

WYOMING PUBLIC SCHOOLS  
BETTER TOGETHER

# COVID-19 PREPAREDNESS AND RESPONSE PLAN



WYOMING PUBLIC SCHOOLS  
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# Wyoming Public Schools

## COVID-19 Preparedness and Response Plan

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## I. INTRODUCTION

Wyoming Public Schools (“WPS”) or (the “District”) has developed this COVID-19 Preparedness and Response Plan based on guidance from the CDC, OSHA, Michigan Department of Health and Human Services, Kent County Health Department, Spectrum Health COVID-19 Employer Resource Center, and Kent County Back to Work. The information contained within is subject to change based on further information provided by the CDC, OSHA, and other public officials. WPS may also amend this Plan based on operational needs.

The purpose of this plan is to inform the District’s employees, contractors, visitors, parents and members of the public of the steps WPS is taking to safeguard health and safety and what steps the District and these individuals entering District property must take to minimize the risk of infection.

This plan shall be read in conjunction with the WPS COVID-19 Return to School Plan, developed and adopted pursuant to Executive Order 2020-142 and informed by Michigan’s 2020-21 Return to School Roadmap. While the COVID-19 Preparedness and Response Plan establishes a baseline for workplace rules and safeguards for District employees and contracts anytime they are on District property, WPS COVID-19 Return to School Plan includes more specific requirements that are applicable when school is in session on District property. Where the WPS COVID-19 Return to School Plan includes additional, stricter, or more stringent requirements than this Plan, the WPS COVID-19 Return to School Plan will supersede.

## II. COVID-19 Coordinators

The District has designated the following individual as its COVID-19 Workplace Coordinators (2020-97):

**Sarah Earnest**

Assistant Superintendent of Human Resources

[earness@wyomingps.org](mailto:earness@wyomingps.org)

(616) 531-9387

**Matt Lewis**

Assistant Superintendent for Finance & Administrative Services

[lewism2@wyomingps.org](mailto:lewism2@wyomingps.org)

(616) 531-8944

The Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the District’s workplace. The Coordinators are also responsible for reviewing policies and practices to make sure they are consistent with this Plan, District operations, and existing federal, state, and local requirements. They are also responsible for implementing , monitoring and reporting on the COVID-19 control strategies that are required per [EO 2020-97](#), [EO 2020-142](#) and [EO 2020-147](#). Please contact either of the coordinators to report any unsafe working conditions.

## III. Definitions

For purposes of this COVID-19 Preparedness and Response Plan, the following definitions apply:

A. Symptoms of COVID-19: pursuant to [guidance from the CDC](#) and guidance from the [Kent County Health Department](#), the symptoms of COVID-19 are:

- Fever (of 100.4° F or higher or feeling feverish) or chills

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- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

B. Close contact: an individual has had close contact with another when they were within approximately six feet of each other for a prolonged period of time. [Guidance from the Kent County Health Department](#) defines a “prolonged period of time” as more than 15 minutes.

### III. Workplace Prevention Measures

The District is asking everyone one of our employees to help with our preventative efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. The District has implemented the following best practices to minimize exposure and prevent its spread in the workplace.

#### A. Daily Screening Protocol (EO 2020-145 and 147)

Before or upon entering a District building or District property for the first time each day, each employee, contractor, parent, visitor, or other member of the public must complete a self-screening questionnaire.

1. An employee who fails to complete the questionnaire, or who knowingly provides false answers to any of the questions, shall be subject to discipline, up to and including discharge.
2. A parent, visitor, or member of the public who refuses to complete the questionnaire or who knowingly provides false answers to any of the questions shall be asked to leave. If the visitor refuses to comply with this request, subsequent District action may include calling local police to request their assistance in removing the visitor, charges under state law or local ordinance for trespassing, and/or banning the visitor from District property.

The self-screening questionnaire will be available online at [www.wyomingps.org](http://www.wyomingps.org)] and will require the employee or contractor to provide information regarding:

1. Whether he or she has experienced any symptoms of COVID-19 within the past 24 hours;
2. Whether he or she has traveled internationally in the past 14 days; and
3. Whether he or she has tested positive for COVID-19, or has been in close contact with anyone suspected or confirmed to have COVID-19, within the past 14 days.

