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**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**

**COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Revised June 24, 2021**

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”), MIOSHA Emergency Rule filed on June 22, 2021, MDHHS Face Mask Recommendations of June 22, 2021, and any subsequent related orders. It is subject to change based on further information provided by the CDC, OSHA and other public 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 staff members and students from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:

* 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 published protocols to prevent workers from entering the premises if they display symptoms associated with COVID-19, or who have had contact with a person with a confirmed diagnosis of COVID-19.
* 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 pandemic 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 if you display COVID-19 symptoms to determine quarantine
  + Notify Human Resources if you test positive for COVID-19 to determine quarantine
  + Notify Human Resources if you have close contact with an individual with COVID-19

* If a particular employee needs ADA accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to the Assistant Superintendent for Human Resources and Legal Counsel at [Elizabeth.taylor@monroeisd.us](mailto:Elizabeth.taylor@monroeisd.us)

Identification and Isolation of Sick Individuals

The MCISD has implemented the following procedures for the prompt identification and isolation of employees:

* Employees are to self-monitor for signs and symptoms of COVID-19. That means that employees should report to Human Resources:
* Atypical cough (nonproductive or dry)
* Shortness of breath, or difficulty breathing
* Or, if two or more of the following of the following symptoms are present:
* Fever - Diarrhea - Fatigue
* Severe Headache - Sore throat - New loss of taste or smell
* Muscle aches - Chills - Repeated shaking with chills

Employees who experience the cough and/or shortness of breath and/or any two of the other noted symptoms must follow CDC guidelines and contact their health provider immediately. More information is available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

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| Employees who exhibit signs and symptoms of COVID-19 must remain home until they are symptom-free for 72 hours (3 full days) without the use of fever reducing or other symptom altering medicines and respiratory symptoms have improved and 10 days have passed since symptoms first appeared. To the extent practical, these employees are required to obtain a doctor’s note clearing them to return to work. | Employees who learn they have been in close contact with a confirmed-positive individual (at work or outside of work) must alert HR of the close contact and self-quarantine for 10 days from the last date of close contact with that individual. At this time, “close contact” is defined as within 6 feet for 15 minutes or more over a 24-hour period with a positive individual.  **Fully vaccinated employees do not need to quarantine unless symptomatic.** | Employees who test positive for COVID-19 are prohibited from entering any MCISD building or local district sites, will be directed to self-quarantine at home, consistent with any guidance from proper medical or governmental authorities. Subject to physician orders to the contrary, employees who test positive and are symptom free for at least 10 days since the positive test may return to work. The MCISD may require employees to provide medical documentation clearing them to return to work. |

**IF AN EMPLOYEE EXHIBITS COVID-19 SYMPTOMS DURING THE WORKDAY:**

Employees who begin to exhibit COVID-19 symptoms during the workday:

* You should isolate immediately if unable to leave the building. Each building will have a designated “isolation” room.
* Contact Human Resources and report all areas you worked in or visited that day.
* Contact Supervisor to inform your status.
* Contact health provider and pursue COVID-19 testing, unless health care provider advises otherwise.
* Supervisor to notify custodial staff to commence disinfecting procedures of areas where employee reported working/visiting
* Symptomatic employees should be kept at home until testing negative for COVID-19 or have been released from isolation according to the CDC guidelines. I<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
* If you test positive for COVID-19, notify Human Resources immediately.
* Human Resources will notify the Monroe County Health Department at 734-240-7832 within 24 hours of notification of an employee testing positive.
* Human Resources 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 within the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, Human Resources will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had closed contact with the confirmed-positive employee.

Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work will be separated from other staff and visitors and sent home.

Workplace Flexibilities and Protections

PA 238 of 2020 ( MCL 419.401, et seq) provides COVID-19 Employee Rights. You can find the full text of the statute here <http://legislature.mi.gov/doc.aspx?mcl-act-238-of-2020>

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 development of 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 plan is effective on May 11, 2020. This plan has been revised on June 24, 2021.

Contact Information

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

Elizabeth Taylor Janel Faber

Assistant Superintendent for Human Resources Administrative Assistant

and Legal Counsel

[elizabeth.taylor@monroeisd.us](mailto:elizabeth.taylor@monroeisd.us) [janel.faber@monroeisd.us](mailto:janel.faber@monroeisd.us)

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