



# **WYOMING PUBLIC SCHOOLS COVID-19 EXPOSURE CONTROL (PREPAREDNESS AND RESPONSE) PLAN**

**In response to October 14, 2020 Michigan Occupational Safety and Health  
Administration (MIOSHA) Emergency Rules – Coronavirus Disease 2019 (COVID-19)**

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## Introduction

This Plan is based on information and guidance from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA) and the State of Michigan Occupational Safety and Health Administration (MIOSHA) at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and Michigan Department of Health and Human Services. We are following the experts and are committed to following all legal requirements and to implementing best practices to protect our employees, students, visitors, vendors, and the general public.

## About COVID-19

The CDC indicates that there are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".

## How COVID-19 Spreads

Infected people can spread COVID-19 to other people. There is currently no approved vaccine or antiviral treatment for this disease. The virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another within about 6 feet, including breathing and talking.
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.
- In general, **the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.**

It may be possible that a person can get COVID-19 by touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

## Symptoms of COVID-19

COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. The CDC currently states that people with the following symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Vomiting
- Diarrhea

As public health authorities and doctors learn more about COVID-19, they may expand the list of associated symptoms. Employees should rely on the CDC, other public health authorities, and reputable medical sources for guidance on emerging symptoms associated with the disease.

## Board Policies on Communicable Diseases

The Superintendent has recommended policies and rules for staff and students related to communicable diseases. Once officially approved by the Board of Education, those policies will be included in this Plan as **Attachment A**.

## COVID-19 Workplace Coordinators

We have designated as of June 2020, the following individuals as our workplace coordinators.

Mrs. Sarah Earnest, Assistant Superintendent of Employee Relations  
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earnest@wyomingps.org

Mr. Matt Lewis, Assistant Superintendent of Finance and  
Business Operations (616) 530-7552

Lewism2@wyomingps.org

These Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the WPS workplace. The Coordinators are also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements.

We have also designated one or more building principals and/or worksite supervisors to implement, monitor, and report on the COVID-19 control strategies contained in this Plan. The principal/supervisor(s) will remain on the premises or be available at all times when employees are present on any WPS site. Each shift will be notified of their available supervisor.

### **Exposure Determination**

We have identified the following potential sources of possible spread of COVID-19 in the workplace:

- The general public
- Co-workers
- Students
- Parents/volunteers
- Contractors
- Vendors/visitors

The District uses the following categories to determine the exposure risk for employees:

- Very High Risk: High potential exposure to known or suspected sources of COVID-19 could include - healthcare, laboratory, morgue employees during specific procedures

- High Risk: High potential exposure to known or suspected sources of COVID-19 could include - licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers
- ***Medium Risk: Jobs that require frequent and/or close contact (within 6 ft) with people who may be infected but are not known or suspected COVID-19 patients, workers in this category may have contact with the general public (for example, schools, high-population-density work environments, high-volume retail settings).***
- Lower Risk: Jobs that do not require contact with people known or suspected of being infected with coronavirus, with no frequent close contact (within 6 ft) with the general public and minimal contact with co-workers

**\*Most WPS employees are in the medium risk category.**

### **Responsibilities of District Administrators**

All administrators must be familiar with this Plan and be prepared to answer questions from employees and implement the Plan with fidelity. Administrators must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Administrators must encourage this same behavior from all employees.

### **Responsibilities of District Employees**

Every employee is expected to help with prevention efforts while at work. To minimize the spread of COVID-19 at our worksite(s), everyone must play their part. As set forth below, we have instituted various housekeeping, social distancing, and other best practices at our worksite(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must always follow these best practices for them to be effective. Beyond these best practices, we require employees to report immediately to their principals, or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan, they should ask their principal or supervisor or contact Human Resources. If employees have concerns about their working conditions or safety, they should contact their immediate supervisor, Human Resources, the COVID-19 Workplace Coordinator(s), or their worksite supervisor(s), to implement, monitor, and report on the rules and measures contained in this Plan. In addition to this plan, employees are expected to comply with the requirements of the District's COVID-19 Preparedness and Response Plan.

