



COVID-19 Response Plan

COVID-19 Preparedness and Response Plan

This plan is based on information from the:

- U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC)
- U.S. Department of Labor's Occupational Safety and Health Administration (OSHA)
- Wayne County Health Department Guidelines
- Michigan executive orders

The plan is subject to change based on further information provided by the CDC, OSHA or other public officials. Southgate Community Schools may also amend this plan based on operational needs.

Southgate Community Schools has put in place the following safe workplace practices and measures as a part of this plan to protect employees, contractors, visitors and customers. The district is working on additional practices and measures to implement before students return to school.

COVID-19 Symptoms and Spread

COVID-19 symptoms typically include:

- Fever
- New or worsening cough
- Shortness of breath/difficulty breathing
- Runny nose and/or congestion
- Body aches and/or tiredness

- Vomiting and/or diarrhea
- New loss of smell or taste

Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

COVID-19 is thought to be spread mainly:

- From person-to-person
- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks
- Touching a surface or object that has the virus on it and then touching the mouth, nose, or eyes.

Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to district procedures that we have implemented.

We want every employee, contractor and visitor to be assured that we are taking concerns and the well-being of all seriously.

Jill Pastor, Superintendent, has been designated to implement, monitor and report on the COVID-19 control strategies developed in this COVID-19 response plan. She can be reached at 734-246-4600 or pastorj@sgate.k12.mi.us.

Each worksite will also have a designated COVID-19 supervisor. Any concerns about unsafe practices can be reported to your District Administrator for COVID-19. Employees can also use the Talk to Us feature on the district’s website at www.southgateschools.k12.mi.us.

Southgate Schools Responsibilities

The plan:

- Identifies safe workplace practices and measures to protect employees, contractors, visitors and customers. Additional practices and measures may be implemented before students return to school.
- Will be posted on the SCSD website.

Southgate Schools will provide training/information to employees that covers:

- Workplace infection control practices
 - Proper use of Personal Protection Equipment (PPE) equipment
 - Steps the employee must take to notify the district of any symptoms of COVID-19 suspected or confirmed diagnosis of COVID-19
 - How to report unsafe working conditions
 - Protocols to clean and disinfect in the event of a positive COVID-19 in the workplace
- Southgate Schools has increased general standards of facility cleaning and disinfection to limit exposure to COVID-19 and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Southgate Schools will provide personal protective equipment (PPE) as appropriate for the work activity being performed as well as soap and disinfecting supplies for staff for routine use. Pursuant to the executive orders, SCSD will attempt to make available non-medical grade masks for staff who must work on-premises, but all staff are encouraged to bring and use cloth masks to ensure sufficient supplies can be maintained at each building.
- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure. This will be done by having all who enter the buildings complete a Daily Screening Report via a link, QR code or other method.
- Southgate Schools will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible.
- Southgate Schools has adopted protocols to limit the sharing of tools and equipment to the maximum extent possible, and to ensure frequent and thorough cleaning of tools, equipment and frequently touched surfaces.
- Common areas and frequently touched surfaces are being cleaned as recommended in the Roadmap. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the work day.
- Hand sanitizer is provided throughout each building.
- Posters are displayed with reminders on how to prevent the spread of germs and proper handwashing techniques.
- Workspace layouts and seating arrangements may be revised to allow for social distancing.
- The Superintendent has designated administrative and supervisory staff to be responsible, and has informed them to immediately isolate any person who shows symptoms of COVID-19 while at work.
- Should the district become aware that an employee assigned to work onsite has tested positive for COVID-19, it will take the following steps:
 - If the employee is at work, the employee will be isolated from others and arrangements made for the employee to go home or receive medical care (as applicable) immediately.
 - The employee will notify their direct supervisor of any positive test. The supervisor (or designee) will report the positive case to the HR Department.

- The worksite where the employee is assigned will be temporarily closed.
- All areas of the worksite where the employee works or travels will be disinfected and deep cleaned in accordance with guidance from the CDC.

Within 24 hours of notification of an employee, contractor or visitor with a confirmed case of COVID -19. Southgate Schools will notify the following:

- The local public health department; and
- Any co-workers, contractors, or suppliers who may have come in contact with the person with a confirmed case of COVID-19.
- The District shall maintain a record that has complied with these notice requirements.
- A co-worker, contractor, or supplier who has had close contact with the employee who tested positive for COVID-19 is prohibited from entering property owned, leased, or controlled by the District until fourteen (14) days have passed since the last close contact with the employee who tested positive for COVID-19.

“Close contact” means being within approximately six feet of an individual for 15 minutes or longer.