If the employee, contractor, parent, visitor, or other member of the public answers affirmatively to any of the inquiries on the questionnaire, he or she shall remain home or immediately return home if already on-site. An

employee or contractor shall also notify his or her immediate supervisor immediately if he or she has answered affirmatively to any of the questions in the self-screening protocol.

1. A supervisor must immediately notify the COVID-19 Coordinators if the supervisor is notified by an employee or contractor that the employee or contractor has answered affirmatively to any of the questions on the self-screening questionnaire.
2. An employee or contractors who answers affirmatively to any questions on the self-screening questionnaire must be interviewed by one of the COVID-19 Coordinators or provide written responses to questions regarding the employee's or contractor's contacts on District property if requested to do so.
3. Return to work and reentry onto District property is governed by Section VII of this Plan and Policy.

The COVID-19 Coordinators shall monitor employees' responses on the questionnaires to ensure employees and contractors who answer affirmatively to any questions leave the premises, if applicable, and stay home in accordance with the procedures set forth in Section VI.

## B. Social Distancing and Mitigating Measures

Employee Responsibilities. Employees and contractors must comply with the following directives to reduce the risk of infection in the workplace. Failure to comply with the following directives will result in discipline, up to and including discharge:

1. Maintain a distance of at least six (6) feet from others to the maximum extent possible. (EO 2020-145)
2. Wear face coverings when six (6) feet of separation from other individuals in the workplace cannot be consistently maintained. (EO 2020-145)
3. Wear face coverings in shared spaces, including restrooms and hallways, and during in-person meetings. (EO 2020-145 & 147)
4. Self-monitor for signs and symptoms of COVID-19, particularly if possible exposure is suspected. (OSHA Guidance)
5. Immediately self-report, and within 24 hours at the latest, to their immediate supervisor if the employee or contractor answers affirmatively to any of the questions in the self-screening protocol discussed in Section III.
  - a. Tests positive for COVID-19;
  - b. Experiences any symptoms of COVID-19;
  - c. Has close contact with anyone suspected or confirmed to have COVID-19;
  - d. Answers affirmatively to any of the questions in the self-screening protocol.
6. A Supervisor who is notified by an employee or contractor as described in paragraph 5 above, must immediately notify one of the COVID-19 Coordinators.
7. Do not enter District buildings or District property if prohibited from doing so under Section VII, below.

8. For employees working in offices, wipe down workstations at least twice daily with disinfecting supplies provided by WPS. (EO 2020-145)

### C. Parent and Visitor Responsibilities.

Parents, guardians, and other members of the public who enter WPS property must comply with the following requirements.

1. Maintain a distance of at least six (6) feet from others to the maximum extent possible.
2. Wear face coverings when six (6) feet of separation from other individuals cannot be consistently maintained and in shared spaces, such as restrooms and hallways. (EO 2020-147)
3. Self-monitor for signs and symptoms of COVID-19 and immediately report to the building principal, Executive Director of the Community Division, or Executive Director of Human Resources & Employee Relations if the parent, guardian, or visitor meets one of the statuses listed in Section VII.
  - a. After self-reporting, the visitor will be contacted by WPS and asked to provide information to the regarding the individuals the visitor had contact with while on District property, and who the employee or contractor had close contact with (as defined in this Plan, above) while on District property, within the prior 14 days.

A visitor who refuses to comply with one of the requirements listed above after being asked to do so by a District employee will be asked to leave. If the visitor refuses to comply with this request, subsequent District action may include calling local police to request their assistance in removing the visitor, charges under state law or local ordinance for trespassing, and/or banning the visitor from District property.

