

## 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](http://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:

<b>Engineering Control</b>
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
Non-medical grade face coverings are available upon request
Wayne RESA will encourage all employees to wear masks unless they are at their own desk when the CDC has identified Wayne County as an area of <a href="#">high transmission</a> as defined on <a href="#">the CDC website</a> .
Customers, visitors, and guests are encouraged to wear face coverings when the CDC has identified Wayne County as an area of <a href="#">high transmission</a> as defined on <a href="#">the CDC website</a> .
Wayne RESA will encourage 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 <a href="#">high transmission</a> as defined on <a href="#">the CDC website</a> .

## ✔ Hand Hygiene

The Executive Director of Operations and IT Infrastructure will be responsible for seeing that adequate handwashing facilities are available in the workplace. 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. 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.

## ✔ 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 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 adhered to.

### ✔ 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
<a href="#">Gloves</a> are available for all employees

### ✔ Health Surveillance

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 make required notification to the Health Department.

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.

### **Recordkeeping**

The Human Resource Manager will ensure that the records are kept for at least 6 months for the following requirement:

- Submission to the health department when an employee is identified with a confirmed case of COVID-19

**Case Scenarios with Action Steps.** Provided as general guidance and are subject to change based upon current guidance and specifics of each situation. Employees should visit the CDC website and complete the [calculator](#) to determine the isolation period and testing recommendations for their specific set of circumstances.

SCENARIO 1	SCENARIO 2	SCENARIO 3
<p><b>An employee is confirmed to have COVID-19</b></p> <p>Employee must notify HR and is prohibited from entering any WRESA building or local district sites, and should <a href="#">isolate</a> at home, regardless of vaccination status.</p> <p>No symptoms:</p> <ul style="list-style-type: none"> <li>• End isolation after <b>day 5</b></li> <li>• Wear a well-fitting <b>mask</b> through <b>day 10</b></li> </ul> <p>Symptoms:</p> <ul style="list-style-type: none"> <li>• You may end isolation after <b>day 5 if</b>: <ul style="list-style-type: none"> <li>○ You are <b>fever-free for 24 hours</b> (without the use of fever-reducing medication) and</li> <li>○ <b>symptoms are improving</b></li> <li>○ If you still have a fever or your other symptoms have not improved, continue to isolate until they improve</li> </ul> </li> </ul> <p>Wear a well-fitting mask through <b>day 10</b>.</p>	<p><b>An employee was exposed to COVID-19</b></p> <p>Wear a mask as soon as you find out you were exposed for a full 10 days</p> <p>Start counting from Day 1</p> <ul style="list-style-type: none"> <li>• Day 0 is the day of your last exposure to someone with COVID-19</li> <li>• Day 1 is the first full day after your last exposure</li> </ul> <p>Monitor for symptoms</p> <p>Get tested at least <b>5 full days</b> after your last exposure (even if you don't develop symptoms)</p> <ul style="list-style-type: none"> <li>• If you develop symptoms isolate immediately and get tested (See scenario 3)</li> </ul> <p>If test result is positive, see scenario 1.</p> <p>If test result is negative, continue to mask and monitor for symptoms until the 10 days are complete.</p>	<p><b>An employee has <a href="#">symptoms</a> of COVID-19</b></p> <p>Employee must notify HR and is prohibited from entering any WRESA building or local district sites</p> <ul style="list-style-type: none"> <li>• <a href="#">Test</a> immediately</li> <li>• Employee will be asked to explore remote work options while symptomatic and while awaiting test results</li> </ul> <p>If your test result is negative, you may have another illness. Contact a healthcare provider if you have any questions about your test result or if your symptoms worsen.</p> <p>If test result is positive, see scenario 1.</p>

**[Calculating Isolation](#)**

Day 0 is your first day of symptoms or the day you were tested. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you received a positive test result and were initially asymptomatic but develop symptoms with 10 days of when you were tested, the clock restarts at day 0 on the day of symptom onset.

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  
Exec. Dir. of Operations/IT Infrastructure  
[mccoym@resa.net](mailto:mccoym@resa.net)  
(734) 334-1613

Rena Corum  
Human Resource Manager  
[corumr@resa.net](mailto:corumr@resa.net)  
(734) 334-1374