



# COVID-19 Preparedness & Response Plan

## For Lower and Medium Exposure Risk Employers ONLY

### General

The following COVID-19 preparedness & response plan has been established for Ionia Public Schools in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19), the OSHA Guidance on Preparing Workplaces for COVID-19 and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules, OSHA guidance and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. Superintendent Ronald Wilson has read these guidance documents carefully, found the safeguards appropriate to Ionia Public Schools based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Ionia Public 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 Ronald Wilson, Jennifer Burns, Robin Beyer and Cindy McKee. 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 supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via (website, internal network and/or hard copy).

### Exposure Determination

Ionia Public schools has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Ronald Wilson was responsible for the exposure determination.

Ionia Public 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.

Ronald Wilson verifies that Ionia Public Schools has 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.

Ionia Public 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.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Administration	Lower Risk	Limited Public Contact
Food Service	Medium Risk	Public Contact
Maintenance	Lower Risk	Lower Public Contact
Office Personnel	Lower Risk	Lower Public Contact
Paraprofessional	Medium Risk	Public Contact
Principal	Medium Risk	Public Contact
Secretary	Medium Risk	Public Contact
Teachers	Medium Risk	Public Contact
Transportation	Medium Risk	Public Contact



## ✓ Engineering Controls

Ionia Public Schools 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.

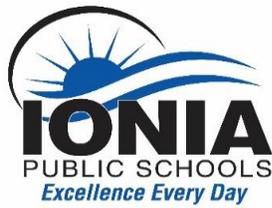
For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- 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.

The Director of Facilities and Grounds, Michael Avery 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
Administration	Health Screening each morning PPE Tool Kits in each office Hand Sanitizer in office Custodial Cleaning every evening Cleaning High Touch Spots each evening Stipend to purchase masks or masks provided Disinfecting offices Signage in all hallways and on doors to include: Wash Hands, Wear Mask, Social Distance Safe Schools Trainings on COVID-19
Classrooms- Teachers/Para's	Health Screening each morning PPE Tool Kits in each classroom Hand Sanitizer each classroom



	<p>Custodial Cleaning every 4 hours          Cleaning High Touch Spots after each class          Stipend to purchase masks or masks provided'          Disinfecting buildings and classrooms each evening          Signage in all hallways and classrooms to include:              Wash Hands, Wear Mask, Social Distance          Safe Schools Trainings on COVID-19</p>
Food Service	<p>Health Screening each morning          Stipend to purchase masks or masks provided'          Frequent hand washing for Health Department Regulations          Signage in lunchrooms to include: Wash Hands, Wear Masks              Social Distance          Clean all surfaces before and after food preparation          Disinfect High Touch Areas          All food individually wrapped          Purchase pre-packaged foods          Meeting all Health Department Protocols and Standards          Gloves worn at all times          Safe Schools Trainings on COVID-19</p>
Secretary	<p>Health Screening each morning          Stipend to purchase masks or masks provided          Hand Sanitizer at work station          PPE Took Kits in office          Plastic Sneeze Guards around work areas.          Safe Schools Trainings on COVID-19</p>
Transportation	<p>Health Screening each morning          Signage on buses include, Wash Hands, Wear Mask and          Hand Sanitizer on each bus          Stipend to purchase masks or masks provided'          Seating Charts          Disinfecting buses after each run          PPE Took Kits on each bus          Safe Schools Trainings on COVID-19</p>



Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. (name or job title) 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 (company name):

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	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.
	Promote remote work (telecommuting) to the fullest extent possible.
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
	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.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require the public to wear cloth face coverings.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Promote curbside and pickup of student chrome books or packets.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.
	Restrict the number of visitor in the schools at any given time and only to the office areas.



	Keep staff, students and parents informed about symptoms of COVID-19 and ask sick individuals to stay home until health again.
	Provide separate quarantine areas for students found to be symptomatic or a “close contact” to a COVID+ individual. Contract trace and provide information with ICHD.
	Student work area disinfection will take place after each cohort leaves the classroom area with a quat disinfectant.
	Students maintain their own electronic devices.
	Schools are providing “hotspots” for students to have internet access if they do not have that available at their home.
	Student arrival, departure, break time and other transition times will be staggered by cohort to reduce contact opportunities.
	Drinking fountains are disable and students are encouraged to bring their own water bottles to class.
	All classes are utilizing Google Classroom for curriculum delivery during in person and distance learning so students can continue progress even when they are unable to be physically present in class.

**✔ Hand Hygiene**

The Director of Facilities and Grounds, Michael Avery 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, Ionia Public Schools shall provide employees with antiseptic hand sanitizers or towelettes. Ionia Public Schools will provide time for employees to wash hands frequently and to use hand sanitizer.

**✔ Disinfection of Environmental Surfaces**

Ionia public Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Ionia Public Schools will make cleaning supplies available to employees upon entry and at the worksite.

