



MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY



Manchester Community Schools COVID-19 Preparedness and Response Plan

For Lower and Medium Exposure Risk Employers ONLY

To: All Manchester Community Schools Employees/Contractors

From: Dr. Bradley J. Bezeau, Superintendent

Re: MCS COVID-19 PREPAREDNESS AND RESPONSE PLAN

On March 16, 2020, the Manchester Community Schools closed student program buildings and requested all staff, non-essential to operations, to stay home per the Governor's Executive Order ("EO") due to COVID-19 (a respiratory disease caused by the SARS-CoV-2 virus). Since that time, during the public health crisis, the District continues to provide services to students and families in our community. In April, 2020, our Continuity of Learning Plan was developed, adopted, and implemented. Remote/virtual instruction continued through the end of the 2019-20 school year and continued through the extended school year/summer.

The following COVID-19 preparedness & response plan has been established for the Manchester Community Schools District 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. Dr. Bradley J. Bezeau, Superintendent of Schools and Laura Neal, Human Resources Coordinator have read these emergency rules carefully, developed the safeguards appropriate to the Manchester Community Schools based on its' type of business or operation, and have incorporated those safeguards into this COVID-19 preparedness and response plan.

Manchester Community 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 Bill O'Brien for District Buildings and Grounds, Karin Villarreal, Principal of Luther C. Klager Elementary, Julie Charney, Assistant Principal for Riverside Intermediate School, and Eric McCalla, Principal of Manchester Jr./Sr. High School. At least one of the supervisors will remain on-site at all times when employees are present. 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 our website.

District operations will transition as restrictions are lifted by our State governmental leadership. Below is the chart of six (6) phases introduced by Governor Whitmer, based in part on data regarding the spread of COVID-19. On June 1, 2020, Michigan transitioned to Phase four (4), which has been characterized as lower risk given adherence to strict safety measures, and Washtenaw County continues to be in Phase 4 at this time. ([Click here for Governor Whitmer's full MI Safe Start Plan](#) and for the [MI Start Map data dashboard](#).)

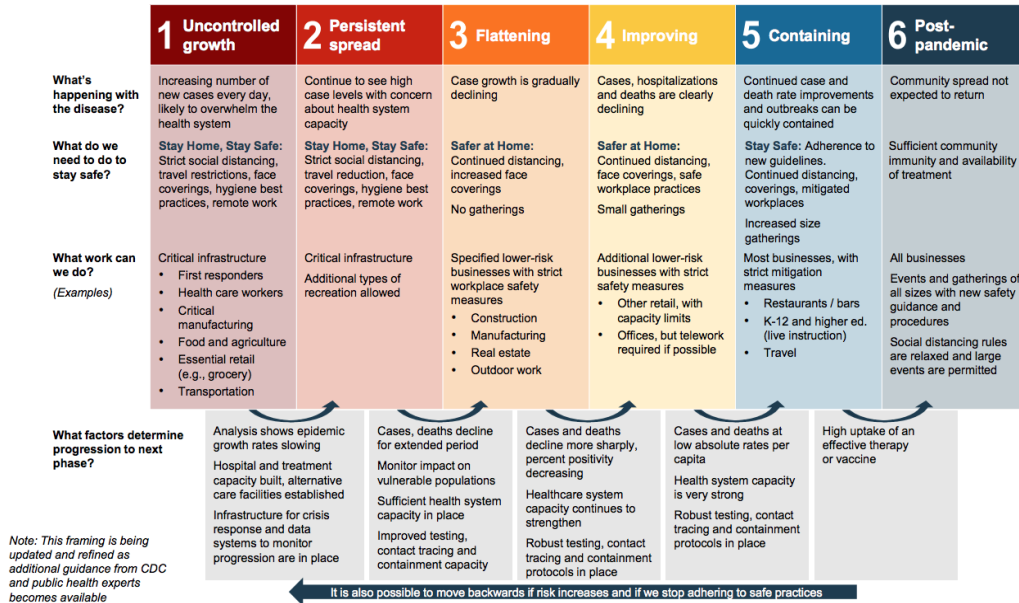


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Overview: Return to Work

On June 5, 2020, the Governor issued EO 2020-114 which required, in relevant part, businesses/operations with employees working onsite to “develop a COVID-19 Preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”)”. This document is the District’s Plan that all employees must review and be familiar with the safety measures for working onsite outlined within. The Plan will be made available to employees, associations, and customers on the District website at <https://www.manchesterschools.us/>

EO 2020-114 also sets forth the following requirements:

- The District shall promote remote work to the fullest extent possible.