- An employee with a confirmed case of COVID-19 may return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.
- SCSD will follow any executive order that prohibits discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

What you can do

- Follow basic infection prevention measures, including but not limited to:
 - Stay home or go home if you are sick or experiencing COVID-19 related symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea or extreme fatigue). Please explore with HR as to what paid sick leave is available to you in these circumstances. FFCR POSTER
 - Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
 - Maintain social distancing practices.
- Follow appropriate respiratory etiquette (e.g., covering sneezes and coughs with crook of arm), frequent and thorough handwashing and avoid touching your face.
- Employees are discouraged from using other workers’ phones, desks, offices and other work tools and equipment, when possible.
- Clean and sanitize all work surfaces several times a day, especially at the beginning and end of the day.
- Wash your hands frequently and use hand sanitizer.
- Wear a face covering when in public office spaces and hallways. Masks do not have to be worn when in your individual office, but should be worn if you leave the office space or someone comes into the space.
- Replace handshakes and hugs with head nods and waves.

- Talk to your supervisor if you have concerns specific to your circumstances.
- Follow all district policies and practices.
- If an employee needs Americans with Disabilities Act (ADA) accommodations to adjust to any of these responsibilities, please provide immediate notice to your supervisor and an HR Administrator.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way. #youmatter #countonus

Self-reporting by employees and contractors

To proactively take measures to minimize the spread of COVID-19 and keep our school community as safe as possible during this Public Health Emergency, employees and contractors shall self-report any COVID-19 related concerns.

In the event that an employee or contractor is unable to self-report, the employee should make best efforts to notify the district, or have a member of the employee or contractor's family notify the district, as soon as practicable under the circumstances.

Employees and Contractors shall self-report any one of the following situations:

Quarantine

- You have been advised by a healthcare provider to self-quarantine.
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing).
- You are subject to a quarantine or isolation order.

Care for Others

- You are caring for an individual who is subject to an order as described above
- You are caring for a son or daughter and the school or child care provider has been closed or is unavailable due to COVID-19.
- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19.

Self-reporting Employees and contractors shall self-report any one of the following situations:

Exposure

- You know or have reason to believe another employee has COVID-19 (see Board Policy 5502, Communicable Diseases).
- You have come into contact with someone who has tested positive for COVID-19.
- You believe you have been exposed to COVID-19.
- You are experiencing symptoms of COVID-19 and are actively seeking a medical diagnosis.

Diagnosis

- You have been diagnosed with/tested positive for COVID-19.

Prohibition from entering district property and return to work after symptoms, exposure or diagnosis

Employees and contractors who test positive for COVID19 or who exhibit signs and symptoms of COVID-19 are prohibited from entering District property and returning to work until they have been symptom-free for 72 hours (3 full days) without the use of fever reducing or other symptom altering medicines, and at least 10 days have passed since the symptoms first appeared or as otherwise permitted by guidance from the CDC.

Employees and contractors who learn that they have been in close contact with an individual who tests positive or with an individual who displays one or more of the principal symptoms of COVID-19 must alert the Superintendent (pastorj@sgate.k12.mi.us or 734-246-4600) of the close contact.

At this time, “close contact” is defined as within 6 feet for approximately 15 minutes or more.

Employees and contractors are prohibited from entering property owned, leased or controlled by the District until: If the individual is asymptomatic, 14 days have passed since the last close contact with the sick or symptomatic individual;

Or

the symptomatic individual receives a negative COVID-19 test.

If the individual is symptomatic, until 3 full days have passed since the individual has been symptom-free and at least 10 days have passed since the symptoms first appeared.

Identification and isolation of sick individuals

Southgate Community Schools has implemented the following procedures for prompt identification and isolation of employees:

Employees are to self-monitor for signs and symptoms of COVID-19. Currently, that means that employees should report:

- Fever (>100.4°) or chills
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employees who experience the cough and/or shortness of breath and/or any two of the other noted symptoms must follow CDC guidelines and contact your health provider immediately. More information is available at www.cdc.gov.

CONTACT: Jill Pastor, Superintendent, if you have symptoms at 734-246-4600.

Leaves of absence

Provisions for paid leave time will be made according to the [Families First Coronavirus Response Act](#), the [Paid Medical Leave Act](#), the [Family Medical Leave Act](#), and any applicable SCSD provided leave benefits. HR staff is directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. HR staff are directed to explore reasonable accommodations as appropriate for employees who may have a disability that prevents them from complying with one or more of the directives in this Plan. [FFCRA LOA Request](#)

Overall workplace safety and protections

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and Southgate Community School work sites, they shall be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee, Southgate Community Schools will determine if it meets the criteria for recording and reporting under OSHA's rules. Southgate Community Schools will follow federal, state and local government recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks.

Confidentiality / Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission

to others. Notwithstanding the foregoing, Southgate Community Schools reserves the right to inform other employees and stakeholders that an unnamed Southgate Community Schools employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health. The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Education Rights and Privacy Act of 1975 (FERPA).

Administration Building

The Southgate Community School district administration building offices will be closed to non-essential visitors.

Before entering the building, all guests will:

- Make an appointment.
- Enter through the Board of Education entrance.

Once inside the building, all guests will:

- Wear a mask.