All employees are expected to comply with the following requirements based on OSHA and CDC control and prevention guidance for all workers, regardless of exposure risk:

## **Steps to Reduce Employees' Risk of Exposure to COVID-19**

### **1. Stay Home**

Stay home if you are sick. Employees are not permitted to report to work if they display symptoms associated with COVID-19 or have had contact with a person with a confirmed diagnosis of COVID-19. Employees are required to report symptoms of COVID-19 to their supervisor and fill out and submit the Daily COVID-19 Screening survey prior to coming to work, if possible, or at least one hour after reporting to work. The daily at home screening must include temperature taking. Staff members are required to report COVID-19 related absences following normal attendance reporting procedures.

If the district otherwise determines an employee has symptoms associated with COVID-19, the district has the discretion to send the employee home.

### **2. Monitor for Signs and Symptoms of COVID-19**

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting our employees. The CDC states that employees who become ill with symptoms of COVID-19 should leave the workplace. Therefore,

- Employees are required to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employees must immediately move away from coworkers and others on the job site if they become sick or begin experiencing symptoms of COVID-19.
- Employees must immediately report to their supervisors (virtual or telephone communication) if they become sick or begin experiencing symptoms of COVID-19.
- Employees must immediately leave the workplace.

Personal health information will be kept confidential in compliance with all HIPAA privacy laws, when employees report symptoms of Covid-19 or are on a leave of absence because of symptoms or exposure.

### **3. Next Steps if you Become Infected with COVID-19**

- Stay home.
- Call a healthcare provider if you have symptoms.
- Consider getting tested for COVID-19.

- Your absence(s) may qualify for Family Medical Leave Act (FMLA) or one of the Families First Coronavirus Leave Acts (FFCRLA).

Please note FFCRLA expires on December 30, 2020.  
Contact Human Resources for more information.

- Comply with the WPS return to work guidelines. These are consistent with the CDC requirement. (See Attachment B).

#### **4. Hand Washing**

Frequent and thorough hand washing is required. If hand washing is not available at your work site, frequent and thorough hand sanitizing may be substituted. In addition, employees must always wash/sanitize hands when they are visibly soiled and after removing any Personal Protective Equipment (PPE).

The district will provide places for employees and visitors to wash their hands, if possible. If soap and running water are not immediately available, the district will provide alcohol-based hand sanitizer containing at least 60% alcohol.

#### **5. Hand Washing Instructions**

Review and follow the hand washing instructions posted in district bathrooms, and below. (See Attachment F.)

- Wet your hands with cleaning running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap.
- Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- Rinse your hands under clean, running water
- Dry your hands using a clean towel or air dry them.

#### **6. Wearing Personal Protective Equipment (PPE)**

Any individual able to medically tolerate a face covering must wear a mask covering his or her nose and mouth, fit snugly against the sides of your face and not leave a gap, have two or more layers of breathable fabric, and be washed regularly if they are reusable at all times and in all locations when in a WPS facility unless eating, or when alone in a closed office/room, as long as recommended by the CDC, OSHA, or any other state or federal governmental body. Employees must wear face masks in the manner recommended by the CDC. See Attachment D. No masks made of mesh, or masks that contain a vent or exhalation valve. Employees must de-contaminate face coverings before returning to work.



The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.

Employees who are not medically able to tolerate a face covering, must provide medical documentation of such to Human Resources. Human Resources will work with employees to accommodate medical needs, if appropriate, including the possibility of remote work, if applicable.

Employees riding together in work vehicles for transportation for work activity are required to wear face coverings.

The district will provide non-medical grade masks to individuals who need them. Please contact your supervisor if you need to secure a mask before returning to work.

## **7. Respiratory Etiquette**

Practice respiratory etiquette, including covering coughs and sneezes. Use tissue to cover coughs and sneezes. If you do not have a tissue, cough or sneeze into your elbow, not into your hand.

The district will provide tissues for this purpose.

## **8. Work Stations and Equipment**

Avoid the use of your co-worker's phones, desks, offices, or other work tools and equipment, when possible.

Limit the sharing of tools and equipment to the maximum extent possible and ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces. Cleaning materials will be provided by the district as needed.

## **9. Regular Housekeeping**

Maintain regular housekeeping practices, including routine cleaning and disinfecting of your surfaces, equipment, and other elements of the work environment. All employees are encouraged to clean their workspace surfaces at the beginning and end of their workday every day.