### D. District Responsibilities

The District has taken and will continue to take the following steps to ensure the health and safety of employees and contractors working in District buildings and on District property:

1. The building principal is designated as the worksite supervisor for his or her District building. As the worksite supervisor, the building principal is responsible for implementing and monitoring this Plan, and for the record-keeping requirements discussed below in Section IX. The building principal may delegate this function to another employee(s) in the building, provided:
  - a. The building principal notifies the employees in his or her building, and either of the COVID-19 Coordinators of the employee(s) the building principal is named as the worksite supervisor(s).
  - b. A worksite supervisor must remain on-site at all times when employees are present on site.
2. Assisting employees and contractors in social distancing while working in District offices, by –
  - a. Providing visual indicators of appropriate spacing for employees outside the building in case of congestion; (EO 2020-145)
  - b. Spreading out workstations and staggering workspace usage; (EO 2020-145)
  - c. Restricting use of non-essential common space (e.g., cafeterias, lounges); (EO 2020-145)

- d. Prohibiting social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office and using virtual meetings whenever possible. (EO 2020-145)
3. Providing training to District employees that covers: (EO 2020-145)
    - a. Workplace infection control practices, including training on this COVID-19 Preparedness and Response Plan;
    - b. Proper use of personal protective equipment;
    - c. 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; and
    - d. How to report unsafe working conditions.
    - e.
  4. Restricting work-related travel for employees to essential travel only. (EO 2020-145)
  5. Promoting remote work to the fullest extent possible. (EO 2020-145 and by EO 2020-65)
  6. Assigning all employees working in District offices a dedicated entry point to reduce congestion at the main entrance. (EO 2020-145)
  7. Prohibiting all nonessential visitors from entering District offices. (EO 2020-145)

#### IV. WORKPLACE CLEANING AND DISINFECTING

- A. Cleaning supplies will be available to employees at their worksites. (EO 2020-145)
- B. The District has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products. (EO 2020-145)
- C. To maintain the cleanliness of the office environment, the District shall:
  - a. Post signs about the importance of personal hygiene; (EO 2020-145)
  - b. Disinfect high-touch services; and (EO 2020-145)
  - c. Minimize the shared use of items (phones, desks, offices, etc.) when possible. ((EO 2020-145 and OSHA Guidance, p 9)

#### V. Response Plan for Confirmed Infection in the Workplace. (EO 2020-145)

WPS will take the following steps to address a confirmed infection in a District building or on District property.

- A. **Isolation.** If the individual is an employee or contractor on District property, the individual will be immediately isolated from others and arrangements made for the employee to go home or receive medical care (as applicable) immediately.

**B. Notification.** (EO 2020-145)

- a. When an employee is identified with a confirmed case of COVID-19, the COVID-19 Coordinators shall notify:
  - i. The Kent County Health Department immediately
  - ii. Any co-workers, contractors, or suppliers who may have come into contact with the employee with a confirmed case of COVID-19, within 24 hours.
- b. If WPS learns an individual with a confirmed case of COVID-19 has visited a District building, AAPS will notify District employees and contractors working in the building or area visited by the individual. (EO 2020-145)

**C. Cleaning and Disinfecting.** Any areas used for prolonged periods of time by an individual with a confirmed case of COVID-19, or an individual suspected of having COVID-19 based on his or her symptoms, will be cleaned, and disinfected in accordance with [guidance from the CDC](#).

**D. Return to Work.** If the individual with a confirmed diagnosis is an WPS employee or contractor, the individual may not return to work on-site or reenter District property except pursuant to Section VII below.

**E. Others with Close Contact.** WPS employees or contractors who were in close contact with the individual with a confirmed infection of COVID-19 will be sent home and prevented from entering WPS property except pursuant to Section VII below.

## VI. SELF-REPORTING, PRECLUSION FROM DISTRICT PROPERTY AND RETURNING TO WORK

Pursuant to [guidelines from the CDC](#), [the Michigan Department of Labor and Economic Opportunity](#), and the [Kent County Health Department](#), the following employees, contractors, visitors, parents, and members of the public are prohibited from entering District buildings or District property for the time period provided.

