



# Onaway Area Community School District COVID-19 Preparedness & Response Plan

## General

The following COVID-19 preparedness & response plan has been established for Onaway Area Community Schools in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19), the OSHA Guidance on Preparing Workplaces for COVID-19 and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules, OSHA guidance and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. Rod Fullerton has read these guidance documents carefully, found the safeguards appropriate to Onaway Area Community Schools based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, OSHA and CDC guidance are periodically updated. Rod Fullerton will be responsible for visiting these guidance webpages regularly for the latest information and for revising the plan as necessary. This plan reflects the EOs and CDC guidance as of 12/03/2020.

Onaway Area Community Schools as designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is Rod Fullerton. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via the school website, hard copies available upon request.

## **Exposure Determination**

Onaway Area Community Schools has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Rod Fullerton is responsible for the exposure determination.

Onaway Area Community Schools has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Rod Fullerton verifies that Onaway Area Community School has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Onaway Area Community Schools has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Teacher	Medium/Lower	Public Contact
Paraprofessional	Medium/Lower	Public Contact
Secretary	Medium/Lower	Public Contact
Bus Driver	Medium/Lower	Public Contact
Custodian	Lower	Public Contact
Cook	Medium/Lower	Public Contact
Administration	Medium/Lower	Public Contact

### **Engineering Controls**

Onaway Area Community Schools has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. 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.

John Tribisoni will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

<b>Job/Task</b>	<b>Engineering Control</b>
Secretary	Plastic Guards
Cooks	Plastic Guards
Teacher	Independent Classroom Univents

### **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Rod Fullerton will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Onaway Area Community Schools:

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All Employees	Maintain at least six feet from everyone on the worksite.
All Employees	Use signs to prompt employees to remain six feet from others.
All Employees	Promote remote work (telecommuting) to the fullest extent possible.
All Employees	Restrict business-related travel for employees to essential travel only.
All Employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All Employees	Minimize the sharing of tools, equipment, and items to the extent possible.
All Employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All Employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All Employees	Require the public to wear cloth face coverings.
All Employees	Keep students/public informed about symptoms of COVID-19 and ask sick students/staff to stay at home until healthy again.
All Employees	Provide sanitizer, tissues and trash receptacles.
Teachers, Paraprofessionals, Cooks, Bus Drivers	Staggered lunch, enter/exit and passing times for students.
All Employees	Promote curbside drop-off and pickup procedures to minimize contact with public.
All Employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All Employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All Employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All Employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

## **Hand Hygiene**

Rod Fullerton will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Onaway Area Community Schools shall provide employees with antiseptic hand sanitizers. Onaway Area Community Schools will provide time for employees to wash hands frequently and to use hand sanitizer.

## **Disinfection of Environmental Surfaces**

Onaway Area Community Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Onaway Area Community Schools will make cleaning supplies available to employees upon entry and at the worksite.

John Tribisoni will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Onaway Area Community Schools will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Hallway all contact surfaces*	Harvard Neutral Disinfectant- electronic fine mist sprayer. Husky Disinfectant Deodorant Spray-aerosol can.	Daily Mid-Morning and Evening
Busses	Harvard Neutral Disinfectant- electronic fine mist sprayer. Husky Disinfectant Deodorant Spray-aerosol can.	Daily After AM run After PM run After any special trip
Classrooms and offices all contact surfaces*	Harvard Neutral Disinfectant- electronic fine mist sprayer. Husky Disinfectant Deodorant Spray-aerosol can.	Daily **Student desks will also be wiped with a disinfectant wipe between each class period.
Restrooms	Harvard Neutral Disinfectant- electronic fine mist sprayer. Husky Disinfectant Deodorant Spray-aerosol can.	Daily Mid-Morning and Evening

\* All contact surfaces include but are not limited to: desktops, keyboards, doorknobs, light switches, benches, seats, ect.

Onaway Area Community Schools will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Rod Fullerton will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- Classroom closed for 24 hour period
- Additional disinfectant with Harvard Neutral Disinfectant-electronic fine mist sprayer.  
Husky Disinfectant Deodorant Spray-aerosol can.

### **Personal Protective Equipment (PPE)**

Onaway Area Community Schools will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Onaway Area Community Schools will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Onaway Area Community Schools will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Onaway Area Community Schools will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

<b>Job/Task</b>	<b>PPE</b>
All Employees	Disposable face masks
Cooks	Face Shields, Gloves and Face Coverings
Custodians	Face Shields, Gloves and Face Coverings

## **Health Surveillance**

Onaway Area Community Schools has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Faith Robins will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Onaway Area Community Schools will have employees self-screen for COVID-19. Onaway Area Community Schools will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Onaway Area Community Schools will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their direct supervisor before and during the work shift. Onaway Area Community Schools has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Fill out the Healthcare Screen and notify your direct supervisor if you answer yes to any of the questions for further instruction. Healthcare Screen:

[https://docs.google.com/forms/d/e/1FAIpQLSesbi1zEWPOq\\_Qjl4e\\_vCMuxrGbN1eTeePXNaiZK1WQ-Zb6wQ/viewform?vc=0&c=0&w=1&gxids=7628](https://docs.google.com/forms/d/e/1FAIpQLSesbi1zEWPOq_Qjl4e_vCMuxrGbN1eTeePXNaiZK1WQ-Zb6wQ/viewform?vc=0&c=0&w=1&gxids=7628)

Onaway Area Community Schools will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Onaway Area Community Schools will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Rod Fullerton will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Onaway Area Community Schools will not reveal the name or identity of the confirmed case.

Onaway Area Community Schools will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

## **Training**



Faith Robins shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Onaway Area Community Schools will train workers on, at a minimum:

- Workplace infection-control practices.
- The 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.

Faith Robins shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

## **Recordkeeping**

Onaway Area Community Schools will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Faith Robins will ensure that the records are kept.