- The District shall suspend all nonessential visitors.
- The District shall take steps to reduce entry congestion (e.g. staggering schedules, adopting a rotational schedule if only half of employees are in the office at a particular time).
 - a. The District shall designate dedicated entry point(s) for all employees to reduce congestion at the main entrance.
 - b. The District shall provide visual indicators of appropriate spacing for employees inside and outside the building in case of congestion.
- The District shall conduct a daily entry self-screening protocol for all employees/contractors entering the workplace, which includes a questionnaire covering symptoms and suspected or confirmed exposure to people with COVID-19.
 - a. The District will continue the screening process currently being utilized.
The District shall designate at least one supervisor to remain onsite when employees are onsite to implement, monitor, and report on COVID-19 control strategies. (An on-site employee may be designated to perform the supervisory role).
 - b. Training will be provided to employees that cover the following:
 - i. Workplace infection-control practices;
 - ii. The proper use of personal protective equipment (e.g. masks, gloves, etc.);
 - iii. Steps the employee must take to notify the District of any symptoms of COVID-19, suspected diagnosis of COVID-19, or confirmed diagnosis of COVID-19; and
 - iv. How to report unsafe working conditions.
- The District will require everyone onsite to be at least six (6) feet from one another or to have other engineering controls in place.
 - a. Where appropriate, the District will use ground markings, signs, physical barriers, staggered schedules and staggering workspace usage to keep six (6) feet distancing.
 - b. When possible to redesign spaces, Operations will involve staff to provide input.
 - c. District will restrict non-essential common space (e.g. lounge), providing visual cues to guide movement and activity.
 - d. District will prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
 - e. District will use virtual meetings whenever possible.
- The District will provide non-medical grade face coverings to their employees.
 - a. Although not mandated, the District will make non-medical grade face coverings available to all building visitors/non-employees; and
 - b. The District will require face coverings to be worn by all employees/guests in shared spaces, including during in-person meetings and in restrooms and hallways.
- Operations will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g. whiteboard markers, restrooms, handles), paying special attention to shared equipment.
 - a. Operations will adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
 - b. Operations will post signs about the importance of personal hygiene.

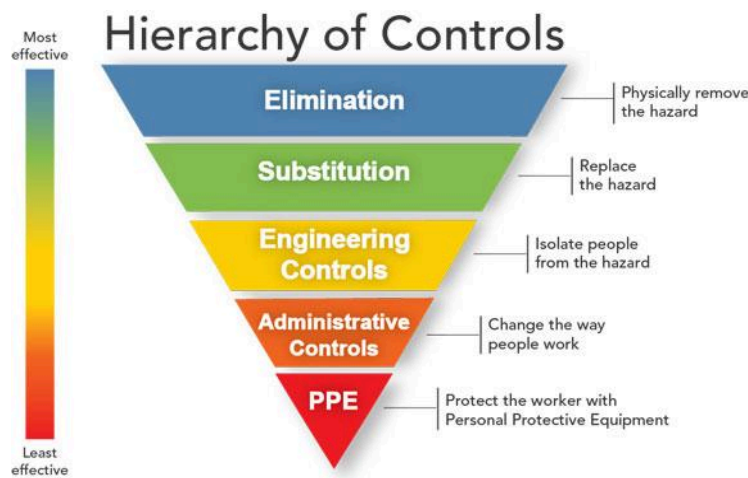
- c. The District will minimize shared items when possible (e.g., pens, remotes, whiteboards).
 - d. Operations will make cleaning supplies and disinfecting supplies, including hand sanitizer, available to employees upon entry and at the worksite.
 - e. Operations shall adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.
- Employees will be provided ample time to wash hands frequently or to use hand sanitizer.
- Employees will be encouraged to use personal protective equipment and hand sanitizer on public transportation.
- The District shall restrict ALL business-related, non-essential travel, including in-person conference events.
- The Superintendent and Human Resources Director will be notified when an employee is identified with a confirmed case of COVID-19:
 - a. Upon notification, the HR Department will notify the Washtenaw County Health Department (“WCHD”); and
 - b. Within 24 hours, the HR Department shall notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - c. Employees with a confirmed/suspected case of COVID-19 may return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the WCHD. (Employees who stay home or leave work when they are at risk of infecting others with COVID-19 may not be discharged, disciplined, or otherwise retaliated against).
 - d. HR/Communications shall notify employees if a confirmed case of COVID-19 has visited the office.
- The District shall establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for cleaning.
 - a. Institute cleaning and communications protocols when employees are sent home with symptoms.

As the State transitions to different phases, the District Plan will be updated to reflect the current status of the pandemic in our area. In the interim, the District will use this time to learn what works and what doesn’t, so we adjust based on what we learn as we begin to implement.

Best Practices for Moving Forward Safely

I. How to Move Forward Safely

We are not returning to normal; we are returning to a new normal. To help employers determine appropriate precautions for the workplace, the Occupational Safety and Health Administration (“OSHA”) created an Occupational Risk pyramid that divides jobs into four (4) exposure risk levels: Very High, High, Medium, and Low.



