
COVID-19 SAFETY PLAYBOOK



*Updated: August 28,
2020*

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DEAR BHS TEAM:

As we all return to our district campus, it won't come without its challenges. Each department has had to reframe how we deliver services to our students, how we keep our employees and visitors safe and most of all, how we move forward as a team in this new environment.

The goal of this document is to increase the awareness of COVID-19 mitigation measures for our teams by saving time, preventing mistakes, encouraging independence and autonomy, and ensuring a safe workplace.

It is intended to provide a framework for restarting our facilities and schools with a consistent response and strategy throughout our operations, while protecting employees and making sure everyone stays safe, healthy and confident about returning to work. It includes a streamlined set of checklists and practical recommendations based on guidelines from the Centers for Disease Control and Prevention, Oakland County Health Division, OSHA, the Department of Labor and the World Health Organization. This document will change as recommendations are adjusted to meet the needs of the organizations and the continued mitigation of COVID-19.

The measures we have put in place focus on what we can do as an organization to protect our employees, but this can't be done without your partnership. As we move forward together as a district, we will rely on your individual actions to help keep us and our families protected. We remain committed to providing you a workplace that is safe by ensuring you have the proper tools, equipment and policies you need to stay healthy. In return we ask that you:

- Stay home when you are sick
- Work with the Director of Health and Wellness and Human Resources when you feel you have been exposed to COVID-19
- Practice good hygiene
- Always wear the appropriate PPE
- Follow our screening requirements and all safety policies

This isn't about ensuring you follow the rules; it's about doing our best to protect our fellow employees and visitors, which also means we are protecting our families and those that are most vulnerable. As one BHS Family, we can come back safely and serve the community that we love.

