

COVID-19 Preparedness & Response Plan

✔ General

The following COVID-19 preparedness & response plan has been established for Williamston Community Schools in accordance with MIOsha Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces. Adam Spina has read these emergency rules carefully, developed the safeguards appropriate to Williamston Community Schools based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Williamston Community Schools has designated one or more worksite COVID-19 safety coordinator to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite COVID-19 safety coordinator(s) are Adam Spina, Kelly Campbell, Brandon Weingartz, Steven Delp, Debra Lafleur, Paige Paulsen, Cassie Pfander, and Rebecca Olsen. 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 COVID-19 safety coordinator role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via the human resources section of the District website.

✔ Engineering Controls

Williamston 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.

Engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Brandon Weingartz 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:

Job/Task	Engineering Control
Secretaries and Instructional Staff (as requested)	Plexiglass Barriers
Teachers/Office Areas	Air Purifiers
All Staff/All Positions	Enhanced HVAC Filters (MERV rating)
Bus Drivers	Open Windows when weather permits
All Staff/All Positions	Open Windows when weather permits

✔ **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Building and Department Administrators 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 Williamston Community Schools:

Job/Task	Administrative Control
Employees not fully vaccinated	Maintain at least six feet from everyone on the worksite when feasible.
All employees	Reduce face-to-face meetings when possible. Communicate with others through phone, email, teleconferencing, and web conferencing.
Administration	Provide employees with non-medical grade face coverings.
All employees	Require employees, except fully vaccinated persons, to

	wear non-medical grade face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
Administration	Post signs in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.
Administration	Require unvaccinated visitors and students to wear non-medical grade face coverings.
All employees	Keep stakeholders informed about symptoms of COVID-19 and ask sick stakeholders to stay at home until healthy again.
All employees	Provide staff, students, and the public with tissues and trash receptacles.
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.
Board/Administration	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.

✔ Hand Hygiene

Building and department administrators 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, Williamston Community Schools shall provide employees with antiseptic hand sanitizers or towelettes. Williamston Community Schools will provide time for employees and students to wash hands frequently and to use hand sanitizer.

Williamston Community Schools shall promote frequent and thorough hand washing, including by providing workers, students, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

✔ Disinfection of Environmental Surfaces

Building custodians and other staff as applicable will be responsible for seeing that

environmental surfaces in the workplace are cleaned and disinfected at least daily when no people with confirmed or suspected cases of Covid -19 have been in the space. If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the spaces that person or person occupied must be cleaned and disinfected. 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.

All cleaning practices, procedures, and guidelines as they related to Covid-19 shall follow the current recommendation from the Centers for Disease Control (CDC).

✔ **Personal Protective Equipment (PPE)**

NOTE: Non-medical grade face coverings are technically not considered PPE. When the engineering or administrative measures described above cannot be implemented or do not protect workers fully, Williamston Community Schools may require employees to use PPE to supplement other controls. Williamston Community Schools will determine what PPE is necessary. All PPE, including respirators (N95 filtering facepiece respirators or better, including elastomeric respirators, without exhalation valves or vents), face shields, protective gowns, and gloves, will be provided to workers at no cost.

✔ **Health Surveillance**

Williamston Community Schools will conduct a 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. Building and Department administrators 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, Williamston Community Schools will have employees self-screen for COVID-19. Williamston 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.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their building or department administrator before and during the work shift. Williamston 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:

1. Complete self-screening tool
2. Inform first line supervisor of symptoms
3. Arrange for a rapid or PCR Covid-19 test
4. Inform first line supervisor of results

Williamston 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.

Williamston 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.

Should Williamston Community Schools learn of an employee, visitor, or student with a known case of COVID-19, the building or department administrator shall, within 24 hours, notify any co-workers, parents, or other applicable stakeholders who may have come into contact with the person with a known case of COVID19.

Williamston 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

Williamston Community Schools will train workers on, at a minimum:

- Workplace infection-control practices, including information available on vaccinations for COVID-19

- 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.

Building, department, and district level administrators shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

Williamston 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 contractor entering the workplace.
- **Records sufficient to verify vaccination status of employees asserting such.**
- **When an employee is identified with a confirmed case of COVID-19, record any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.**

Building, department, and district administrators will ensure that the records are kept.