Very High Risk jobs include those with high potential for exposure to known or suspected sources of COVID-19 during specific procedures (e.g. Healthcare, Laboratory, or Morgue employees).

High Risk jobs include those with high potential for exposure to known or suspected sources of COVID-19 (e.g. Healthcare, Medical transport, or Morgue employees).

Medium Risk jobs include those that require frequent or close contact (e.g. within six feet) with people who may be

infected with SARS-CoV-2 virus, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (e.g. schools, high population-density work environments, high-volume and retail settings).

Low risk jobs do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 virus nor frequent close contact (e.g. within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The Manchester Community Schools is required to identify risk levels for each position (likely Low or Medium) and use preventive measures commensurate to the risk level. Controlling exposures to occupational hazards is the fundamental method of protecting workers. The Center for Disease Control (CDC) has identified the following representation, prepared by the National Institute for OSHA, as the way to identify controls to protect our valued employees.

The idea behind this hierarchy representation is that the control methods at the top of graphic are potentially more effective and protective than those at the bottom. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

Manchester Community 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.

Dr. Bradley J. Bezeau, Superintendent of Schools, Bill O'Brien Director of Buildings and Grounds, and Laura Neal, Human Resources Coordinator verify that Manchester Community Schools have 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. Manchester Community 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
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Teachers Paraprofessionals and Long-Term Substitute Teachers	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact
Support Staff / Preschool / Administrative Assistance	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact
Custodians / Maintenance	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact
Transportation	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact
Administration	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact
Food Service Staff	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact

Media / Office Clerks	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact
Non-Instructional Support (noon recess)	Medium	During face to face instruction-Public Contact; During Remote Learning-Limited to No Public Contact

1. ENGINEERING CONTROLS (Isolate people from the hazard)

- Barriers or partitions to separate employees from public/building occupants
 - Plexiglass screens, sneeze guards, theater ropes, hazard warning tape, etc.
- Hands-free trash receptacles (and other similar equipment)
- Sanitation
 - Disinfection procedures for facilities, shared equipment and spaces, work area, doorknobs and personal electronics.
 - Frequent disinfection
 - EPA-Registered Disinfectants
 - Protocols for using Restrictions on shared machinery (e.g. copy machine, fingerprint machine, etc.)

2. ADMINISTRATIVE CONTROLS (Change the way people work)

- Position Risk Assessment
 - Remote work or Limited in-person work when possible
- Physical distancing procedures to help people to stay six (6) feet away from each other
 - Floor markings/barriers
- Employee health monitoring

- Employees encouraged/required to stay home when sick (dependent upon symptoms)
- On-site temperature checks
- Signage to communicate social distancing, cough and sneeze etiquette, proper hand hygiene and control, and other critical procedures.
- Train employees on safety protocols
- Intake Procedure for Visitors/Public granted access
- Guidelines for delivery areas
- Restrictions on business travel (referenced below)
- Restrictions on in-person meeting size
- HR Fingerprint Office - Appointment only
- Restrictions on non-essential close contact (e.g. employee lounge, copy room, bathroom)
- Hygiene
 - Cough and Sneeze Etiquette Procedure
 - Proper Hand Hygiene and Control Procedure
 - Discouraging handshaking, hugging, touching
 - Avoid touching eyes, nose, mouth
- Contact tracing of employee at work
 - Notification protocols of exposure (HR, government authorities)
 - Facility cleaning procedure
 - Quarantine and return-to-work guidelines

3. PERSONAL PROTECTIVE EQUIPMENT (Protect the worker)

- Masks are required when in indoor common spaces or within 6 feet of other people. (Please note that this may not be viable for all staff due to individual concerns including health or communication challenges).
- Hand sanitizer provided.
- Gloves provided as necessary.

RETURNING TO WORK

Decisions regarding working onsite will be made by the administrative team, with confirmation by the Manchester Community Schools Board of Education at the required reconfirmation of the Extended Learning Plan to ensure overall safety and consistency, on a department-by-department basis towards delivering on the Manchester Community Schools mission:

...ALL students will be challenged to obtain the skills necessary to realize their highest personal potential.

District Vision: Educational Excellence in a Caring Community

The social distancing and staggered lunchtime adjustments are also a key component of the mitigating factors within the Manchester Community Schools.

