public health communications about COVID-19 recommendations and relate such information to employees as may be appropriate.
- Post appropriate materials about any current pandemic on the School District's website.
- Revise relevant portions of the School District's Emergency Operations Plan as needed, with Board action where required.
- Implement relevant portions of the Emergency Operations Plan as needed.
- Develop and implement a Continuity of Learning Plan in the manner and form dictated by existing law or Executive Order or, absent such guidance, in a manner that is consistent with the exigencies of the situation.
- Maintain updated knowledge of the School District's Emergency Response Plan and this Plan so that they may reinforce and support a culture of safety in the School District generally and in each of the District's school buildings in particular.
- Publicize the Plan so that all employees in the buildings and/or departments under their supervision are informed of relevant procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees to be vaccinated annually for influenza and other infectious diseases, as necessary.
- Maintain a list of contacts in the health profession, including the County Public Health Officer, to provide consultation and advice regarding this Plan and its implementation.
- Provide as needed information to all staff regarding those practices that are recommended by public health officials that will reduce the spread of the infection.
- Develop a list of recommended infection control supplies (hand soaps, tissues, gloves, masks, hand sanitizer, etc.) and ensure that each location has a sufficient supply of them.
- Ensure that handwashing signs are posted in all restrooms.
- Review and recommend, as appropriate, an emergency sick leave policy to be adopted or implemented in the event of a pandemic.
- Take appropriate steps to help ensure that the Information Technology (IT) Director has the resources to maintain, if needed, sufficient IT infrastructures to support employee and, potentially, student telecommuting, tele-schooling and remote access to agency services.

In addition, the Team shall address the following policies, practices or procedures as needed:

- Guidance for employees and students returning to the United States from affected areas, which shall be the implementation of the COVID-19 Building Access Form to be completed before reentry to the school environment;
- Special procedures/accommodations for employees and students with special needs or disabilities;
- Amendments to policies related to facility use;
- Ensure the development of a communication plan to keep students, employees and families informed of developments as they occur, including those students and employees who remain at home.

In the Event of a Pandemic Occurrence

In the event of a pandemic occurrence, the Team shall, as directed by the Superintendent and/or after consultation with knowledgeable public health officials, implement the following steps as needed:

- Work in consultation with appropriate authorities to implement a plan to ensure continuity of learning.
- Encourage employees with job duties that can be accomplished by telecommuting to work from home.
- Implement an emergency sick leave policy.
- Contact key vendors to determine the impact of the outbreak on their operations and its effects on the District's ability to perform daily functions, and if possible, obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- Monitor staffing levels at all locations and assist supervisors in finding ways to maintain critical operations considering any staffing shortage, which may include consideration of closing buildings and/or consolidating classes.
- Notify the public of changes that affect their interactions with the District and its staff, which may include posting information on the home page of the District's website, in school lobbies, and in other media as appropriate.

Updates to the Plan

The Pandemic Response Team shall conduct an annual assessment of the Plan and update the Plan as necessary.

II. Responsibilities of Pandemic Response Team Related to Staffing

The Pandemic Response Team shall ensure that all managers and supervisors are familiar with this Plan and are prepared to answer questions from employees. Members of the Pandemic Response Team are expected to set a good example by following the

Plan, which includes practicing frequent hand washing and following jobsite safety practices to prevent the spread of the virus/infectious disease. Managers and supervisors are to encourage this same safe behavior from all employees.

III. Responsibilities of Employees

It is the job of each School District employee and stakeholder to assist with infectious disease prevention efforts. To guide in this task, the School District has instituted the following housekeeping and social distancing practices. All employees and stakeholders are expected to follow these measures. In addition, employees are expected to self-monitor and report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If an employee has a specific question about this Plan or COVID-19, the employee is to ask your manager or supervisor. If they cannot answer the question, the employee is to contact the building principal.

OSHA and the CDC have provided the following control and preventive guidance for all workers, regardless of exposure risk, which employees are to follow:

- Frequent handwashing with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms including chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as a cough or shortness of breath, **DO NOT GO TO WORK**, and call your supervisor and your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider immediately.

IV. Building Protective Measures

The District has instituted the following protective measures for all buildings at this time, which shall continue until otherwise directed by the Superintendent.

