

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).

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. 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 web page.

✔ 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.

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:

Engineering Control
Proper operation of HVAC equipment, including air exchange and ventilation have been confirmed
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 in accordance with the latest CDC and OSHA guidelines:

Administrative Control
Wayne RESA will suggest that employees maintain a distance of at least six feet from one another to the maximum extent possible
Non-medical grade face coverings are available upon request
Wayne RESA will require all employees to wear masks unless at their own desk with appropriate physical distancing when the CDC has identified Wayne County as an area of substantial or high transmission as defined on the CDC website .
Wayne RESA will require all employees to wear masks while in a K-12 setting
Customers, visitors, and guests are required to wear face coverings when the CDC has identified Wayne County as an area of substantial or high transmission as defined on the CDC website .
Wayne RESA will require all employees to wear masks while in shared spaces at the Annex in accordance with The Senior Alliance policy
If a constituent district requires weekly testing of RESA staff assigned to that site, testing will be conducted on-site at Wayne RESA in accordance with the MI Safe Return to School Roadmap.

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. 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.

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.

✔ 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.

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 at their request. 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:

PPE
Non-medical grade face coverings are available for all employees
Gloves are available for all employees

✔ 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 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 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. The Human Resource Manager will notify 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 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>An employee is confirmed to have COVID-19</p>	<p>An employee is symptomatic with “principal symptoms of COVID”</p>	<p>An employee is identified as a “close contact” to a confirmed COVID-19 case</p>
<p>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 style="list-style-type: none"> • 10 days since date of test or symptoms started, whichever is later; AND • At least 24 hours with no fever (>100.4 F) (without the use of fever-reducing medication) AND • Other symptoms have improved; AND • 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 	<p>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 style="list-style-type: none"> • they obtain a negative PCR test result (If PCR test result is positive, see Scenario 1); OR • 10 days since the symptoms started, AND • At least 24 hours with no fever (>100.4 F) (without the use of fever-reducing medication) AND • symptoms are improved <p>An employee who is symptomatic, but refuses to be tested is considered to have a positive test result (see Scenario 1)</p>	<p>Employee must notify HR and is prohibited from entering any WRESA building or local district sites and self-quarantine at home until:</p> <ul style="list-style-type: none"> • 14 days have passed since date of last close contact. Can be reduced to 10 days if the following exists: <ul style="list-style-type: none"> • 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 less than fourteen (14) days have passed since the last dose of the vaccine has been administered; OR • employee does not develop symptoms during daily symptom monitoring for 10 days after date of last exposure; AND • employee continues to monitor themselves for symptoms through day 14 after date of last exposure <p>No quarantine period is required if one of the following applies:</p> <ol style="list-style-type: none"> 1. Within the past 5 months the employee had a positive, confirmatory COVID (PCR) test; OR 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. <p>Employee must monitor for symptoms for 14 days from date of last close contact and get tested 3-5 days after exposure.</p> <p>If test result is positive, see scenario 1.</p> <p>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, including [Information on vaccinations available](#) for COVID-19
- The proper use of [personal protective equipment](#).
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

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 for at least 6 months for each 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 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:

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