The district will provide disinfectants and disposable towels for employees to clean their workspace surfaces.

Staff must comply with the cleaning requirements set forth in the COVID-19 Preparedness and Response Plan during in-school learning for students. Staff will be provided with training regarding these requirements as well as cleaning supplies.

## 10. Minimizing Contact with Others

Gatherings and interactions in which people cannot maintain six feet of distance from one another are not permitted, as long as recommended by the CDC, OSHA, or any other state or federal governmental body, including Executive Orders.

Minimize contact with your coworkers and others on your work site by replacing face-to-face meetings with virtual communications, if possible.

Minimize contact with coworkers in shared spaces in the workplace, like conference rooms, kitchens, and bathrooms. **Always maintain six feet of distance from one another (when feasible), but never less than 3 feet and wear a face covering, as long as it is recommended by health agencies or the state or local government.** Limit in person interactions to less than 15 minutes whenever possible.

Employees riding together in work vehicles for transportation for work activity are required to wear face coverings.

Greeting coworkers and others on your worksite with a handshake, hugging, or other physical touching is not permitted at this time.

## 11. Mail and Deliveries

Minimize interaction between yourself and delivery and/or mail persons by requesting delivery persons leave deliveries at loading docks, office counters, or other locations that do not require contact within six feet. Remember to wash hands thoroughly after handling mail or packages.

## Worksite Preventative Measures

**Minimizing exposure from co-workers.** WPS will take the following steps to minimize exposure from co-workers to COVID-19 whenever possible while continuing to provide services to students, parents, and members of the public during the COVID-19 pandemic:

1. A copy of this plan will be posted on the district website.
2. Provide all employees with non-medical grade masks (a cloth material that covers the nose and mouth) to wear while at work, if needed:
  - Employees are required to wear masks when they are indoors at any WPS work location, unless they are alone in an office/room with the door closed.

- The CDC does not recommend the use of face shields as a substitute for masks. However, face shields may be used as an accommodation in certain circumstances, along with other mitigation.
  - Consider use of other Personal Protective Equipment (PPE) as appropriate (e.g. gloves, gowns).
  - Make reasonable accommodations for those who are unable to medically wear a mask.
3. Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including the following:
- Posting Covid-19 related policies and resources on the District's website.
  - Posting CDC and/or Michigan Department of Health and Human Services (MDHHS) information, including recommendations on risk factors at home and in the community.
  - Training all employees on the workplace infection-control practices in place, the proper use of personal protective equipment (PPE), the steps employees must take to notify GRPS if they experience any symptoms of COVID-19 or have a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions, including available reporting avenues.
  - Informing employees of the importance of good hand hygiene and providing time for employees to wash hands regularly with soap and water for at least 20 seconds because this is one of the most effective ways for employees to minimize exposure to COVID-19.
  - If soap and water are not readily available, employees must use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water must be chosen over hand sanitizer.
  - Promoting and encouraging good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
  - Discouraging handshaking and instead encouraging the use of other non-contact methods of greeting.

- Prohibiting employees from using other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
- Requiring principals and supervisors to identify shared workspaces, post information that labels the space as a shared workspace/learning space and post cleaning process for employees to follow before and after use. Signs will be provided by the District.
- Reminding employees that they may not share food utensils and food with other employees.
- Requiring and reminding employees that they must wear masks at all times whenever they are not alone in an office/room with the door closed.
- Encouraging and requiring social distancing to the greatest extent possible while in the workplace.
- Encouraging employees to minimize ridesharing in personal vehicles. While in vehicles, employees are encouraged to ensure adequate ventilation and use PPE (e.g. facemasks) and hand sanitizer when riding with other employees or persons served.
- Encouraging employees to use PPE (e.g. facemasks) and hand sanitizer if using public transportation to travel to work.

4. Develop protocol for social distancing practices:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite. Evaluate areas in which employees work within 6 feet of each other and determine options to increase distance apart.
- Develop site specific plans for health offices in schools to ensure appropriate social distancing for those who are sick and for staff working in the office.
- Limit in-person meetings and if necessary, the number of people who can attend an in-person meeting to the number recommended by public health and medical officials.
- Prohibit in-person work for employees to the extent that their work activities can feasibly be completed remotely. See Attachment G for in-person work guidelines. Staggered work shifts/start and end times will be implemented

to the greatest extent possible to prevent congregation of employees when necessary.