A. General Safety Policies and Rules

- The “Screening Form” shall be used for each entry into a school building.
- Any employee/contractor/visitor exhibiting symptoms of COVID-19 will be asked to leave the jobsite and return home.
- In-person meetings will be eliminated, to the extent feasible. Meetings will be by telephone or other electronic means where possible. If meetings are conducted in-person, attendance will be collected verbally, and the meeting chair will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to the lesser of ten (10) people or any space that shall accommodate persons of at least six (6) feet apart.
- In the event access to running water for handwashing is impracticable, the School District will provide, to the extent available, alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers’ desks, supplies, tools and equipment. To the extent such must be shared, the District will provide an appropriate product to clean desks, supplies, tools, and equipment before and after use. When cleaning desks, supplies, tools and equipment, employees should consult manufacturing recommendations for proper cleaning techniques and restrictions as appropriate.
- Employees are encouraged to limit the need for N95 respirator use by observing distancing protocols and by working in such a fashion as to minimize dust; cloth masks should be worn as advised by appropriate authorities.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.

- If practicable, each employee should use/drive the same desk, truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, water fountain or sink, employees should use individual water bottles.

B. Maintenance Workers entering School Buildings

- Maintenance activities within occupied school buildings present unique hazards with regards to COVID-19 exposures. Everyone working in such areas should evaluate the specific hazards when determining best practices related to COVID-19. Before such work begins, the Pandemic Response Team should be consulted and a process for the work should be agreed upon and reduced to writing as needed.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The School District will provide an appropriate product for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

C. Building Visitors

- The number of visitors to a school building will be limited to only those necessary for the work.
- All visitors will be screened in advance of building entry using the Screening Form.
- Deliveries will be permitted, but should be properly coordinated in line with the employer's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles, if possible.

D. Personal Protective Equipment and Work Practice Controls

- School District buildings are deemed to be a lower exposure risk to COVID-19 during pandemic due to the lower risk of exposure to the public during operations. The School District will provide the following personal protective equipment (PPE) to staff whose job descriptions require interaction with the public or interaction with work areas to which multiple persons may have come in contact (typically, this would be maintenance and custodial workers):

- Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including nitrile, latex, or vinyl gloves. Employees should avoid sharing gloves.
- The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by their work. Individuals outside their homes are requested to wear cloth masks to the extent recommended by health authorities.

V. Job Site Cleaning and Disinfecting

The School District has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where appropriate. Employees should regularly do the same in their assigned work areas.

- Common areas will be cleaned at least once per day absent special circumstances. Employees performing cleaning will be issued proper personal protective equipment (PPE), such as nitrile, latex, or vinyl gloves, and gowns as may be recommended by the CDC.
- Trash in School District buildings should be collected frequently and disposed of properly by someone wearing nitrile, latex, or vinyl gloves.
- Toilets should be cleaned at least twice per week and disinfected on the inside. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected regularly.
- OSHA has stated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, those areas of the jobsite that a confirmed-positive individual may have been in contact with should be cleaned before employees access that work space.
 - Any disinfection shall be conducted using one of the following:
 - District-provided commercial or hospital-grade disinfectant (if available);
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).

Safety Data Sheets (SDS) of all disinfectants used on site are to be maintained.

VI. Jobsite Exposure Situations

- **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he/she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., aspirin, acetaminophen, cough suppressants). The School District will similarly require an employee who reports to work with symptoms to return home until he/she is symptom free for 72 hours (3 full days). To the extent practical, an employee is required to obtain a doctor's note clearing him/her to return to work.

- **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any operable Executive Order or other guidance from proper authorities. An employee who tests positive and is symptom free may return to work when at least seven (7) days have passed since the date of his/her first positive test, and he/she has not had a subsequent illness, unless otherwise directed by his/her healthcare provider. An employee who tests positive and is directed to care for himself/herself at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared, unless otherwise directed by his/her healthcare provider. An employee who tests positive and has been hospitalized may return to work when directed to do so by his/her medical care providers. The School District may require an employee to provide documentation clearing his/her return to work.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

An employee who has come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as within six (6) feet for a prolonged period of time.

If the School District learns that an employee has tested positive, the School District will notify the Health Department and conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the School District will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he/she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

VII. OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the School District will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule, as applied to the specific situation (e.g., COVID-19, seasonal influenza or the like).

VIII. Confidentiality/Privacy

To the extent permissible and in accordance with applicable law, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Notwithstanding the foregoing, the School District reserves the right to inform other employees and stakeholders that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.