

Bad Axe Public Schools SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for Bad Axe Public Schools in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO. Specific requirements for employers in various industry sectors are contained in the associated [EO](#).

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request. Refer to the EO and referenced Guidance on Preparing Workplaces for COVID-19 therein for specific requirements.

Exposure Determination

Bad Axe Public Schools will evaluate 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. The Superintendent will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

Lower exposure risk jobs. These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 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.

Medium exposure risk jobs. These jobs include those that require frequent and/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. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

Bad Axe Public Schools has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
Instructional Staff/Teachers	Medium Exposure	Contact with students and coworkers
Paraprofessionals	Medium Exposure	Contact with students and coworkers
Custodians	Medium Exposure	Contact with students and coworkers
Cooks	Medium Exposure	Contact with students and coworkers
Bus Drivers	Medium Exposure	Contact with students and coworkers
Administration/Office/Central Office	Medium Exposure	Contact with students and coworkers

Engineering controls

Bad Axe Public Schools has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. 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.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.

NOTE: Additional engineering controls are not recommended for low exposure risk employees. The Superintendent will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented.

Positions/job/task	Engineering Control
Instructional Staff/Teachers	PPE, Cleaning/disinfecting materials, social distancing when feasible, health screenings
Paraprofessionals	PPE, Cleaning/disinfecting materials, social distancing when feasible, health screenings.
Custodians	PPE, Cleaning/disinfecting materials, social distancing when feasible, health screenings.
Cooks	PPE, Cleaning/disinfecting materials, social distancing when feasible, health screenings, physical barriers.
Bus Drivers	PPE, Cleaning/disinfecting materials, social distancing when feasible, health screenings.

Administration/Office/Central Office	PPE, Cleaning/disinfecting materials, social distancing when feasible, health screenings, physical barriers.
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Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Superintendent will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectively in order to minimize or eliminate employee exposure to SARS-CoV-2.

Additional engineering controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

Examples of administrative controls for SARS-CoV-2 in medium risk groups include:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

The following administrative controls have been established for Bad Axe Public Schools:

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
Instructional Staff/Teachers	Mask mandate, distancing when feasible, Covid direction/advisory signage, limited public access
Paraprofessionals	Mask mandate, distancing when feasible, Covid direction/advisory signage, limited public access
Custodians	Mask mandate, distancing when feasible, Covid direction/advisory signage, limited public access

Cooks	Mask mandate, distancing when feasible, Covid direction/advisory signage, limited public access
Bus Drivers	Mask mandate, distancing when feasible, Covid direction/advisory signage, limited public access
Administration/Office/Central Office	Mask mandate, distancing when feasible, Covid direction/advisory signage, limited public access

Hand Hygiene & Disinfection of Environmental Surfaces

The Building Principal 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 employee’s hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The Buildings and Grounds Director will be responsible for seeing that environmental surfaces 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-CoV2-19. When choosing cleaning chemicals, Bad Axe Public 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.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. The Superintendent and Buildings and Grounds Director will be responsible for seeing that such a cleaning and disinfection is performed as required.

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

Surface	Method/Disinfectant Used	Schedule/Frequency
Classroom Desks, Tables	Disinfectant spray and/or wipes	Every class period for secondary. Every 2-3 hours for elementary
Doors, Doorhandles, Bus seats, other commonly touched areas	Electrostatic Machine	Four times per day
Cafeteria Tables	Disinfectant Spray	After every use
Floors	Floor Machine	Once per school day
Bathrooms	Disinfectant Spray	Three time per day

Any classroom or location where a confirmed or suspected positive case individual may have entered will receive enhanced cleaning and disinfection measures by custodial staff.

Personal Protective Equipment (PPE)

Bad Axe Public Schools will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with latest EO.

All types of PPE are to be:

- Consistently and properly worn when required.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Require masks to be worn at all times. If medically unable to wear masks, face shields will be required unless also medically unable to be permitted by the individual.

Health Surveillance

Bad Axe Public 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. The Building Principal will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day and the start of each work shift, Bad Axe Public Schools will screen employees for signs and symptoms COVID-19 as required. Employees have been directed to self monitor and promptly report any signs and symptoms of COVID-19 to their immediate Principal or Director before and during the work shift and have 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:

Daily Self Monitoring Health Screening

- Fever (temperature of 100.4 F or higher) without any fever reducing medications
- Cough or Shortness of Breath or Difficulty Breathing
- Congestion or a Runny Nose
- Fatigued or Body/Muscle Aches
- Sore Throat or Headache
- Loss of Smell or Taste
- Gastrointestinal Symptoms such as nausea/vomiting, diarrhea, loss of appetite

Bad Axe Public 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:

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

Training

The Building Principal and Central Office shall coordinate SARS-CoV2 training and ensure compliance with all training requirements and will utilize the SET/SEG Safe Schools Training Modules where appropriate.

Training may include:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person.
- B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- C. Symptoms of COVID-19.
- D. Steps the worker must take to notify the school of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- E. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
- F. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

Recordkeeping

The Building Principal shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.



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