

## COVID-19 Preparedness & Response Plan For Lower and Medium Exposure Risk Employers

### **General**

The following COVID-19 preparedness & response plan has been established for Wayne RESA 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. The Human Resource Manager and Director of Operations and IT Infrastructure have read these guidance documents carefully, found the safeguards appropriate to Wayne RESA based on its type of business or operation, and have incorporated those safeguards into this COVID-19 preparedness and response plan.

Wayne RESA 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 the Director of Operations and IT Infrastructure, the Manager of Facilities and Operations, and/or a Building Services Designee. 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.

Unsafe working conditions should be reported immediately to Rob McCoy, the Director of Operations and IT Infrastructure.

The plan will be made readily available to employees and labor unions. The plan will be made available to each employee through email and will be posted on the Wayne RESA staff web page.

### **Exposure Determination**

Wayne RESA 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. The Deputy Superintendent was responsible for the exposure determination.

Wayne RESA 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.

The Deputy Superintendent verifies that Wayne RESA has no high-risk exposure jobs. High exposure risk jobs have a 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.

Wayne RESA 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>
All Positions	Lower	Remote work and/or no public contact
In-person services in schools	Medium	In-person service delivery
Front Desk Reception	Medium	Public contact

## Engineering Controls

Wayne RESA 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 Operations and IT Infrastructure 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:

<b>Job/Task</b>	<b>Engineering Control</b>
All positions at Education Center and Burger Baylor	Proper operation of HVAC equipment, including air exchange and ventilation have been confirmed
All positions at Education Center and Burger Baylor	Plastic sneeze guards installed at reception desk

## Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Deputy Superintendent 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 Wayne RESA:

<b>Job/Task</b>	<b>Administrative Control</b>
All (Includes both Lower & Medium Job/Task Exposure Risk)	Wayne RESA will mandate that employees maintain a distance of at least six feet from one another to the maximum extent possible. In coordination with building services, department administrators will identify workspaces and adjust schedules so that no staff members are sharing an office or seated closer than 6 feet
All (Includes both Lower & Medium Job/Task Exposure Risk)	Wayne RESA shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways
All (Includes both Lower & Medium Job/Task Exposure Risk)	Wayne RESA shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and face shields (to be worn together with a mask) are available when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace
All Wayne RESA buildings (Includes both Lower & Medium Job/Task Exposure Risk)	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All (Includes both Lower & Medium Job/Task Exposure Risk)	In-person work is prohibited for employees to the extent that their work activities can feasibly be completed remotely
All (Includes both Lower & Medium Job/Task Exposure Risk)	Non-essential travel is restricted, including in-person conference events.
All (Includes both Lower & Medium Job/Task Exposure Risk)	Provide employees with non-medical grade face coverings.
All Wayne RESA buildings (Includes both Lower & Medium Job/Task Exposure Risk)	Require visitors and the public to wear face coverings.
All (Includes both Lower & Medium Job/Task Exposure Risk)	Ensure that sick leave policies are consistent with public health guidance, so employees do not go to work sick.
All Wayne RESA buildings (Includes both Lower & Medium Job/Task Exposure Risk)	Small, two-person restrooms will be limited to one person at a time. Larger restrooms will have every other stall and sink marked closed. Face coverings are to be worn in restrooms.
All	Employees are prohibited from using other workers'

Job/Task	Administrative Control
(Includes both Lower & Medium Job/Task Exposure Risk)	phones, desks, offices, or other work tools and equipment, when possible
All Wayne RESA Buildings (Includes both Lower & Medium Job/Task Exposure Risk)	Number of workers present on premises are restricted to no more than 50% of those staff who are regularly assigned to the respective building. Department administrators will work collectively with staff to develop and implement a schedule for staffing at 50% that uses alternate or staggered in-person schedules with remote work.
All Wayne RESA Buildings (Includes both Lower & Medium Job/Task Exposure Risk)	The building will remain closed to the public, except by individual appointment
All Wayne RESA Buildings (Includes both Lower & Medium Job/Task Exposure Risk)	Employees must enter through the main entrance front door and observe the visual markings to ensure social distancing
All except in-classroom (Includes both Lower & Medium Job/Task Exposure Risk)	In-person meetings will be limited to 10 persons who are distanced from each other by at least 6 feet
All (Includes both Lower & Medium Job/Task Exposure Risk)	Work-related meetings of more than 10 individuals, including meetings held pursuant to the Open Meetings Act, MCL 15.261 et seq, will be held through telephonic conference or video conferencing applications. Meetings subject to the Open Meetings Act will use an option that ensures that both the general public and members of the public body are able to participate.
All Wayne RESA Buildings (Includes both Lower & Medium Job/Task Exposure Risk)	Drinking fountains will be closed
Medium Job/Task Exposure Risk	Wash or sanitize hands at least hourly