Keeping the foregoing information in mind, the options for each department to transition forward include the following, which can be implemented exclusively or in combination with each other:

1. Departments with staff that need to return to a Manchester Community Schools physical location to effectively and efficiently perform their work will need to implement varying degrees of engineering controls, administrative controls, and PPE. (For positions determined to be 'medium risk', additional PPE may be warranted).
2. Offer and/or continue telework or alternative work arrangements for those individuals who can effectively and efficiently complete their responsibilities in this manner. Staff who are at higher risk for severe illness from COVID-19, such as persons with serious underlying medical conditions, or who live with someone with this risk, should consult their supervisor and Human Resources to initiate a discussion regarding possible accommodations under the Americans with Disabilities Act (ADA).
3. Consider reassignment of staff to support other district functions in coordination with department supervision and Human Resources.

In addition to the above referenced controls, departments should consider the following:

- Having some staff work in a different space at the location. (This should be discussed and, if approved, planned in conjunction with Human Resources and Operations departments).
- Utilizing digital communication while at the location, such as using the employee's assigned work or personal telephones, online conferencing tools, e-mail, or instant messaging to communicate to co-workers. (For instant messaging, Microsoft Teams, which has a chat function, is included as part of the Office 365 suite of tools; you can also use Google Hangouts).

II.) Safety in the Workplace Guidelines

FIRST AND FOREMOST!

For the health and safety of yourself, your loved ones, and Manchester Community Schools colleagues, if you exhibit COVID-19 symptoms (listed below on pg. 12), are diagnosed with COVID-19, or recently had close contact with someone who is diagnosed with COVID-19, **stay home** and follow the current Washtenaw County Health Department ("WCHD") guidelines on [what to do if you're sick](#) and your healthcare provider's instructions. You also need to contact your supervisor and the Human Resources Department (lneal@mcs.k12.mi.us) as soon as possible via email leaving a detailed message and providing a phone number at which you can be contacted. The timeliness of the contact is important. Per the Governor's EO, the District is required to notify all co-workers, contractors/suppliers who may have come into contact with a person who has a confirmed case of COVID-19 within 24 hours.

A. Employee and Customer Safety

The District will review the recommendations of the CDC, WCHD, and OSHA. The MCS will take the guidance into consideration, recognizing that it is ever-changing and not always consistent, in order to implement a plan that addresses the health and safety concerns of students, employees, and the general

public. We will provide sufficient engineering controls, administrative controls, and appropriate PPE to all employees who need to be on-site in order to work.

In compliance with the EO, the District will continue to provide a higher level of cleaning and disinfection to all District spaces and to those surfaces that are frequently touched by multiple people.

- Operations will adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Operations will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g. whiteboard markers, restrooms, handles), paying special attention to shared equipment.
- Operations will post signs about the importance of personal hygiene.
- Operations will make cleaning supplies and disinfecting supplies (and hand sanitizer) available to employees upon entry and at the worksite.
- Operations shall adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

These actions will be taken in order to provide a safe working environment, and to ensure that the Manchester Community Schools are able to provide a continuity of our services for the foreseeable future.

Screening Employees, Contractors and Visitors

Employees:

The Manchester Community Schools will require all employees to complete an online screening tool prior to entering an MCS facility. Employees will be required to enter basic data such as the presence of fever or other COVID-19 symptoms, which provides a quick way for the District to ensure staff on-site are asymptomatic. The screening tool provides an objective tool to inform the District whether the employee should be coming to work. Employees who do not have access to offsite technology to complete the Health Screener Form should contact their supervisor.

After the Health Screener Form is completed, employees will enter the facility at the main office entrance.

If an employee answers “yes” to any of the screening questions, the employee is not permitted to enter the building. He/She should be directed to contact the HR Department. Employees that answer “yes” to the screening questions will be asked to self-isolate/self-quarantine at home as follows:

- If symptoms are present, a minimum of ten (10) days since symptoms first appear. Must also have three (3) days without fevers and improvement in respiratory symptoms. 14 days if the employee had close contact with an individual diagnosed with COVID-19; or
- 14 days following international travel

If the employee gets tested and the results are negative for COVID-19, the employee may return to work. The HR Department must be provided with a copy of the test results and written clearance (via email or otherwise) must be provided by the HR Department before an employee is able to return to work.

Contractors and Visitors:

Pursuant to the current EO, the Manchester Community Schools are not open to non-essential visitors. The District is permitting limited access for visitors deemed essential by the Superintendent (or designee). Given the phase of the pandemic in our area, essential visitors/contractors shall be screened upon entry to an MCS facility. Screening shall include their temperature taken using a non-contact device and responding to the following screening questions:

- In the past 24 hours, have you experienced:
 - Persistent pain or pressure in the chest
 - New confusion or inability to wake up
 - Bluish lips or face
 - Shortness of breath
 - Fever of 100.4 F or higher, or a subjective fever (felt feverish)
 - Cough (excluding chronic cough due to a known medical reason other than COVID-19)
 - Sore throat
 - Nausea or vomiting
 - Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)
 - Loss of taste or smell
 - Chills
 - Headache (excluding headache due to a known medical reason other than COVID-19 or other identifiable reason)

The person only needs to answer yes or no to the full list of the symptoms, not to each one individually. The responses to screening questions for visitors/contractors will not be recorded.