- Staggered lunch/breaks will be implemented to the greatest extent possible to prevent congregation of employees when necessary.
- Staff assignments will be evaluated to allow for social distancing within buildings.
- Working remotely for full days or partial days will be considered as an option for certain positions, to the greatest extent feasible.

5. Restrict employees from the workplace if they display symptoms of COVID-19:

- All employees are required to complete a daily entry self-screening protocol that includes, at a minimum, a questionnaire to determine whether the employee has symptoms of COVID-19 or exposure to an individual that could have COVID-19, as long as recommended by the CDC, OSHA, or any other state or federal governmental body, including Executive Orders. This self-screening may be completed before employees arrive at work or within one hour of employees arriving at work. The daily at home screening must include temperature taking. Supervisors are required to maintain this documentation in a confidential manner.
- Employees must self-report to their supervisor as soon as possible after developing signs or symptoms of COVID-19.
- Employees with symptoms will be immediately separated from others using measures such as but not limited to:
  - Requiring employees to leave the workplace.
  - Prohibiting employees from reporting to work
  - Allowing remote work if feasible
- Employees with a confirmed or suspected case of COVID-19 may only return to the workplace after they are no longer infectious according to the most recent CDC guidance and they are released from any quarantine or isolation order by the local public health department, if applicable
- Employees should refer to and comply with the Timeline for Staying Home with COVID-19. (Attachment B)
- All employees must comply with Michigan Executive Order regarding COVID-19, and other relevant executive orders consistent with applicable law.

6. The District will follow MDHHS/OSHA requirements and protocols if an employee, visitor, or student has a confirmed case of COVID-19, including reporting and recordkeeping requirements. **In particular, the District will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.**

**Close contact has been defined by the Kent County Department of Health and Human Services as a person who was within 6 feet of a person infected with Covid-19 for more than 15 minutes with or without a mask.**

7. Perform increased routine environmental cleaning and disinfection:
- The District will train the custodial staff and will comply with the OSHA standards for cleaning school buildings and other District facilities. The District will increase facility cleaning and disinfection to limit exposure to Covid-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g. tools, machinery, and vehicles).
  - The District will only use Environmental Protection Agency (EPA) approved disinfectants that are expected to be effective against Covid-19 based on data for harder to kill viruses. Employees will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment).
  - The District will maintain Safety Data Sheets of all disinfectants used on site.
  - Employees will be encouraged to sanitize their personal work areas upon arrival, throughout the workday, and immediately before departure, when practicable. Cleaning products will be available to employees to clean on a regular basis.
  - Employees will be instructed to routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - Employees will be provided with cleaning and disinfecting products so that commonly used surfaces (e.g. doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.

- The District has established procedures for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor, or student has a known case of Covid-19.
- 8. The District will evaluate engineering controls using the building ventilation system, when standards have been established, with the goal of:
  - Increasing ventilation rates.
  - Increasing the percentage of outdoor air that circulates into the system.
- 9. The District will establish and adhere to limits on the number of individuals allowed in elevators, based on the size of the elevator and social distancing guidelines, and post those limits inside and outside elevators.
- 10. Continue to evaluate options for employees at a higher risk for serious illness due to COVID-19.
- 11. Absenteeism will be monitored to ensure that the District is not experiencing an outbreak.
  - Implement plans to continue essential functions in case we experience higher than usual absenteeism.
  - Cross-train employees to perform functions so the workplace can operate even if key employees are absent provided such functions are within their scope of practice and consistent with applicable laws and regulations and collective bargaining agreements.
- 12. Ensure that contractors have developed a Covid-19 Exposure Control Plan and retain a copy.
- 13. Explain the expectations of and provide a copy of this Plan to companies that employ temporary employees that are used by the District.
- 14. Below is the complaint process for violations of this Plan.
  - **PROMPT NOTIFICATION OF COMPLAINT/CONCERN REQUIRED:**  
Given the magnitude of responsibility and risk that employers and employees have in a return to work situation under the COVID-19 hazard, it is imperative that employees know they have not only a right but an affirmative duty to come forward and inform management about any matter of safety concern or activity involving themselves, a fellow coworker or

operational problem related to the implementation of the Covid-19 Plan. Unlike other kinds of workplace hazards, a contagious virus is extremely time sensitive and deserves urgent attention. Any issue or unsafe action, behavior or operational process which an employee believes is causing or may cause potential threat of virus exposure is advised to immediately inform their principal/supervisor, any one of the designated Covid-19 Coordinators, as applicable, and/or Human Resources. This will enable the administration to promptly address the matter. No complaint is too big or too small to be given direct attention. The Complaint process is an important tool to help us quickly handle and resolve any issue.