Sincerely,

Patrick Watson

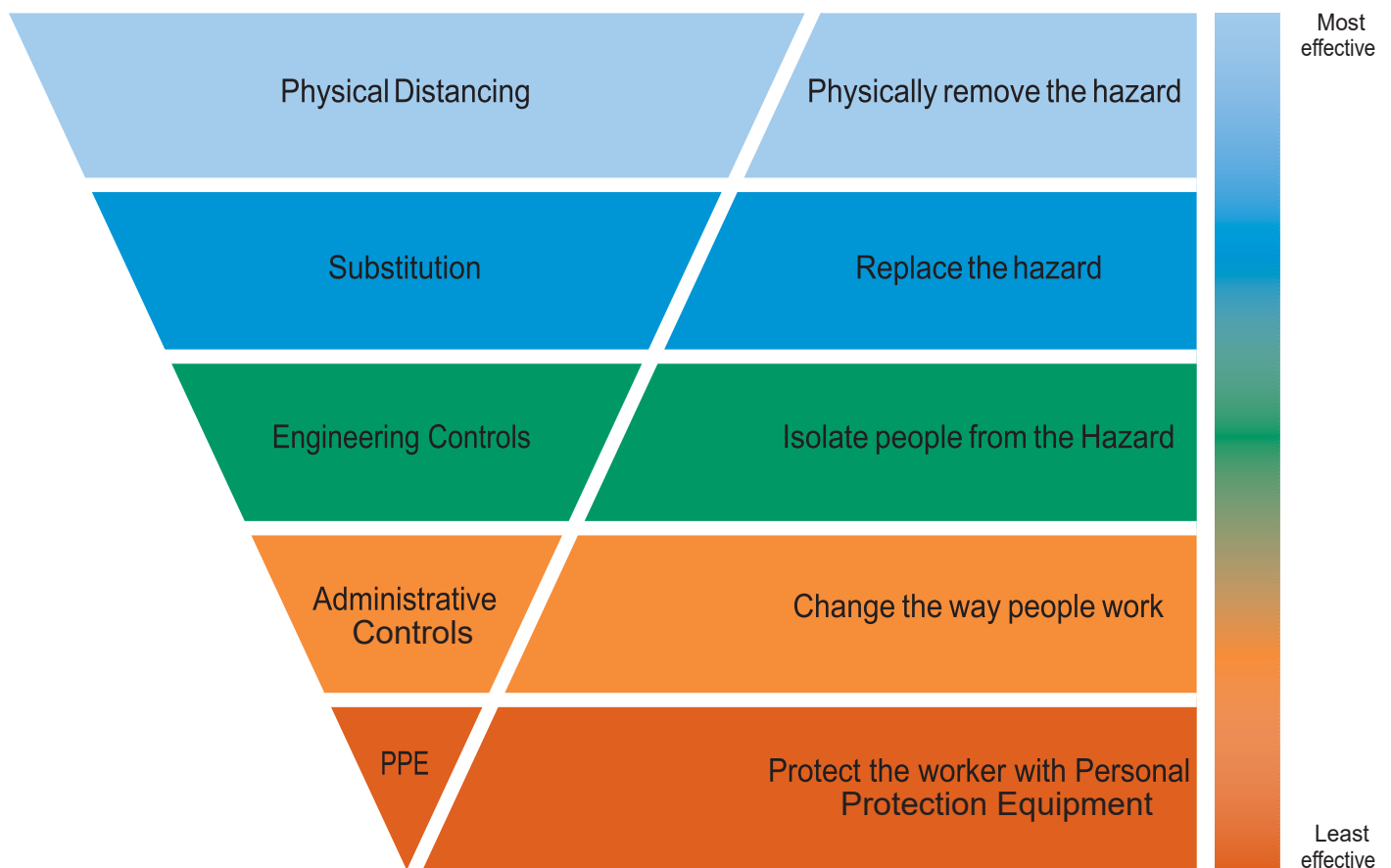
Patrick Watson

Superintendent, Bloomfield Hills School District

PURPOSE AND INTENT

The purpose and intent of this manual is to ensure that all our employees know and understand expected policies and procedures that have been put into place to protect our employees and our visitors. We recognize that each department has unique needs and must mitigate the spread of COVID-19. While this manual is broad, each department may have its own guidelines to ensure safety and compliance. Below is a summary that should be followed until the guidelines are updated.

To minimize the spread of COVID-19, physical distancing (social distancing) is always the preferred method, where possible.



RESPONSIBILITIES OF OUR TEAM

INDIVIDUALS:

- Stay home when you are sick or exposed to COVID-19
- Work with Human Resources if you may have been exposed to COVID-19
- Practice good hygiene: wash your hands, cover your mouth when coughing, etc.
- Always wear the appropriate PPE
- Follow screening requirements and all safety policies
- Sanitize your workstation

BUILDING PRINCIPALS & DEPARTMENT LEADERS:

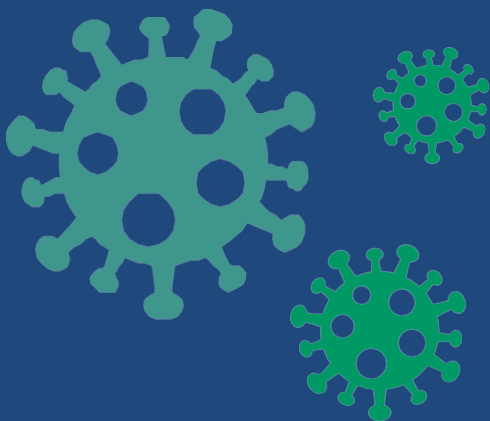
- Create an environment for employees to feel comfortable calling in sick
- Allow employees to work from home when prudent or necessary
- Manage and maintain PPE and cleaning supplies for your departments
- Create opportunities for contact-free service delivery where appropriate
- Work with Facilities to ensure that your public areas, workspaces and common areas meet social distancing requirements
- Listen to employee concerns and respond swiftly
- Hold employees accountable for following safety policies and lead by example

CENTRAL OFFICE ADMINISTRATION:

- Provide policies to support the health and well-being of our employees and students
- Provide employees with tools for contact-free services where appropriate
- Ensure sufficient PPE and cleaning supplies to keep workforce healthy
- Provide support to leadership and employees with safety concerns
- Hold leadership, employees and departments accountable for their roles in mitigating COVID-19