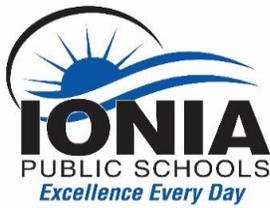
The Director of Facilities and Grounds, Michael Avery will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing



cleaning chemicals, Ionia Public Schools will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. 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.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Administration High Touch Points, Key Boards, Door knobs, Copy Machines, Sinks, Break Rooms, Fridge and Tables	Quat Disinfectant Wipes 3M #5A	Once daily in the evening
Food Service-Tables Eating surfaces, food prep areas, food carts, racks shelves, utensils,	Bleach, diluted with water and EPA approved, Comet, Aaray Dish Soap and Dawn Dish Soap. Array Quat Sanitizer. Disinfectant kills germs when surfaces sprayed and remain wet for two minutes. Dishes are sanitized with and allowed to air dry.	Food prep surfaces including the carts used to transport food are cleaned and sanitized before and after each shift.
Maintenance Area High Touch Points, Door knobs, sinks, breakrooms	Quat Disinfectant Wipes 3M #5A	Once daily in the evening
Office Personnel High Touch Points, Keyboards, Door knobs, Copy Machines, Break rooms, sinks	Quat Disinfectant Wipes 3M #5A	Once daily in the evening
Classroom Teachers/Paraprofessional High Touch Points in classroom, Door knobs, desk tops, chair backs, pencil sharpeners, sinks, common	Quat Disinfectant Wipes 3M #5A	4 hour intervals In the evening after school is done for the day



use areas, bathrooms in classroom, extra areas if asked, teacher desks, pens		
Principal's Office High Touch Points, Key Boards, Door knobs, Copy Machines, Sinks, Break Rooms, Fridge and Tables	Quat Disinfectant Wipes 3M #5A	Once daily in the evening
Secretary High Touch Points, Keyboards, Door knobs, Copy Machines, Break rooms, sinks, Desk Tops	Quat Disinfectant Wipes 3M #5A	Once daily in the evening
Transportation-bus/vans High Touch Points, seat backs, hand rails, handles, sanitizer dispenser, steering wheel, dashboard, window latches, door handle	Quat Disinfectant Wipes 3M #5A Spray Atomizer 3M Q5A	After every route At night the spray is used to cover all surfaces.
Gymnasium All sports equipment	Spartan HDCQ2 3 minute dwell time then wiped down	After every use
Quarantine Room	Clorox 360 machine	After every case

Ionia Public Schools will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Ronald Wilson, Jennifer Burns, Robin Beyer and Cindy McKee will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection by Grand Rapids Building Services at Ionia Public Schools

Staff is to have a mask, shield and gloves on when entering the space using HDQC2 spray on all surfaces/touch points and wiping down chairs, tables, ledged, door handles, wall light switches and vacuuming or dust mop and mopping hard floors.

### Personal Protective Equipment (PPE)

Ionia Public Schools will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job.



The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

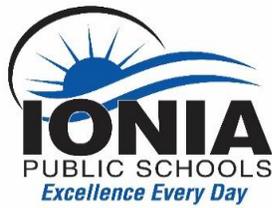
All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Ionia Public Schools will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Ionia Public Schools will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Ionia Public Schools will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

<b>Job/Task</b>	<b>PPE</b>
Administration	Non-medical Grade Face Coverings
Classrooms/Teachers/Paras	Non-medical Grade Face Coverings Face Shields Gloves Wipes
Food Service	Non-medical Grade Face Coverings Gloves
Secretary	Non-medical Grade Face Coverings Wipes
Transportation	Non-medical Grade Face Coverings Wipes
Quarantine Room	N-95 masks, Gloves, Wipes, Gowns, Face Shields



Ionia Public Schools has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Ronald Wilson, Jennifer Burns, Robin Beyer and Cindy McKee 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, Ionia Public Schools will have employees self-screen for COVID-19. Ionia Public Schools 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. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Ionia Public Schools will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Building Supervisor, who then reports to Director of Human Resources, Robin Beyer before and during the work shift. Ionia Public Schools has provided employees with instructions for how to make such a report to the employer.

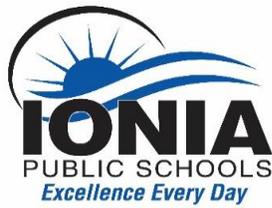
The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Employees shall complete the Mi Symptoms or Ionia Public Schools paper form, Health Screener daily. If any of the symptoms or signs indicated as on the screener require the employee to select “No” for any of the questions, employees are to contact their direct supervisor.

Ionia Public Schools 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.

Ionia Public Schools 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.



When an employee is identified with a confirmed case of COVID-19, Director of Human Resources, Robin Beyer or Executive Assistant to the Superintendent and Board, Cindy McKee will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, Ionia Public Schools will not reveal the name or identity of the confirmed case.

Ionia Public Schools 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

Ronald Wilson, Jennifer Burns, Robin Beyer and Cindy McKee shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Ionia Public Schools will train workers on, at a minimum:

- Workplace infection-control practices.
- 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.

Jennifer Burns, Cindy McKee and Robin Beyer shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

### Recordkeeping

Ionia Public Schools 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 visitor entering the workplace.



- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Director of Human Resources, Robin Beyer and Executive Assistant to the Superintendent and Board, Cindy McKee will ensure that the records are kept.

### **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](http://www.michigan.gov/miosha).

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