- **CONFIDENTIALITY:** The concern or complaint may be in regard to another coworker, a visitor, vendor or anyone coming into the District and therefore must be handled in a confidential manner. Upon submission a complaint and/or concern, only those who need to know in order to resolve the issue, will be provided the information. All matters will be investigated promptly. When appropriate, a response may result in updated educational announcement and/or policy reminders which will be sent to staff.
  - **RETALIATION PROHIBITED:** It is illegal to engage in any retaliatory conduct towards an employee who is raising a safety hazard complaint. No retaliation of any sort will be tolerated towards someone who files a COVID-19 related complaint. Anyone found to engage in any retaliatory conduct for such filing will face discipline up to and including discharge.
16. The District will retain a record of the training provided to employees, screening protocols of employees or visitors entering the workplace, and records of each required notification provided to the health department.



## **Attachment A – Board Policies**

The Wyoming Board of Education passed the following policies related to communicable diseases.

Section 8000 – Operations – 8453 Direct Contact Communicable Diseases

Section 8000 – Operations – 8450 Control of Casual Contact–Communicable Diseases

## **Attachment B - Timelines for Staying Home with COVID-19 or COVID-19 Related Symptoms**

**For Employees**  
**Updated 7/23/2020**

According to the [Centers for Disease Control](#) and Prevention and the Kent County Department of Health and Human Services, below are the timelines for staying home before returning to work after having COVID-19 or being in close contact with someone who had COVID-19:

### **1. If you think or know that you had COVID-19, and had symptoms**

You can be with others after

- At least 24 hours have passed with no fever (without the use of fever reducing medication) **and**,
- [Symptoms](#) improved **and**,
- 10 days since symptoms first appeared

### **2. If you tested positive for COVID-19, but do not have symptoms:**

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test **and**,
- You continue to have no symptoms
- *If you develop symptoms after testing positive, follow the guidance in number 1 above.*
- **Employees in this category cannot return to work for a total of 10 days after the positive test.**

You should talk with your healthcare provider for more information. If testing is available in the community, it may be recommended by the healthcare provider. You can be with others after you meet the criteria in either number 1 or 2.

If testing is not available in our area, your doctor should work with [an infectious disease expert at your local health department](#) to determine if you are likely to spread COVID-19 to others and need to stay home longer.

### **3. If you have been in close contact with someone with a confirmed positive COVID-19 test, you must stay home for 10 days from the date of your last exposure.**

A teacher or staff person who lives in the same house as someone who tests positive for COVID-19 must remain out of school the entire time the family member is in isolation

(typically 10 days) plus 10 additional days of quarantine. The total time out of school may be 20 days.

4. If you have traveled internationally, you should quarantine for 10 days from the date you return to the United States.

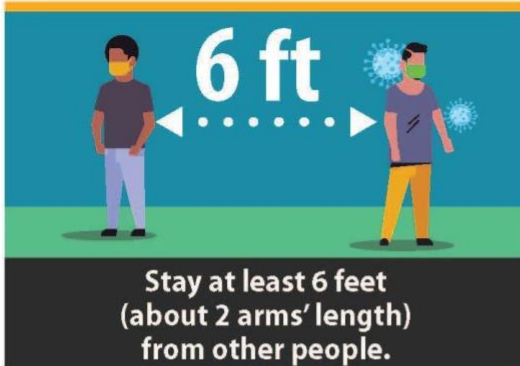
Isolation is for people who are COVID positive. It separates people who are infected with the virus from people who are not infected. It usually lasts 10 days.

Quarantine is for people who are well but are exposed to someone who is COVID positive. It keeps someone who might have been infected with the virus away from others. It lasts 10 days since the last possible exposure.

Close contact is someone who you have been within 6 feet for greater than 15 minutes with or without a mask.

