



**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT  
COVID-19 PREPAREDNESS AND RESPONSE PLAN  
Revised March 6, 2023**

This plan is based on information available from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC), the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA), the Michigan Occupational Safety and Health Administration's (MIOSHA) COVID-19 Workplace Safety Guidance, the Michigan Department of Health and Human Services (MDHHS) K-12 School Guidance, and any other related orders or public health advisories. It is subject to change based on further information provided by federal, state, or local officials. The Monroe County Intermediate School District (MCISD) may also amend this Plan based on operational needs.

**Responsibilities of the MCISD**

The MCISD has put in place the following practices and measures as a part of this Plan to protect students and employees from the spread of COVID-19 during the COVID-19 post-surge, recovery period:

- The MCISD will provide notice regarding this Plan to each employee through MCISD ALLMAIL and has posted it on the MCISD web page under the COVID-19 tab.
- The MCISD has increased general standards of facility cleaning and disinfection to limit exposure to COVID-19 and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- The MCISD has protocols to prevent students and employees who tests positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) regardless of vaccination status.
- The Superintendent has designated administrative and supervisory staff to be responsible and has informed them to immediately isolate any person who shows symptoms of COVID-19 while at work. Supervisory staff should then notify Human Resources.

**Responsibilities of Employees**

For the duration of the COVID-19 post-surge, recovery period, employees are expected to:

- Follow basic infection prevention measures, included but not limited to:
  - Frequent and thorough hand washing for at least 20 seconds. Do not touch face.
  - Follow appropriate respiratory etiquette (e.g., covering sneezes and coughs with crook of arm).
  - Stay at home if sick.
  - Notify Human Resources (HR) staff if you display COVID-19 symptoms.
  - Notify HR if you test positive for COVID-19 to determine isolation.
  - Notify HR if you have close contact with an individual with COVID-19.

- If a particular employee needs Americans with Disabilities Act (ADA) accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to the Assistant Superintendent for Human Resources and Legal Services at [eric.feldman@monroeisd.us](mailto:eric.feldman@monroeisd.us).

### **Identification for Infection and Exposure**

The MCISD has implemented the following procedures for the prompt identification and determination of infection or exposure of employees and/or students:

- Employees are to self-monitor for signs and symptoms of COVID-19.
- Symptoms may appear 2 to 14 days after exposure to the virus and can range from mild symptoms to severe illness.
- The CDC lists the following has common COVID-19 symptoms:<sup>1</sup>
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- If you have any of the above symptoms or if you test positive for COVID-19, the employee must report that to HR, who will then determine the proper course of action, in consultation with supervisory staff.

### **Infection versus Exposure:**

- In the event an employee and/or student has been exposed to COVID-19 or is sick/tested positive for COVID-19, the MCISD will adhere to MDHHS's K-12 School Guidance,<sup>2</sup> in conjunction with CDC's quarantine and isolation guidelines.<sup>3</sup>
- Below is MDHHS's current recommendations for infection versus exposure:

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<sup>1</sup> Available at [Symptoms of COVID-19 | CDC](#).

<sup>2</sup> Available at [Click Here](#).

<sup>3</sup> Available at [CDC's Quarantine and Isolation Guidelines](#).

	Who is Impacted	Public Health Recommendations
 <h3>COVID-19 Infection</h3>	<p>Any individual who tests positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) regardless of vaccination status.</p>	 Isolate at home for 5 days (day "0" is day symptoms begin or day test was taken for those without symptoms); and  If symptoms have improved or no symptoms developed, may leave isolation after day 5 and wear a well-fitting mask, for 5 more days (ending after day 10).* 
 <h3>COVID-19 Exposure</h3>	<p>Close contact exposed to someone with COVID-19, regardless of vaccination status.</p>	 Monitor symptoms for 10 days.  Wear a well-fitting mask around others for 10 days after exposure.  Test 5 days after exposure and if symptoms develop.  Avoid unmasked activities or activities with higher risk of exposing vulnerable individuals.**

\* You may remove your mask sooner than day 10 with two sequential negative antigen tests 48 hours apart. If a mask cannot be worn, 10 days of home isolation is recommended.  
 \*\* Activities with immunocompromised or other high-risk individuals, social/recreational activities in congregate settings or when community levels are high.

**Important reminders:**

- Upon request, the employee must provide HR a copy of their positive or negative COVID-19 test.
- The MCISD may require employees to provide medical documentation clearing them to return to work.
- Employees who test positive for COVID-19 are prohibited from entering any MCISD building or local district sites, and will be directed to self-quarantine at home, consistent with any guidance from proper medical or governmental authorities.
- For MCISD staff assigned to a local district and/or location, we will also adhere to that local district's/location's guidance.
- Each individual case is unique, and some timelines may differ based on circumstances.

**COVID-19 Symptoms During the Workday**

- Employees who show symptoms of COVID-19 while at work will be separated from other staff and visitors and sent home.
- Contact HR/Supervisory staff and report all areas you worked in or visited that day.
- The HR/Supervisory staff will notify custodial staff to commence disinfecting procedures of areas where employee reported working/visiting.
- If you test positive for COVID-19, notify HR immediately.
- HR/Supervisory staff will follow Health Department instructions to conduct an investigation to determine the identities of co-workers who may have had close contact with the confirmed-positive employee and who will then determine the proper course of action for those other individuals. If applicable, HR will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had closed contact with the positive employee.

## Workplace Flexibilities and Protections

PA 238 of 2020 (MCL 419.401, et seq) provides COVID-19 Employee Rights. Available at [COVID-19 Employee Rights](#).

## Overall Workplace Safety and Contingency Plans

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and MCISD work sites, they shall be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee, the MCISD will determine if it meets the criteria for recording and reporting under OSHA's rules. The MCISD will follow federal, state, and local government recommendations regarding contingency plans for situations that may arise as a result of outbreaks.

## Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, the MCISD reserves the right to inform other employees and stakeholders than an unnamed MCISD employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health. Except as detailed above, staff who believe they may have been exposed to COVID-19 at work by a fellow employee may only share the details of the exposure with their personal healthcare provider, the Monroe County Health Department, and Human Resources.

## Effective Date

This revised plan is effective on March 6, 2023.

## Contact Information

Should any MCISD employee have questions regarding this COVID-19 Preparedness and Response Plan, please reach out to either:

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