If the person answers “yes”, or their temperature is 100.4F or higher, the person will be politely asked to leave the facility and to consult with the WCHD and/or their physician. (They will be advised or assisted in calling 911 if they are experiencing any of the first four (4) symptoms listed above.)

Consistent signage will be posted at all MCS facilities and on the MCS website asking visitors to evaluate their health before entering buildings, and to avoid entering if they are unwell. Visitors/contractors will be encouraged to sanitize their hands at designated stations.

B. Workplace Expectations

1. Physical Distancing

Staff are expected to hold meetings virtually whenever possible. All efforts should be toward using technology tools such as video conference, email and phone as much as possible. Physical distancing should continue to be implemented as directed by state and local health authorities.

Physical distancing means avoiding large gatherings and maintaining distance, a minimum of approximately six (6) feet. Strategies include implementing the controls mentioned in the previous section:

- Increasing physical space between employees at the worksite;
- Increasing physical space between employees and customers (e.g., partitions, floor markings at customer service desks, limitations on the number of people allowed in a facility);
- Using technology to conduct virtual meetings;

The Buildings and Grounds Department placed signage in public and employee work areas to provide reminders on physical distancing and other public health guidance.

Break areas, staff lounges, copy rooms and other common areas have restricted use to limit the number of people congregating at one time so they may abide by appropriate physical distancing guidelines.

2. Personal Hygiene, Environmental Cleaning And Disinfection

According to the CDC, spread from person-to person is most likely from close contact with another person. Person-to-person spread is thought to occur mainly via respiratory droplets, produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. For all workers, regardless of specific exposure risks, it is always a good practice to:

- Avoid touching your eyes, nose, or mouth;
- Frequently wash your hands with soap and water for at least 20 -30 seconds;
 - When soap and running water are unavailable, use an alcohol-based hand sanitizer made with at least 60% alcohol;
 - Always wash hands that are visibly soiled;
 - Where practical, WISD is adding portable handwashing sinks.
- Cover your cough and sneeze with a tissue, throw the tissue in the trash, and wash your hands or apply hand sanitizer. If a tissue is not available, sneeze into the crook of your clothed elbow;
- Avoid close contact with people who are sick and do not report to work if you are sick;
- Wear a cloth face covering when in indoor common spaces or within 6 feet of other people;

- As stated above, report symptoms or exposure to potential/confirmed COVID-19 infected persons to your supervisor and Human Resources as soon as possible.

The Manchester Community Schools has implemented enhanced cleaning protocols for facilities and those protocols will remain in place indefinitely. Yellow painter's tape and other directional signs are placed throughout each MCS building.

Employees are responsible for cleaning their own personal workspace, such as keyboards, mouse, and phone. Disinfecting wipes will be made available.

3. Personal Protective Equipment

MCS Buildings and Grounds Department has been designated to coordinate procurement of COVID-19 related safety materials and equipment such as disinfectant, hand sanitizer, face coverings, and personal protective equipment. The MCS Technology Department has been designated to coordinate the procurement of cleaning products for technology equipment, such as keyboards, screens, etc.

3a. Masks and Face Coverings:

Face Coverings/masks are to be worn as a community effort to prevent carriers of COVID-19 from spreading the virus. Face coverings are not surgical masks or N-95 respirators, which are critical supplies that are being reserved for health care workers and first responders. A face covering is intended to prevent someone who may have coronavirus from spreading droplets in the air unknowingly due to a lack of symptoms. A face covering is not a substitute for physical distancing, frequent hand washing and other everyday preventive actions. MCS employees are encouraged to use face coverings when in public places.

Per the EO, the MCS will provide non-medical grade face coverings to all employees required to be in an MCS building. Face coverings will be made available in the lobby of the main office of the MCS facilities. The utilization of a face covering is mandatory for any individual who enters a MCS facility. (The Superintendent or designee may grant exceptions to individuals who are unable to wear a mask due to health or communication challenges). Individuals are expected to wear face coverings while onsite, in a MCS building.

If you are using a Disposable Face Covering:

- Wash your hands or use hand sanitizer before taking a mask out of the box/container and putting it on.
- Recommended use is one mask per day.
- Replace the mask if visibly soiled or dirty.

If you are using a Cloth Face Covering:

- Handmade face coverings and masks should:
 - Cover the nose and mouth

- o Fit snugly but comfortably against the side of the face
 - o Be secured with ties or ear loops
 - o Include multiple layers of fabric
 - o Allow for breathing without restriction
 - o Be able to be laundered and machine dried without damage or change to shape
- Cloth face coverings should be worn for no more than one day and laundered daily on the hottest wash setting.
- Replace the mask if visibly soiled or dirty.

