

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 Executive 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 Executive 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 (www.resa.net).

✔ 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 Executive 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 they are at their own desk with appropriate physical distancing when the CDC has identified Wayne County as an area of high transmission as defined on the CDC website .
Wayne RESA will require all employees to follow the masking requirement of the building/District while in a K-12 setting outside of Wayne RESA
Customers, visitors, and guests are required to wear face coverings when the CDC has identified Wayne County as an area of high transmission as defined on the CDC website .
Wayne RESA will require all employees to wear masks while in shared spaces at the Annex when required by The Senior Alliance policy, including, but not limited to when the CDC has identified Wayne County as an area of high transmission as defined on the CDC website .
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 Executive 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 Executive 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.

The Executive 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. The Executive 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, Executive 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 or has symptoms of COVID-19</p>	<p>An employee was a close contact to COVID-19 and is NOT up-to-date on COVID-19 vaccinations</p>	<p>An employee is a close contact to COVID-19 and are up-to-date with vaccination OR had confirmed COVID-19 within the past 90 days (tested positive using a viral test)</p>
<p>Employee must notify HR and is prohibited from entering any WRESA building or local district sites, and should isolate at home, regardless of vaccination status.</p> <ul style="list-style-type: none"> • If asymptomatic, monitor for symptoms for days 0 – 10; and • Isolate at home for days 0 – 5 (day “0” is day symptoms begin or day test was taken for those without symptoms); and • If symptoms have improved or no symptoms developed, employee may be released to return to in-person work, while wearing a well-fitted mask, for days 6 -10. <p>Employees isolating with symptoms should test on or before day 5. If that test result is positive, employee should continue to isolate until day 10.</p> <p>If you have a fever, stay home until you are fever free for a period of 24 hours without the use of fever reducing medications.</p>	<p>Employee must notify HR and is prohibited from entering any WRESA building or local district sites. Employee will be directed to:</p> <ul style="list-style-type: none"> • Stay home and quarantine for at least 5 full days. • Wear a well-fitted mask if you must be around others in your home. • Get tested - even if you don’t develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19. <p>After quarantine</p> <ul style="list-style-type: none"> • Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. <p>If you develop symptoms Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>	<p>Employee must notify HR</p> <ul style="list-style-type: none"> • No quarantine period is required, unless you develop symptoms. • If possible, employee will be asked to work remotely for 5 days • Get tested- even if you don’t develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19 • Watch for symptoms until 10 days after you last had close contact with someone with COVID-19. <p>If you develop symptoms, isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.</p>

[Calculating Isolation](#)

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days

[Calculating Quarantine](#)

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days

“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:

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

Rob McCoy
Exec. Dir. of Operations/IT Infrastructure
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