- A. An individual with a **confirmed diagnosis of COVID-19 or symptoms of COVID-19 (as defined in this Plan)** is prohibited from entering District buildings or property until:
  - a. At least 10 days have passed since the individual's symptoms first started or the first positive COVID-19 test, if the individual was tested;
  - b. At least 72 hours (3 full days) have passed since the individual's fever has resolved without the use of fever-reducing medicines; and
  - c. The individual's symptoms have vastly improved.
- B. An asymptomatic individual who, within the last 14 days, **has tested positive for COVID-19** or has had **close contact** with another who is confirmed or suspected (based on symptoms) of having COVID-19 is prohibited from entering District buildings or District property until:
  - a. 14 days have passed since the testing or close contact occurred, provided the individual does not develop symptoms of COVID-19.
  - b. If the individual develops symptoms of COVID-19, the individual is prohibited from entering District buildings or District property until:
    - i. At least 10 days have passed since the individual's symptoms first started;

- ii. At least 72 hours (3 full days) have passed since the individual’s fever has resolved without the use of fever-reducing medicines; and
  - iii. The individual’s symptoms have vastly improved.
- C. An individual who has traveled within the prior 14 days is prohibited from entering District buildings or District property until:
  - a. 14 days have passed since the individual returned from international travel, provided the individual does not develop symptoms of COVID-19.
  - b. If the individual develops symptoms of COVID-19, the individual is prohibited from entering District buildings or District property until:
    - i. At least 10 days have passed since the individual’s symptoms first started;
    - ii. At least 72 hours (3 full days) have passed since the individual’s fever has resolved without the use of fever-reducing medicines; and
    - iii. The individual’s symptoms have vastly improved.
- D. An employee may be required to provide verification acceptable to the District of (1) the employee’s need to self-quarantine; and/or (2) the employee’s eligibility to return to work, given the current availability of tests and other relevant factors, and in accordance with current federal, state, and local laws and guidance.
- E. Any application or documentation requirements for an employee to be eligible for paid or unpaid leave under the law, District policy, or an applicable employment contract (i.e., the Family Medical Leave Act, Michigan Paid Leave Act, or paid sick leave under an individual contract or collective bargaining agreement) remain in effect.
- F. An individual with mild symptoms of COVID-19 that improve in a short period of time may be permitted to enter District buildings and District property before the timelines provided above, if the individual tests negative for COVID-19 and provides evidence of that result to the COVID-19 Coordinators.
- G. An employee required to self-quarantine but capable of performing work may be required to work remotely.

## VII. EMPLOYEE RIGHTS

- A. An employee shall not be discharged, disciplined, or otherwise retaliated against for staying at home because he or she has COVID-19, has symptoms of COVID-19, or has had close contact with an individual with COVID-19.
  - a. An employee who is allowed to return after the periods described above in Section VI but declines to do so may be subject to discipline, up to and including discharge.
- B. Under the Families First Coronavirus Response Act (“FFCRA”), an employee may be eligible for paid leave if he or she must stay home due to COVID-19. Notice of an employee’s rights under the FFCRA Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act (“EFMLEA”) is available here:
  - a. [Notice of Employee Rights under the Paid Sick Leave and Expanded Family and Medical Leave of the Families First Coronavirus Response Act](#)

## VIII. RECORD KEEPING AND CONFIDENTIALITY

- A. The COVID-19 Coordinators shall ensure compliance with the record-keeping requirements of Executive Order 2020-145 or any subsequent order, by:
- a. Maintaining records of training performed pursuant to Section III(D)(3), including the topics covered, a list of participants, copies of any materials used, the identity of the trainer, and any other information deemed relevant.
  - b. Maintaining copies, whether digitally or in hard copy, of the self-screening questionnaires completed daily by employees and contractors. These questionnaires shall be maintained in a confidential paper and/or digital file, with access restricted.
  - c. Maintaining a copy of the notices provided to the Kent County Department of Health and to District employees and contractors working in the building or area visited by an employee who has been identified with a confirmed case of COVID-19. Notice to the Kent County Department of Health shall be maintained in a separate, confidential file with access restricted.
- B. Confidentiality. The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (“ADA”), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and the Family Education Rights and Privacy Act of 1974 (“FERPA”).