EMPLOYEE RELATED PROTOCOL



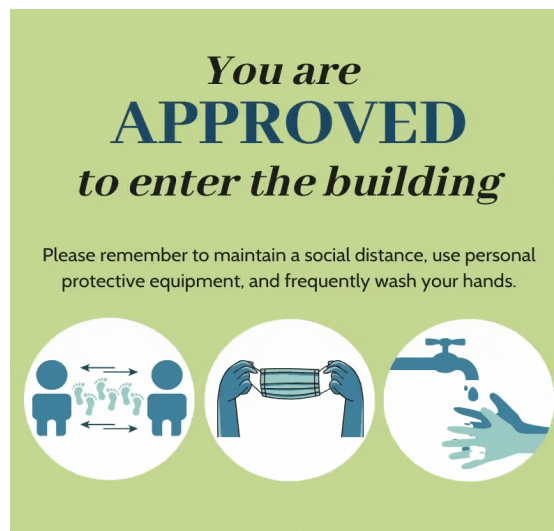
EMPLOYEES

All district buildings/facilities will limit the number of entrances to ensure that anyone entering a building is screened. Each building/facility will have a designated person(s) to conduct employee health screenings and have employee check-in hours while ensuring social distancing.

Any visitors who come on site must follow all district screening and safety policies.

Daily, prior to reporting for work, all staff will be required to complete a survey assessing their ability to report to work.

Details	Activity
It is the employee's responsibility to make sure he or she is screened and receives the all clear to report to work prior to entering the workplace.	<ul style="list-style-type: none">Employees must complete the district screening process (scan the QR Code with your phone's camera) and receive clearance prior to entering the workplace. Daily Pre-Screen may be completed at https://bloomfield.az1.qualtrics.com/jfe/form/SV_bO6YRdwVw3VROK1. If screening is successful, employee will see Green Approved Screen as shown below.Employees must answer health screening questions as determined by the district. Screening may be completed on a smartphone, tablet, or desktop.Employee must sign the policy requiring daily screening (one time only to acknowledge receipt)Employees who travel to multiple buildings may be screened more than onceThe district will determine the appropriate procedures and methods on how to administer the temperature and health screening process



VISITORS

All visitors (including delivery personnel) will be screened, upon entering a district building or facility. Visitors who fail the screening will not be allowed into the district building/facility. Visitors will also be required to wear a mask.

Details	Activity
Screening	<ul style="list-style-type: none">• All visitors must be screened until further notice. If they fail the screening either with questions or a temperature over 100 .4F visitors will be prohibited from entering the building
PPE	<ul style="list-style-type: none">• All visitors must wear a mask before entering the building until further notice. The district will make every effort to supply masks for visitors• For issues with visitors who refuse to comply, screeners and/or departments should seek assistance from the administrative leadership within the building, who will connect with the Director of Health and Wellness.

ILLNESS AND EXPOSURE

Details	Activity
Feeling ill and you have developed one or more symptoms of COVID-19	<ul style="list-style-type: none"> • Get tested and stay home until results are received • Contact your primary care physician and/or make an appointment for a COVID-19 test with your local healthcare provider or the Oakland County Health Division Nurse on Call – 1-800-848-5533
Feeling ill and have confirmed positive COVID-19 test	<ul style="list-style-type: none"> • Stay at home for at least 72 hours with no fever (three full days of no fever without use of fever-reducing medication) AND other symptoms have improved such as cough or shortness of breath AND at least 10 days have passed since your symptoms first appeared
If you have had direct contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, you may continue to work provided you remain asymptomatic and the following precautions are implemented:	<ul style="list-style-type: none"> • Daily screening program before starting work to monitor for fever and assess symptoms • The employee should always wear a face mask while in the workplace for 14 days after last exposure • The employee should stay at least six feet away from other people as work duties permit • Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely known to be used by the exposed employee for 14 days after last exposure

WHERE TO GET TESTED:

Oakland County Health Division/Nurse on Call	1-800-848-5533
Emcura Immediate Care	(248) 885-8211

RETURN TO WORK PROTOCOL

Details	Activity
Any employee who has been off work for three or more consecutive days, for health concerns/illness, may not return to work until at least one of the following is met.	<p>1) At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement of respiratory symptoms (e.g., cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared</p> <p>2) If you did not feel feverish (e.g. body aches, chills, etc.) and/or did not have a documented fever (>100 .4F), you may return to work if your symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared and two negative tests, 24 hours apart</p> <p>3) If you have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work will be based on the diagnosis . Contact your supervisor for additional guidance</p>

WHERE TO GET TESTED:

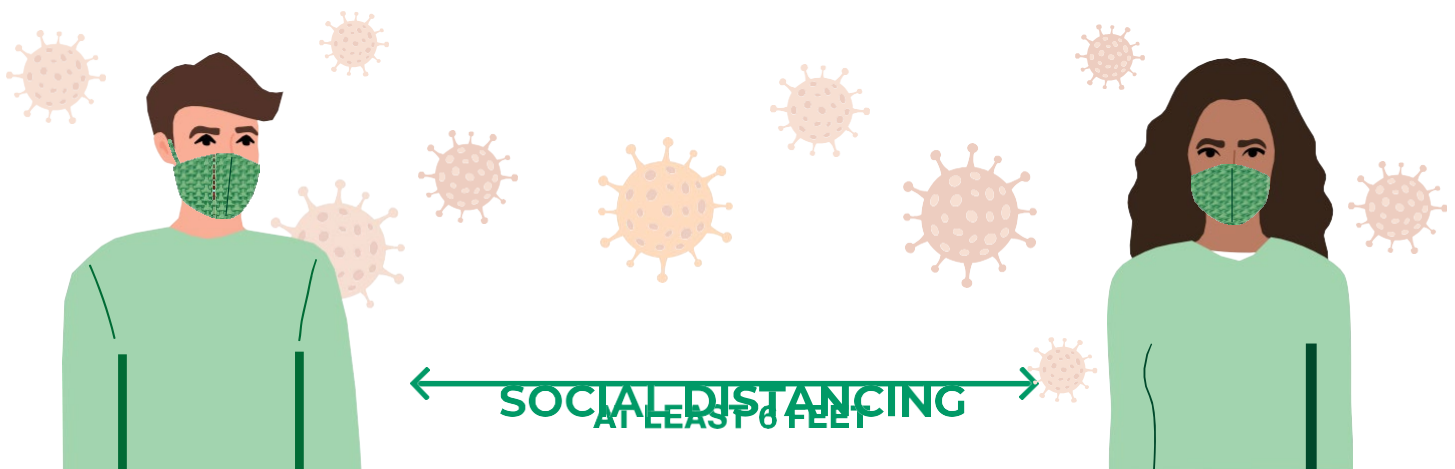
Oakland County Health Division/Nurse on Call	1-800-848-5533
Emcura Immediate Care	(248) 885-8211

SOCIAL DISTANCING

The Centers for Disease Control and Prevention (CDC) says maintaining proper social distancing means keeping at least **six feet** away from those around you. When that is not physically possible, the CDC and the Department of Labor (DOL) have provided guidelines.

Each building, department and/or floor of a district building will have a designated safety leader to ensure that all social distancing measures are addressed in workspaces, common areas and public areas.

Details	Activity
GENERAL OFFICE SPACE	
Facilities Management and the Director of Health and Wellness will work together using guidelines from the CDC, OSHA, and DOL to determine the safe number of employees to be in the assigned office space.	<ul style="list-style-type: none">• Move or remove office furniture as necessary (teleworking is encouraged before workspace modification)• Place markings demonstrating six feet on the floor in office area and around shared office equipment• To reduce the use of PPE, install clear plastic barriers in appropriate areas, primarily in areas where the public is being serviced• Provide employees with the appropriate PPE as determined by the health administrator in conjunction with the CDC, OSHA and DOL guidelines• Employees are responsible for cleaning/maintaining their workstations; as well as cleaning shared office counters/tables• Departments are responsible for cleaning shared office equipment such as copiers before and after their use throughout the day. Please work with Facilities Management and Director of Health and Wellness to establish a process and acquire appropriate cleaning supplies• Facilities is responsible for cleaning office space, common space and public space daily



Details	Activity
MAIL AND PAPER HANDLING	
Mail and Paper Handling	<ul style="list-style-type: none"> • Employees should wear gloves when handling large amounts of mail and wash their hands immediately after • Employees are encouraged to wash hands after handling any mail or packages • Central delivery of packages will remain in effect until further notice
RECEPTION/PUBLIC AREAS	
Where social distancing cannot be maintained, the following guidelines will be observed	<ul style="list-style-type: none"> • Clear plastic barriers will be installed in reception/transaction sites • Floor markings will be placed to promote social distancing • Do not supply pens/office supplies for public use. If you must, provide a container of pre-sanitized pens • Make hand sanitizer available • Employees are responsible to wipe common areas throughout the day and especially after use • Facilities Management will provide thorough cleaning daily