# Stop the Spread of Germs

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



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

316917-A May 13, 2020 11:00 AM

## Attachment D - CDC How to Safely Wear and Take Off a Cloth Face Covering

### How to Safely Wear and Take Off a Cloth Face Covering

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

#### WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



#### USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

#### FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



#### TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS116488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

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



## Attachment E - CDC 10 Things You Can Do to Manage Your COVID-19 Symptoms at Home

# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



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

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A

## **Attachment G - Covid-19 Remote Work Policy and Procedures**

It is important that employees are provided a safe and healthful work environment free from recognized hazards. In order to protect the health, safety, and welfare of District employees during the SARS-CoV-2 (Covid-19) pandemic, to comply with the Michigan Occupational Safety and Health Administration Emergency Rules (October 14, 2020), the Michigan Department of Health and Human Services Keeping a Safe Workplace guidance (November 6, 2020), and Michigan Department of Health and Human Services **(Emergency Order under MCL 333.2253) issued November 15, 2020**, employees should be required to work in-person only when attendance is required to perform job duties.

1. The following factors will be taken into consideration in determining if attendance is strictly required for district positions:
  - a. Attendance is required to provide in-person customer service
  - b. Inability to physically complete work duties because of the need to access required equipment contained in the office or work location
  - c. Inability to physically complete work duties because of the need to access documents and information located only at the work location
  - d. Physical presence is required for co-workers to perform their duties
  - e. Issues of confidentiality if work is performed remotely
  - f. Need for oversight of an employee because of documented poor work performance
  - g. Ability to properly supervise the work
  - h. Availability of required technology resources
2. Employees who have a medical condition that prevents in-person work will be allowed to work remotely if feasible. If on-site work is required employees must provide written medical documentation and be approved by the Human Resources Department.
3. Employees retain the right to seek reasonable accommodations for disabilities according to the American with Disabilities Act (ADA). Employees should contact Human Resources for more information on the ADA process.
4. Each Department/Office supervisor shall evaluate each position within their control to determine the extent to which it is feasible for employees to engage in remote work and maintain documentation regarding the factors considered when making the determination. Employees will be notified in writing if they are required to work in-person.
5. In order to provide services to students, parents, members of the public, and employees and to perform the essential functions of the district, employees may be required to work in a hybrid model (in-person some days and remotely others),



so that the number of employees in a particular work space are reduced but services can still be provided.

6. Employees who are required to work in-person may appeal that decision in writing to Sarah Earnest, Assistant Superintendent of Human Resources at [earness@wyomingps.org](mailto:earness@wyomingps.org)
7. Employees who work remotely are expected to follow all applicable work rules (e.g., work hours, start times, attendance rules, leave requests, etc.)
8. Employees required to work in-person are required to wear a mask that covers their nose and mouth, at all times while in district facilities. Employees are also required to maintain 6 feet social distance whenever feasible and to wash their hands regularly. Employees are also required to complete the daily self-screener and to stay home when they are sick and to follow any other requirement set forth in the Covid-19 Exposure Control (Preparedness and Readiness) Plan.

The following list identifies those positions where in-person work is required either 100% or periodically:

1. **Business Office** to process the payment of district financial obligations and meet other legal requirements including payroll
2. **Human Resources** to manage staffing, COVID and other general HR functions.
3. **Custodians** to clean buildings to ensure compliance with MIOSHA standards for the Coronavirus
4. **Facilities, Grounds, Operations and Maintenance** to perform duties associated with maintaining district property including the repair and maintenance of district equipment necessary for in-person work
5. **Food Service/Child Nutrition** to perform duties related to the meal distribution program
6. **Library Media Coordinator and Library Media Technicians** for the time needed for processing and inventorying curriculum materials
7. **Mail/Copy room** to ensure the receipt and delivery of mail required for the district to meet its legal obligations
8. **Technology** to collect, repair, and distribute district technology to parents, students, and staff
9. **Payroll Office** to pay employees
10. **Public Safety** to secure district facilities and ensure the safety of district staff and property
11. **School Administrator** when special education staff who are required to legally conduct in-person student evaluations are present
12. **Special education staff** required for legally required in-person student evaluations
13. **Supply** to receive and distribute necessary supplies and equipment

Additions and deletions may be made to this list as necessary.