

South Lyon Community Schools
COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-97, South Lyon Community Schools Public Schools (SLCS) institutes this COVID-19 Preparedness and Response Plan (Plan).

SLCS aims to protect its workforce by enacting all appropriate prevention efforts. SLCS is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, SLCS will update this Plan and its corresponding processes. This Plan will continue until the conclusion of its need, as determined by SLCS and in accordance with guidance from local, state, and federal health officials.

SLCS employees with questions are encouraged to contact Human Resources via email at Kirbyb@slcs.us

Remote Work - Protective Safety Measures

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with supervisor/principal approved telework arrangements.

Onsite Work - Protective Safety Measures

Employees, Contractors, and Volunteers

For staff performing onsite work on or after June 1, 2020, it is an SLCS requirement that staff abide by recommended social distancing and other safety measures and establishes the following:

Social Distancing

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely
- Employees are required to use the facility entry closest to their work station in order to limit areas of the building being occupied
- Employees are required to maintain physical distance while working onsite, even when on break, as well as before and after working hours
- Employees' work stations are no fewer than six feet apart, if actively sharing a work space;
- SLCS may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site
- Employees will postpone onsite work and meetings with nonessential visitors
- Non-essential travel is postponed or cancelled

Personal Hygiene and Routine Cleaning of Work Area

- SLCS will make non-medical grade face coverings available to employees working onsite. Employees may continue to provide or use their own face coverings
- SLCS will turn off water fountains
- Where possible, increasing ventilation rates and circulation throughout work sites
- Providing cleaning supplies for use by employees
- Post signs to remind employees of proper hygiene
- Performing routine environmental cleaning and disinfection, especially of common areas
- Where available, providing hand sanitizer in high-traffic areas.

Individual Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each work period
- Wearing a face covering over nose and mouth while in common areas and any area where a six foot space cannot be consistently maintained
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment
- Frequently washing hands with soap and water for at least 20 seconds
- Utilizing hand sanitizer when soap and water are unavailable
- Avoiding touching their faces with unwashed hands
- Avoiding handshakes or other physical contact
- Avoiding close contact with sick people
- Practicing respiratory etiquette, including covering the face for coughs and sneezes
- Immediately reporting unsafe or unsanitary conditions on SLCS premises
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms and complying with self-isolation or quarantine orders

Daily Screenings

- To prevent the spread of COVID-19 and reduce the potential risk of exposure, SLCS requires the completion of a screener on a daily basis. All employees working onsite must adhere to the SLCS daily screening processes by using the QR code that has been provided previously. This process and code were emailed previously and are available at the main entrances of all buildings.
- Employees who develop symptoms during their shift must immediately report to their supervisor.

Onsite Supervision

- While employees are onsite, SLCS will provide onsite supervision to ensure that COVID-19 safety/control measures are implemented, monitored, and reported. An employee that is working onsite may be designated to perform the supervisory/monitoring role relative to safety standards.

COVID-19 Training

- SLCS will provide employees with training through Safe Schools for infection control practices and use of personal protective equipment.
- All Employees are instructed to notify their supervisor or Human Resources of any unsafe work conditions, any personal COVID-19 symptoms, or a confirmed diagnosis of COVID-19.

Supplemental Measures upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis must not report to work onsite. An employee who displays symptoms consistent with COVID-19 must report symptoms to their supervisor/principal and immediately leave the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, SLCS:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure
- Provide notification to the Oakland County Health Department;
- Keeps the identity of the diagnosed/symptomatic employee confidential
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met as defined below.

Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to SLCS, will be reassigned remote work or removed from the regular work schedule, as circumstances allow:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis
- Employees who, in the last 14 days, have had been in close contact with and/or live with any person having a confirmed COVID-19 diagnosis

- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting
- Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are required to submit a release to return to work from a healthcare provider. SLCS may, in some cases, accept written statements from employees confirming all the factors supporting their release.

Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under SLCS policy concurrently with or to supplement any approved leave.

FFCRA: Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e. 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2. Advised to self-quarantine due to concerns related to COVID-19
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19
6. 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. Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours. For part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

Unemployment Compensation Benefit

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath)
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis
4. Needing to care for someone with a confirmed COVID-19 diagnosis
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

SLCS is also mindful of its obligations under the Americans with Disabilities Act (ADA). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then SLCS engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.