Details	Activity
CONFERENCE/MEETING ROOM SAFETY	
Best practices for conducting meetings and conferences	<p>It is required when possible, to use the following virtual options:</p> <ul style="list-style-type: none"> • Google Meets • Zoom meetings, etc.
In-person meetings	<ul style="list-style-type: none"> • Must be in a room where social distancing can be practiced • Guidelines must follow CDC directions • All meetings should be virtual when possible
Conference Rooms	<ul style="list-style-type: none"> • Limit access or lock conference and meeting rooms to avoid in-person gatherings. Where possible permanently remove chairs or post the allowable number of people in the room • Provide technology installations to support teleconference meetings • Post signage for maximum capacity that ensures adequate space for six-foot social distancing • Users are required to wipe down chairs, tables and remotes between uses • Facilities Management is responsible to clean nightly
WORKING REMOTELY	
	When and where possible, employees should continue to work remotely where it makes business sense
GENERAL WORKFORCE SAFETY	
	<ul style="list-style-type: none"> • Stagger shifts and break times where applicable to allow for social distancing • Rearrange, move or eliminate desks, lockers or workspaces where applicable to ensure social distancing • Place signage in workspaces encouraging social distancing • Ensure employees have the proper PPE as recommended by the Oakland County Health Division, CDC and OSHA • Employees will be provided with appropriate cleaning supplies and it will be the employees' responsibility to clean and disinfect their tools, equipment, workstations and vehicle before and after use

Details	Activity
WORKPLACE COMMON AREAS	
Reduce hand contact where possible	<ul style="list-style-type: none"> • Prop inner doors open to minimize employees touching handles No fire doors can stay open. Contact Facilities Management or Director of Health and Wellness if you have questions • Where applicable place hand sanitizer near time clock sites with signage to wash hands • Instruct students to discontinue handshakes and close contact greetings • Where hand contact cannot be avoided, increase access to hand sanitizer and disinfecting products • Use handicapped door openers when possible to reduce hand contact
LOCKER ROOMS/RESTROOMS	
	<ul style="list-style-type: none"> • Limit the number of students in the locker room at one time • Arrange/move lockers to allow for social distancing if available <ul style="list-style-type: none"> • Clean/disinfect area • Employee responsibility before/after use • Facilities to clean daily
STAFF LOUNGES / BREAK ROOMS	
	<ul style="list-style-type: none"> • Stagger lunch and break periods where applicable • Rearrange/move tables to maintain social distancing • Remove shared utensils/dishes or create signage with reminders about disinfecting prior to use • Clean and disinfect tables, chairs and appliances • Employee responsibility to wipe down before/after use • Department will provide cleaning supplies for use throughout the day • Facilities Management to clean daily
VEHICLE SAFETY PROTOCOL	
Car/Truck	<ul style="list-style-type: none"> • Only one employee to a vehicle (exceptions will be necessary for those departments that require transporting in-custody, public, clients or residents in the normal course of business) • If there are not enough district vehicles available, employees may utilize their personal vehicle and the department will reimburse mileage • Employees must clean or wipe down vehicle interior after use, including steering wheel, seat, door, window and high touch areas

VULNERABLE EMPLOYEES

Employees in this category are not precluded from working and may qualify as individuals with a disability under the ADA and Michigan Persons with Disabilities Act.

Employees who have concerns about their health during the COVID-19 pandemic are to contact the Human Resources Department first. However, if they still have concerns or are uncomfortable doing so, they may directly contact Leonard Sanford Jr., Director of Health and Wellness at (248) 860-9076 or lsanford@bloomfield.org. Below is a summary and some potential accommodations for those employees who may be vulnerable:

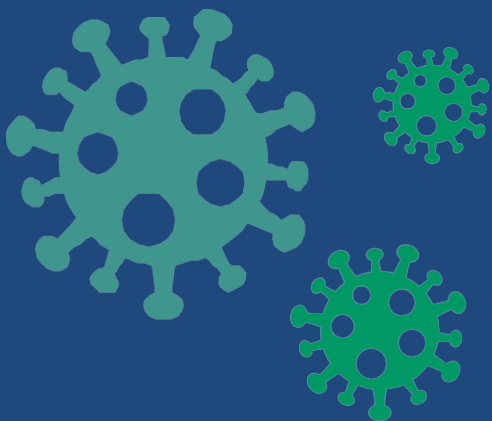
Details	Activity
The CDC has identified vulnerable workers as follows; this list is not all-inclusive:	<ul style="list-style-type: none">• Age 65 or older• Underlying health conditions<ul style="list-style-type: none">• Diabetes• Chronic respiratory disease• Cardiovascular disease• Immuno-compromised• Hypertension• Other condition as determined by a physician• Pregnant or nursing mothers
If you have an employee who has self-identified as being vulnerable:	<ul style="list-style-type: none">• Allow them to work from home if their job permits.• Seat them in a location with minimal contact• Provide extra PPE where applicable
Any requests for reasonable accommodation during COVID-19:	<ul style="list-style-type: none">• Contact Human Resources at (248) 341-5432• Contact Director of Health and Wellness at (248) 860-9076

HANDWASHING

Details	Activity
EMPLOYEE-ONLY AREAS – CUBICLES, OFFICES, BREAK ROOMS	
Handwashing and Hygiene	<ul style="list-style-type: none"> • Ensure all employees have access to soap, warm water and paper towels. Increase availability of hand sanitizer, disinfecting wipes and tissues for employees • Provide hand sanitizer and tissues in public areas • Deactivate hand dryers • Post reminders of proper hand washing in all areas where employees wash their hands • Employees are advised to wash hands frequently • Employees are advised to practice proper sneezing/coughing etiquette • Communicate strict adherence to prevent gathering in the change rooms and washrooms for all employees' safety • Utilizing other visual cues (controlling urinals and sinks to every second one) to maintain social distancing • Limit the number of employees in change rooms at one time (implement schedule), consider monitoring • Require employees to change at home where social distance in locker rooms cannot be maintained or is not available • Establish strict disinfecting practices and timelines for restrooms and changing rooms
CLASSROOMS AND PUBLIC AREAS	
Handwashing and Hygiene	<ul style="list-style-type: none"> • Ensure all visitors have access to soap, warm water and paper towels. Increase availability of hand sanitizer, disinfecting wipes and tissues for employees. Provide hand sanitizer and tissues in public areas • Post reminders of proper hand washing in all areas where visitors wash their hands • Post reminders to practice proper sneezing/coughing etiquette



CLEANING, DISINFECTING & PPE

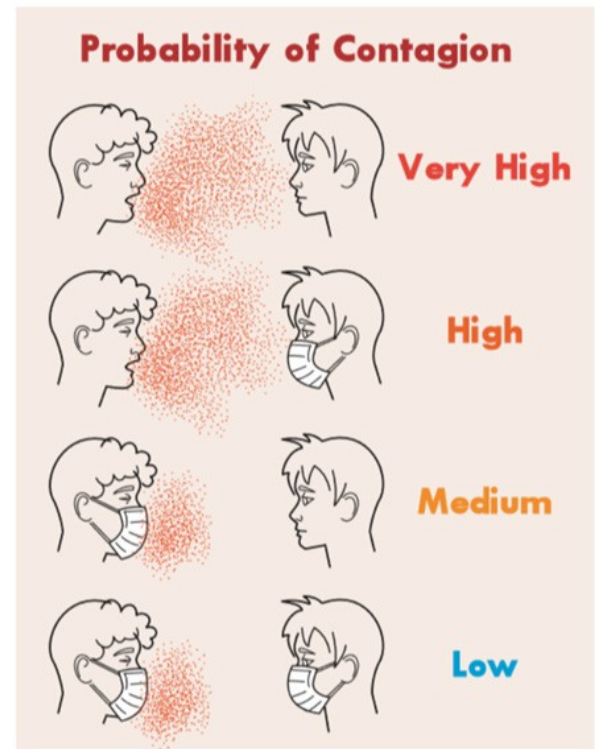


SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT

Per the CDC, covering your mouth and nose with a face covering helps prevent the spread of COVID-19.

All employees are required to wear a facial covering while entering a district building/ facility and guidelines followed while at work or in a district building/facility.

The district will provide employees with the appropriate level of PPE necessary for your job/environment as determined by the Health and Wellness Director in conjunction with Facilities Management; CDC and OSHA requirements will be the primary resource for recommendations.



