

Arvon Township School COVID-19 Preparedness & Response Plan

✔ General

The following COVID-19 preparedness & response plan has been established for **Arvon Township School** 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. **Arvon Township School Board** has read these emergency rules carefully, developed the safeguards appropriate to **Arvon Township School** based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Arvon Township School has designated one or more worksite COVID-19 safety coordinator to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite COVID-19 safety coordinator(s) is **Andrea Olsen, Business Manager**. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-19 safety coordinator role.

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

✔ Engineering Controls

Arvon Township School 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.

Engineering controls can include:

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

Business Manager 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
Student dining area	Clear plastic sneeze guards between student assigned seating
	Air purifiers will be used to reduce contaminants
Classrooms & other learning areas	Windows and fans will be used as needed to increase fresh outdoor airflow
	Air purifiers will be used to reduce contaminants

☑ **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Business Manager 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 Arvon Township School:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
Employees not fully vaccinated	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to

	prompt employees to remain six feet from others.
	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of people in one place in the establishment at any given time.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings.
	Require employees, except fully vaccinated persons, to wear non-medical grade face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Post signs in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.
	Require customers and the public to wear non-medical grade face coverings.
	Keep employees and families informed about symptoms of COVID-19 and ask sick employees and students to stay at home until healthy again.
	Provide employees, students and the public with tissues and trash receptacles.
	Encourage proper cough and sneeze etiquette by employees and students, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.

☑ Hand Hygiene

Business Manager 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, Arvon Township School shall provide employees with antiseptic hand sanitizers or towelettes. Arvon Township School will provide time for employees to wash hands frequently and to use hand sanitizer.

Arvon Township School shall promote frequent and thorough hand washing, including by providing workers, students, and 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

Business Manager will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected at least daily when no people with confirmed or suspected cases of Covid -19 have been in the space. **If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the spaces that person or person occupied must be cleaned and disinfected.** 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. All cleaning practices, procedures, and guidelines as they related to Covid-19 shall follow the current recommendation from the Centers for Disease Control (CDC).

☑ Personal Protective Equipment (PPE)

NOTE: Non-medical grade face coverings are technically not considered PPE. When the engineering or administrative measures described above cannot be implemented or do not protect workers fully, Arvon Township School may require employees to use PPE to supplement other controls. Arvon Township School will determine what PPE is necessary. All PPE, including respirators (N95 filtering facepiece respirators or better, including elastomeric respirators, without exhalation valves or vents), face shields, protective gowns, and gloves, will be provided to workers at no cost.

✔ Health Surveillance

Arvon Township School will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. Business Manager will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Arvon Township School will have employees self-screen for COVID-19. Arvon Township School 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.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Business Manager before and during the work shift. Arvon Township School 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:

- Employees are to report their signs and symptoms to the Administrator/Lead Teacher, or the Business Manager, immediately.
- Employees are to obtain a COVID-19 test as soon as possible from either their primary medical provider, or local health department, and remain in quarantine until test results are known.
- Employees are to notify the Administrator/Lead Teacher, or Business Manager, of results immediately upon receiving them from their primary care provider, or local health department.

Arvon Township School 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.

Arvon Township School 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.

Should Arvon Township School learn of an employee, visitor, or customer with a known case of COVID-19, Business Manager shall, within 24 hours, notify any co-workers, contractors, student families, or suppliers who may have come into contact with the person with a known case of COVID19.

Arvon Township School 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

Arvon Township School will train workers on, at a minimum:

- Workplace infection-control practices, including information available on vaccinations for COVID-19
- 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.

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

✔ Recordkeeping

Arvon Township School 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 contractor entering the workplace.

- Records sufficient to verify vaccination status of employees asserting such.
- When an employee is identified with a confirmed case of COVID-19, record any co-workers, contractors, students, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Business Manager will ensure that the records are kept in accordance.

FREE onsite consultation service for employers

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

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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