

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

✔ General

The following COVID-19 preparedness & response plan has been established for Akron-Fairgrove 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 and specific safeguards for certain industries. The Superintendent has read these emergency rules carefully, developed the safeguards appropriate to Akron-Fairgrove Schools based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Akron-Fairgrove Schools has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is the building administrator. The supervisor will remain on-site at all times when employees are present on site or as appropriate. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via www.akronfairgrove.org

✔ Exposure Determination

Akron-Fairgrove Schools has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Superintendent was responsible for the exposure determination.

Akron-Fairgrove Schools has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within

six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Superintendent verifies that Akron-Fairgrove Schools has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Akron-Fairgrove Schools has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Custodial Work	Medium	Cleaning, Chemicals
Bus Drivers	Medium	Student contact via bus
Para-professional	Medium	Student contact via classroom
Teacher	Medium	Student contact via classroom
Secretary	Medium	Staff, Student contact, possible public contact
Administrator	Medium	Staff, student contact
Food Service	Medium	Staff, student contact
Counselors etc	Medium	Staff, student contact

✔ Engineering Controls

Akron-Fairgrove 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.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

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

The Superintendent 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
Classroom learning	Desk guards, partitions as appropriate, hand sanitizer
All individuals	Face coverings, hand sanitizer
Food service, custodial, other	Face shields, gloves, gowns, hand sanitizer
Bus	Face coverings, gloves, hand sanitizer
Facilities	Signage

✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Superintendent 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 Akron-Fairgrove Schools:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
District	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees	As appropriate, restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees	Restrict the number of customers in the establishment at any given time as determined by MDHHS.
All employees	Provide employees with non-medical grade face coverings.
All employees	Require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
District	Require customers and the public to wear face coverings.
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.
District	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
District	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

The Superintendent 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, Akron-Fairgrove Schools shall provide employees with antiseptic hand sanitizers or towelettes. Akron-Fairgrove Schools will provide time for employees to wash hands frequently and to use hand sanitizer.

Akron-Fairgrove Schools shall promote frequent and thorough hand washing, including by providing workers, customers, 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**

Akron-Fairgrove Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Akron-Fairgrove Schools will make cleaning supplies available to employees upon entry and at the worksite.

The Superintendent will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Akron-Fairgrove Schools will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. 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.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Desks	H2Orange	3 x's per day
Doors	H2Orange	2 x's per day
Restrooms	H2Orange	2 x's per day & as needed
Hallways, Classrooms, Lockers	UV Machine	1 x per day
Bus	H2Orange	After each use
Bus	UV Machine	1 x per day

Akron-Fairgrove School will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. The Superintendent will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

(LIST ENHANCED METHODS)

- 1. Deep cleaning using industry standard approved chemicals (H2Orange)**
- 2. Ultra Violet Light Machines**
- 3. Bleach water**

✔ Personal Protective Equipment (PPE)

Akron-Fairgrove Schools will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Akron-Fairgrove Schools will provide non-medical grade face coverings to employees. Akron-Fairgrove Schools will require employees to wear face at all times.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
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All	Face masks
Custodians	Face masks, gloves, gowns

✔ Health Surveillance

As workers enter the place of employment at the start of each work shift, Akron-Fairgrove Schools will have employees self-screen for COVID-19. Akron-Fairgrove 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. Akron-Fairgrove Schools will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the building administrator before and during the work shift. 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. Report to the building administrator

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.

Akron-Fairgrove 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.

When an employee is identified with a confirmed case of COVID-19, the Superintendent will notify the local public health department immediately. The Tuscola County Health Department will notify coworkers, contractors, and suppliers if there is a need to quarantine.

Akron-Fairgrove 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

The Superintendent shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Akron-Fairgrove Schools will train workers on, at a minimum:

- Workplace infection-control practices.
- 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.

The Superintendent shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

Akron-Fairgrove 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 visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department notified the district or when the health department was notified by the district and any others to notify per the health department

The Superintendent will ensure that the records are kept.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
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For further information or to request consultation, education and training services
call 517-284-7720 or visit our website at www.michigan.gov/miosha.

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