Details	Activity
EMPLOYEES	
PPE	<ul style="list-style-type: none"> Employees will be provided with the appropriate PPE as determined in a collaborative effort between the Director of Health and Wellness, HR and the District Administrators HR will provide employees with training to understand new requirements for PPE including, when to wear PPE, how to wear the PPE and how to properly dispose of PPE Employees will be responsible for following the PPE policy
DEPARTMENTS	
PPE	<ul style="list-style-type: none"> Departments will be provided with signage to post reminding employees of requirements Departments are responsible for ensuring employees follow requirements for wearing PPE Departments must establish minimum PPE inventory requirements each week (i.e. masks, gloves, soap, cleaning agents, sanitizer, wipes, goggles, face shields) Establish purchasing schedule to maintain minimum PPE inventory. Until further notice all purchasing for PPE will be directed through the Finance & Operations Department

EMPLOYEE REQUIRED PPE

Job Function	Recommended PPE	Alternative PPE
Office: No interaction with public but may be with other co-workers <i>Examples: open offices spaces with multiple cubicles</i>	<ul style="list-style-type: none"> • Cloth mask • Scarf 	
Office: Public interaction with a barrier (i. e. Plexiglass) <i>Examples: Counter transactions</i>	<ul style="list-style-type: none"> • Cloth mask • Scarf 	
Individual offices <i>Examples: one office not shared with co-workers</i>	None required in your own office with no visitor or a cloth mask/scarf	<ul style="list-style-type: none"> • Cloth mask • Scarf
Positions unable to practices social distancing <i>Examples: Wing Lake Academy, Conant Elementary, Way Elementary</i> *Required only during times they cannot maintain social distancing or in closed spaces	<ul style="list-style-type: none"> • Cloth mask/surgical mask • N95 	<ul style="list-style-type: none"> • N95
Field Personnel	<ul style="list-style-type: none"> • KN95 • N95 • Face shield 	<ul style="list-style-type: none"> • Cloth mask • Scarf • Surgical mask
Hallways/Common Areas/Conference Rooms	<ul style="list-style-type: none"> • Cloth mask • Scarf • Surgical mask 	
Medical employees working with the public, i.e. Nurses, OTs, SPTs	<ul style="list-style-type: none"> • KN95 or N95 with a surgical mask and eye protection. * 	

Job Function	Recommended PPE
EMPLOYEES WORKING INDOORS WHERE	
a. The public has access to the office area and is wearing a face covering b. The public does not have access to the office area but there are employee interactions with less than six-foot social distancing c. The public does not have access to the office area but there are employee interactions with six-foot or greater social distancing	a. The employee shall wear a cloth face covering or surgical mask b. The employee shall wear a cloth face covering or surgical mask c. No face covering is required
EMPLOYEES WORKING INDOORS WHERE	
a. The public is not wearing masks b. The public is wearing masks c. There is no public or employee interaction six-foot or greater social distancing	a. All employee must wear the following: KN95/ N95 with a surgical mask or cloth face covering to extend the life of the KN95/ N95 b. The employee must wear one of the following choose to wear KN95/ N95, surgical masks, or cloth face covering c. There are no masks or face covering required
EMPLOYEES INTERACTING WITH ANIMALS	
	KN95 or N95 with a surgical mask or any face covering and a face shield <i>Per CDC, currently, there is no evidence that animals can transmit this virus to people. Out of an abundance of caution when adequate supplies are available, the use of N95 and KN95's around close contact with animals is recommended.</i>

EXAMPLES OF PERSONAL PROTECTION EQUIPMENT

It is important to note, that the PPE designated to address the mitigation of COVID-19 is not meant to replace required PPE for your job function. Please work with your department to ensure all safety protocols are met.