## Hand Hygiene

The Director of Operations and IT Infrastructure 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. Follow these five steps from the CDC every time:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

When handwashing facilities are not available, Wayne RESA shall provide employees with antiseptic hand sanitizers or towelettes. Wayne RESA will provide time for employees to wash hands frequently and to use hand sanitizer. Hand sanitizer will be available at the reception desk and in public spaces at the Education Center, Burger Baylor, and the Annex. Contact The Director of Operations and IT Infrastructure if products are needed for off-site work. Employees should practice hand hygiene after they have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc. and before touching their eyes, nose, or mouth. Employees in the field should wash or sanitize their hands at least hourly.

 **Disinfection of Environmental Surfaces**

Wayne RESA 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). Wayne RESA will make cleaning supplies available to employees upon entry and at the worksite.

Director of Operations and IT Infrastructure will be responsible for seeing that environmental surface in the workplace is 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, Wayne RESA 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>
Desktops	GS Neutral Disinfectant	Daily
Door Handles	GS Neutral Disinfectant	Daily
Light Switches	GS Neutral Disinfectant	Daily
Tables	GS Neutral Disinfectant	Daily
Phones	GS Neutral Disinfectant	Daily
Chair Arms	GS Neutral Disinfectant	Daily
Outlets	GS Neutral Disinfectant	Daily
Dispensers	GS Neutral Disinfectant	Daily

Wayne RESA will perform enhanced cleaning and disinfection after persons suspected or 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. Director of Operations and IT Infrastructure will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

Clean and disinfect by wiping down all tables, desks, chairs, handrails, door handles/doorknobs, light switches. While area is empty, vacuum space. All areas will be disinfected using GS Neutral (EPA 1839-169), allowing the chemical 10 minutes of dwell time once applied.

## Personal Protective Equipment (PPE)

Wayne RESA 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 the 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.

Wayne RESA will provide non-medical grade face coverings to employees. Wayne RESA will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Wayne RESA will provide face shields (to be worn together with a mask) when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Employees should contact Rob McCoy, Director of Operations and IT Infrastructure, to obtain PPE.

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

Job/Task	PPE
All	Wayne RESA shall provide non-medical grade face coverings to all employees
All	Gloves are available for all employees
Medium Risk Exposure Jobs/Tasks	Face shields are available for employees who cannot consistently maintain three feet of separation from others, including those providing in-classroom service. Face shields are to be worn together with a mask.

## Health Surveillance

Wayne RESA 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. The Human Resource Manager will be responsible for ensuring that all required health surveillance provisions are performed.

Prior to or immediately upon workers entering their worksite, Wayne RESA will have employees self-screen for COVID-19. Wayne RESA 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 are required to take their own temperature within an hour prior to reporting to their worksite and certifying that the temperature is below 100.4 degrees Fahrenheit. When obtainable, a no-touch thermometer will be available for employees and visitors to perform a self-temperature check.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Human Resource Manager before and during their work shift. Employees who are experiencing any signs and

symptoms of COVID-19 are prohibited from entering a Wayne RESA or District building and should consult their primary care physician and the Human Resource (HR) Department. Employees can email [hr@resa.net](mailto:hr@resa.net) or call 734-334-1562.

The CDC is learning more about COVID-19 every day, and as new information becomes available, their information is updated accordingly. The current symptom list can be found at [CDC's Symptoms List](#). In addition, guidance for COVID-19 may be adapted by state and local health departments to respond to rapidly changing local circumstances.

If an employee becomes symptomatic at work, they should immediately leave and notify their supervisor and HR using the above contact information. If an employee is symptomatic and unable to drive, they are to be separated into a designated isolation area while awaiting transportation:

Education Center – Room 216 (Green Room)/Burger Baylor – Room E124 (Staff Lounge)/Annex – Room 4 (WorkSpace)

Wayne RESA 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.

Wayne RESA 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, the employee should notify the Human Resource Manager or [hr@resa.net](mailto:hr@resa.net). The Human Resource Manager will notify the local public health department, and any coworkers, 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, Wayne RESA will not reveal the name or identity of the confirmed case.

Wayne RESA 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, and/or they are released from any quarantine or isolation order by the local public health department.

Restrictions around international and/or domestic travel may be put in place by relevant authorities, including requirements for testing and/or quarantine upon return. Any applicable restrictions should be taken into account when making travel arrangements, as they may impact the ability of an employee to return to **in-person** work. Employees are encouraged to contact [hr@resa.net](mailto:hr@resa.net) to identify any restrictions when making travel arrangements or if questions arise after return.