General Tips:

- Discard or wash cloth face coverings after each use.
- When removing the cloth face covering, remove it from behind, do not touch the front. See [Appendix E](#) of the CDC guidance on how to put on and take off a face covering.
- In taking on and off a face covering, you will likely touch your face. Please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.
- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces (e.g. countertops, kitchen table, etc).
- Do not throw your face covering in a bag or backpack; keep a paper bag with you to store your face covering if you will be taking it off outside your house.

3b. Gloves:

Gloves will be available and provided on an as-need basis. If an employee does not have a need to wear gloves based on the District's position risk assessment, gloves are not recommended for general use in a typical office setting to protect employees from exposure.

Gloves are recommended when using disinfectant for cleaning in accordance with the manufacturer's instruction on the Safety Data Sheet; gloves will be provided for this purpose.

C. Travel Restrictions

Per the EO, the District is restricting ALL business-related, non-essential travel. All efforts should be toward conducting business using technology tools such as video conference, email and phone as much as possible.

Business-related travel for employees is restricted to essential travel only through August 31, 2020. Consult with your supervisor if you have a question about whether your travel is classified as essential or non-essential. In addition, registering for essential travel is permissible if the registration and all other costs are fully refundable to MCS, or will be incurred at employee's own expense and only with supervisor pre-approval since you will be attending on work time.

D. Employee Training

The Manchester Community Schools shall provide COVID-19 training to employees that covers the following:

- Workplace infection-control practices;
- The proper use of personal protective equipment (e.g. masks, gloves, etc.);
- Steps the employee must take to notify the District of any symptoms of COVID-19, suspected diagnosis of COVID-19, or confirmed diagnosis of COVID-19;
- How to report unsafe working conditions.
- Steps the employee must take to notify HR if he/she wants to apply for work accommodations (medical or otherwise).

E. Leave Policy

Employees that are unable to work, will be afforded benefits consistent with Collective Bargaining Agreements, the Manchester Community Schools Board Policy/Administrative Guidelines, and state/federal laws, including the recently adopted Families First Coronavirus Response Act ("FFCRA or Act"). The FFCRA grants two (2) forms of paid leave to employees via the Emergency Paid Sick Leave Act ("EPSLA") and Emergency Family Medical Leave Expansion Act ("EFMLEA"). The legislation became effective April 1, 2020 and is set to expire on December 31, 2020.

1. Emergency Paid Sick Leave Act ("EPSLA")

The EPSLA entitles an *eligible* employee to take up to eighty (80) hours of paid leave for the following reasons related to COVID-19:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his/her son/daughter if the school or place of care of the son/daughter has been closed, or the childcare provider of such son/daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

2. Emergency Family and Medical Leave Expansion Act ("EFMLEA")

The EFMLEA entitles an *eligible*[1] employee to take up to twelve (12) weeks of unpaid, job-protected leave (thru December 31, 2020) for the following reason:

- *to care for the employee's son/daughter under the age of eighteen (18) years old if the school/place of care is closed due to COVID-19 precautions.*

Unlike traditional FMLA, EFMLEA time can be used intermittently and is available for employees who have worked for at least thirty (30) days. Employees may supplement the 2/3 pay with other accrued leave during the use of this EFMLEA benefit.

EFMLEA benefits run concurrently with traditional FMLA, and do not increase the total leave during a twelve month period to more than twelve weeks. An employee is only entitled to twelve (12) weeks **total** of leave under the FMLA and EFMLEA during a 12-month rolling period. (For example: If an employee uses three (3) weeks of leave under the FMLA, he/she would only be entitled to nine (9) weeks of leave under the EFMLEA during the 12-month rolling period).

Employees interested in leave under the EPSLA and/or EFMLEA should contact the Superintendent of Schools and The Human Resources Coordinator. The form is located through the District HR Department Staff Resources. Upon receipt of the request, a Human Resources team member will work with the employee, and the manager/supervisor to determine eligibility.

Questions regarding leave of absence provisions and processing may be directed to:

Laura Neal

Human Resources Coordinator, Manchester Community Schools

lneal@mcs.k12.mi.us or ext.1003

F. Mail And Package Handling

A review of current guidance from the World Health Organization ("WHO") and the CDC regarding the potential transmission of coronavirus via mail and packages indicates that the risk is low. According to the WHO, "the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and been exposed to different conditions and temperature is also low." And according to the CDC, "in general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures". Coronaviruses are generally thought to be spread most often by respiratory droplets. Current guidance indicates that there is no evidence that the virus is being spread through the mail, however taking some basic precautions is advisable given some uncertainty in the potential for transmission from surfaces. According to the CDC, it may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes.