Surgical Mask



Face Shield



N95 Mask



Cloth Mask



KN95 Mask



Scarf

CLEANING AND DISINFECTING BUILDING PROTOCOLS

Details	Activity
Cleaning and Disinfecting PPE	<ul style="list-style-type: none"> • Employees may not share PPE • Users shall be trained by HR and/or the Health Division in the proper care and cleaning of PPE • Reusable PPE must be cleaned and disinfected prior to each use and after each use and be assigned to a single user • Masks or respirators should never be worn by more than one user • Pack or store face coverings/masks between uses so that they do not become damaged or deformed • Hang used KN95/N95 respirators in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses. To minimize potential cross-contamination, store respirators so that they do not touch each other and the person using the respirator is clearly identified. Storage containers should be disposed of or cleaned regularly • Discard N95/KN95 after a maximum five days of use • Discard any respirator that is obviously damaged, becomes hard to breathe through or has visible contamination • Per U.S. Food and Drug Administration, launder reusable cloth face coverings before each daily use
Protocols	<ul style="list-style-type: none"> • Facilities has established strict disinfecting practices for offices, conference rooms, copiers/printers, common areas, bathrooms and production areas. The frequency of cleaning public/shared spaces has increased • Departments will be responsible for common areas and counters throughout the day. Facilities will provide cleaning products to have available for staff to utilize in the break rooms, vestibules, reception and conference areas
3RD PARTY JANITORIAL COMPANIES	
	<ul style="list-style-type: none"> • Facilities Management will review contracts and expectations to ensure any additional requests are documented and agreed upon for daily cleaning • Ensure proper PPE and proper cleaning chemicals are used by company for cleaning and disinfecting • Contractors must abide by all CDC guidelines for cleaning. Please contact Facilities if your vendor does not follow protocols

HOW-TO PUT-ON MASKS

- Wash hands with soap and water or use hand sanitizer before handling the mask
- Place mask over your face with your hand so that both your mouth and nose are covered. Do not wear the mask under your chin
- Putting on masks:
 - **N95/KN95:** Place top strap on crown of head and bottom strap at base of neck
 - **Surgical masks/cloth face covering:** Secure top tie on crown of head and bottom tie at base of neck. If mask has loops, hook them around your ears

HOW TO TAKE OFF MASKS:

- Do not touch the front of the mask
- Tilt head forward
- **N95/KN95:** Remove bottom strap and bring carefully over your head. Grasp top strap and bring over the head, and then pull away from the face. Store in brown bag or discard if soiled
- **Surgical masks:** Untie/unhook from ears and pull away from face without touching mask. Store in brown bag or discard if soiled
- Wash hands with soap and water or use hand sanitizer after handling the mask

HOW TO WEAR A MASK PROPERLY



CONTACT LIST



COVID RELATED SAFETY SUPPLIES

Leonard Sanford Jr.
Director of Health and Wellness
(248) 860-9076 lsanford@bloomfield.org

- PPE
- Cleaning supplies for employee use
- Other supplies related to COVID-19



JANITORIAL SERVICES

Brian Goby
Director of Plant Services
(248) 941-2993 bgoby@bloomfield.org

- Concerns about cleaning protocols
- Lack of cleaning supplies in public and workspace areas maintained by Facilities



WORKPLACE SAFETY QUESTIONS

Leonard Sanford Jr.
Director of Health and Wellness
(248) 860-9076 lsanford@bloomfield.org

- Questions about new safety protocols
- Questions about new or needed safety measures
- Questions about PPE



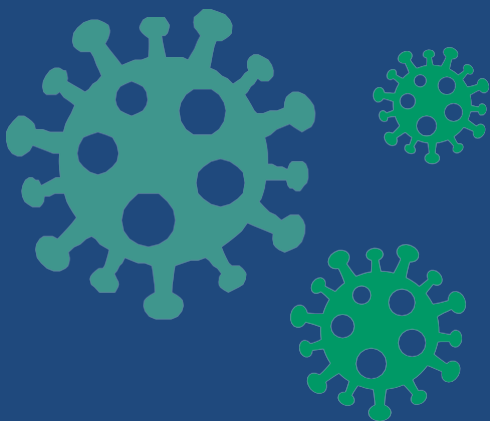
HR QUESTIONS OR CONCERNS

Karen Healy
Director of Human Resources & Payroll
(248) 341-5432

- Policy Interpretations
- ADA Concerns
- Employee Illness or exposure concerns
- Leadership support



ADDITIONAL RESOURCES



ONLINE RESOURCES



CDC
Centers for Disease
Control & Prevention

<https://www.cdc.gov>



DOL
U.S. Department of Labor

<https://www.dol.gov>



OSHA
Occupational Safety &
Health Administration

<https://www.osha.gov>