## X. Legal References

[Executive Order 2020-36](#), and any subsequent related order

[Executive Order 2020-65](#), and any subsequent related order

[Executive Order 2020-145](#), and any subsequent related order

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

[Families First Coronavirus Response Act \(“FFCRA”\)](#)

CDC [Guidance for Businesses & Workplaces](#)

Michigan Department of Labor and Economic Opportunity [COVID-19 Workplace Safety Guidance](#)

Kent County Health Department [Guidance for Businesses](#)

## Additional Helpful Links

<https://www.michigan.gov/coronavirus>  
[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

CDC - Know your Facts: <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>

Spanish Version:

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/315446-B\\_FS\\_ShareFactsAboutCOVID-19.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/315446-B_FS_ShareFactsAboutCOVID-19.pdf)

Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

Spanish Version: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-sp.pdf>

CDC Coronavirus Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

Spanish Version: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf>

Stop the Spread of Germs: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Spanish Version: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>

Protecting Yourself and Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

CDC Cleaning and Disinfecting Your Facility:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

CDC Face Masks with DIY Tutorial:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Wash your Hands Poster: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

Spanish Version: <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

## WPS Required Safety and Health Procedures for COVID-19 for On-Site Employees

I \_\_\_\_\_, attest that I have read and understand the above instructions and will comply with them.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## DAILY COVID-19 SCREENING FOR WPS ON-SITE EMPLOYEES

Name: \_\_\_\_\_

Worksite/Building: \_\_\_\_\_

Fever (of 100.4° or higher, or feeling feverish) or chills	<input type="radio"/> Yes	<input type="radio"/> No
Cough	<input type="radio"/> Yes	<input type="radio"/> No
Shortness of breath or difficulty breathing	<input type="radio"/> Yes	<input type="radio"/> No
Fatigue	<input type="radio"/> Yes	<input type="radio"/> No
Muscle or body aches	<input type="radio"/> Yes	<input type="radio"/> No
Headache	<input type="radio"/> Yes	<input type="radio"/> No
Loss of taste or smell	<input type="radio"/> Yes	<input type="radio"/> No
Sore throat	<input type="radio"/> Yes	<input type="radio"/> No
Congestion or runny nose	<input type="radio"/> Yes	<input type="radio"/> No
Nausea or vomiting	<input type="radio"/> Yes	<input type="radio"/> No
Diarrhea	<input type="radio"/> Yes	<input type="radio"/> No

(Seek emergency medical care immediately for any of the following symptoms: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.)

1. In the past 14 days, have you tested positive for COVID-19?  Yes  No
2. To your knowledge, in the past 14 days, have you had close contact with someone who has tested positive for COVID-19 or is suspected to have COVID-19?  Yes  No
3. In the past 14 days, have you traveled outside of the United States?  Yes  No

I have answered these questions truthfully, and understand that failure to do so could result in discipline, up to and including discharge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*If you answered "yes" to any of the questions above, do not report to work. Notify your immediate supervisor immediately and refer to THE COVID-19 Preparedness and Response Plan and Policy, available on our website for instructions as to when you may return to work*

# STOP

All Staff and Visitors must enter through designated points of entry.

**Staff must complete a health screening prior to entering the building.**

**GO TO:**

**[Daily Screening Form](#)**

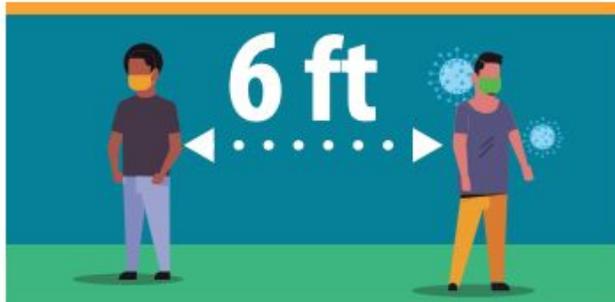
**Maintain  
6 feet of  
Social  
Distance at  
All Times**

**Please Wear a  
Mask In All Public  
Areas or Where  
Social Distance  
Cannot Be  
Maintained**



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

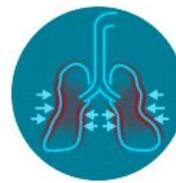
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS  
OF BREATH**



CS 316129-A March 22, 2020 5:13 PM

[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)