When handling and opening mail and packages, mail handlers are encouraged to avoid touching their face and following proper hand hygiene by washing with soap and water or applying a hand sanitizer after opening mail or packages. The use of gloves is not required.

Mail services have been limited in frequency but continue to flow through the main offices of Luther C. Klager Elementary, Riverside Intermediate, and Manchester Jr./Sr. High School.

Please work with your immediate supervisor prior to engaging in mail/shipping costs for work purposes. Reimbursement is an option for postage costs if prior approval was obtained.

In Closing:

Manchester Community Schools,

These are trying times for all of us, and we are each responsible for doing everything we can to care for ourselves and for each other. We have been working as diligently and thoughtfully as possible to keep your health and safety at the center of our planning, and we hope you see this reflected in this Return to Work plan.

Please remember this document will evolve as the COVID-19 pandemic progresses and as we continue receiving guidance from the Washtenaw County Health Department, the Michigan Department of Health and Human Services, and the Centers for Disease Control and Prevention. As new information becomes available, we will be sure to share it with you.

As always, please feel free to contact me if you have any questions or suggestions.

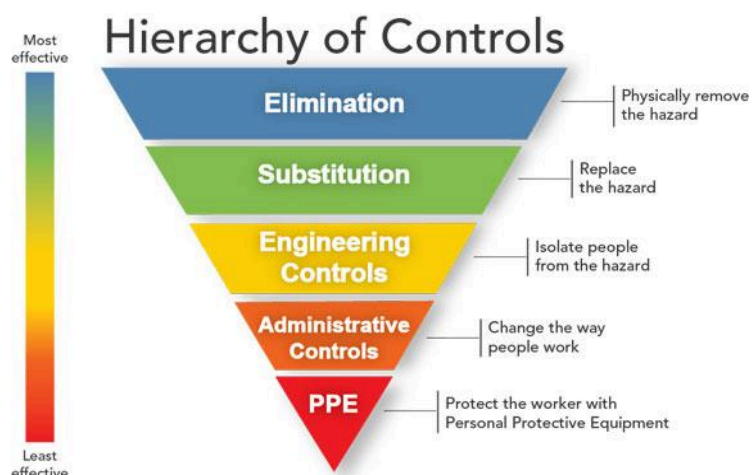
Be well and take care,

Bradley J. Bezeau, PhD

Superintendent

Manchester Community Schools

APPENDIX A: OSHA Opportunity of Risk



Very High Risk jobs include those with high potential for exposure to known or suspected sources of COVID-19 during specific procedures (e.g. Healthcare, Laboratory, or Morgue employees)

High Risk jobs include those with high potential for exposure to known or suspected sources of COVID-19 (e.g. Healthcare, Medical transport, or Morgue employees)

Medium Risk jobs include those that require frequent or close contact (e.g. within six feet) with people who may be

infected with SARS-CoV-2 virus, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (e.g. schools, high population-density work environments, high-volume and retail settings).

Low risk jobs do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 virus nor frequent close contact (e.g. within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

APPENDIX B: Building Access Protocol

To gain access to a MCS facility during the COVID-19 pandemic, please complete the following steps:

1.) Check with your supervisor.

- a.) Before coming to your workplace, you must:
 - i.) Have a designated day and time to come on-site as part of your building's Return to Work plan, or
 - ii.) Get permission from your supervisor to visit your workplace for a specific purpose.
 - iii.) Or be an essential worker during an In-Person Learning Time