**Case Scenarios with Action Steps.** Provided as general guidance and are subject to change based upon current guidance and specifics of each situation. Wayne RESA will work closely with the health department and will require medical documentation including all positive and/or negative test results.

SCENARIO 1	SCENARIO 2	SCENARIO 3
<p data-bbox="107 132 509 197"><b>An employee is confirmed to have COVID-19</b></p> <p data-bbox="107 249 545 512">Employee must notify HR and is prohibited from entering any WRESA building or local district sites, will be directed to self-quarantine at home. Employee is immediately excluded from in-person attendance at WRESA until:</p> <ul data-bbox="107 552 553 1083" style="list-style-type: none"> <li>• <b>10 days</b> since date of test or symptoms started, which ever is later; AND</li> <li>• At least 24 hours with no fever (&gt;100.4 F) (without the use of fever-reducing medication) AND</li> <li>• Other symptoms have improved; AND</li> <li>• If employee has been advised by a health care provider or public health professional to remain isolated, the employee is no longer subject to such advisement</li> </ul>	<p data-bbox="583 132 985 228"><b>An employee is symptomatic with “principal symptoms of COVID”</b></p> <p data-bbox="583 249 1000 611">Employee must notify HR and is prohibited from entering any WRESA building or local district sites, will be directed to self-quarantine at home, consistent with any guidance from proper medical or governmental authorities. Employee is immediately excluded from in-person attendance at WRESA until:</p> <ul data-bbox="583 651 1016 1052" style="list-style-type: none"> <li>• they obtain a negative PCR test result (If PCR test result is positive, see Scenario 1); OR</li> <li>• <b>10 days</b> since the symptoms started, AND</li> <li>• At least 24 hours with no fever (&gt;100.4 F) (without the use of fever-reducing medication) AND</li> <li>• symptoms are improved</li> </ul>	<p data-bbox="1058 132 1484 228"><b>An employee is identified as a “close contact” to a confirmed COVID-19 case</b></p> <p data-bbox="1058 249 1455 407">Employee must notify HR and is prohibited from entering any WRESA building or local district sites and will be directed to self-quarantine at home until:</p> <ul data-bbox="1058 441 1495 1142" style="list-style-type: none"> <li>• <b>14 days</b> have passed since date of last close contact. Can be reduced to <b>10 days</b> if the following exists: <ul data-bbox="1058 600 1495 852" style="list-style-type: none"> <li>• employee has been vaccinated with a COVID vaccine that requires two doses to be fully vaccinated or one dose of a COVID vaccine that requires one dose and <b>less than fourteen (14)</b> days have passed since the last dose of the vaccine has been administered; OR</li> <li>• employee does not develop symptoms during daily symptom monitoring for 10 days after date of last exposure; AND</li> <li>• employee continues to monitor themselves for symptoms through <b>day 14</b> after date of last exposure</li> </ul> </li> </ul> <p data-bbox="1058 1178 1495 1241"><b>No quarantine</b> period is required if one of the following applies:</p> <ol data-bbox="1058 1272 1495 1713" style="list-style-type: none"> <li>1. Within the past 5 months the employee had a positive, confirmatory COVID (PCR) test; OR</li> <li>2. The employee has been vaccinated with a COVID vaccine that requires two doses to be fully vaccinated or one dose of a COVID vaccine that requires one dose and 14 days have passed since the last dose of the vaccine has been administered.</li> </ol> <p data-bbox="1058 1749 1495 1839">Employee must monitor for symptoms for <b>14 days</b> from date of last close contact.</p> <p data-bbox="1058 1875 1495 1934">If symptoms develop, see scenario 2.</p>

“Principal symptoms of COVID-19” has the definition provided by order of the director or chief medical executive of the Michigan department of health and human services. In the event that the term is not defined, principal symptoms of COVID-19 means either or both of the following: (i) One or more of the following not explained by a known medical or physical condition: (A) Fever. (B) Shortness of breath. (C) Uncontrolled cough. (ii) Two or more of the following not explained by a known medical or physical condition: (A) Abdominal pain. (B) Diarrhea. (C) Loss of taste or smell. (D) Muscle aches. (E) Severe headache. (F) Sore throat. (G) Vomiting.

“Close contact” means someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

## **Training**

The Human Resource Manager shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements. Wayne RESA 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.

The Human Resource 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**

The Human Resource Manager will ensure that the records are kept 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 coworkers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Should an employee have questions regarding this plan, please reach out to one of the following:

Kelly Bohl  
Asst. Superintendent of HR  
[bohlk@resa.net](mailto:bohlk@resa.net)  
(734) 334-1614

Rob McCoy  
Director of Operations/IT Infrastructure  
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