2.) Complete the Health Screener Form via The MCS Health Screening Survey

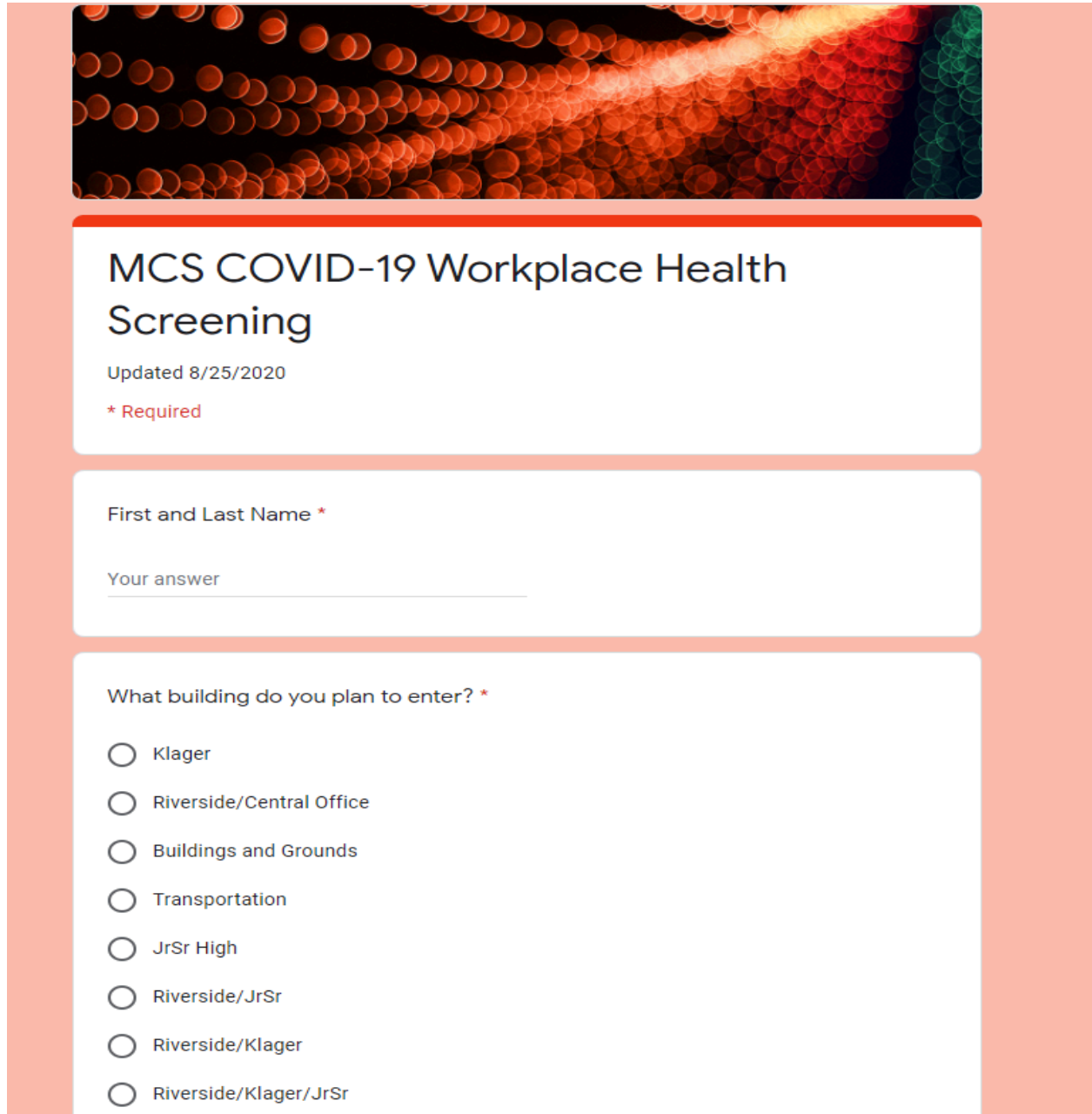
- a.) This must be completed in advance of each visit to the office.
- b.) Submit the screener for completion

3.) Practice health and safety measures.

- a.) Wear a facial covering when you are in common areas, such as hallways, restrooms, and the copy room.
- b.) Maintain physical distancing (6 feet apart).
- c.) Wash your hands frequently.

APPENDIX C: Screening Tool

Manchester Community School's Health Screening Tool is based on the recommended screening tool from the Washtenaw County Health Department and is **available via your Supervisor and the MCS Health Screening Survey QR Code**. Please see the image below to see what the MCS Health Screening Tool looks like.



The image shows a digital form titled "MCS COVID-19 Workplace Health Screening". The form has a header with a colorful abstract image of orange and red circles. Below the title, it says "Updated 8/25/2020" and "* Required". The first question is "First and Last Name *" with a text input field. The second question is "What building do you plan to enter? *" with a list of radio button options: Klager, Riverside/Central Office, Buildings and Grounds, Transportation, JrSr High, Riverside/JrSr, Riverside/Klager, and Riverside/Klager/JrSr.

MCS COVID-19 Workplace Health Screening

Updated 8/25/2020

* Required

First and Last Name *

Your answer

What building do you plan to enter? *

- ☐ Klager
- ☐ Riverside/Central Office
- ☐ Buildings and Grounds
- ☐ Transportation
- ☐ JrSr High
- ☐ Riverside/JrSr
- ☐ Riverside/Klager
- ☐ Riverside/Klager/JrSr

APPENDIX D: How to Safely Wear and Take Off a Face Covering

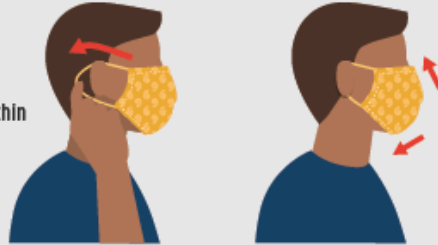
Based on guidance from the Centers for Disease Control and Prevention (CDC) [available here](#).

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



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)

APPENDIX E: Governor Whitmer's Reopening Phases

