

Delta-Schoolcraft ISD COVID-19 Preparedness and Response Plan

In accordance with [Executive Order 2020-97](#), Delta-Schoolcraft ISD (“Agency”) institutes this COVID-19 Preparedness and Response Plan (“Plan”), effective June 22, 2020. This plan is consistent with recommendations in [Guidance on Preparing Workplaces for COVID-19](#), developed by the Occupational Health and Safety Administration.

The Agency aims to protect its workforce by enacting all appropriate prevention efforts. The Agency is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Doug Leisenring, Superintendent, at 906-786-9300 ext. 102 or dleisenring@dsisd.net.

1. Prevention Efforts and Controls in the Workplace

A. Scheduling On-Site Work

Beginning June 22, 2020, 12-month employees will be asked to report to work but maintain social distancing protocols of 6-feet from other staff members while at work. We have set a limit of no more than two people in the copy room or three people in the lounge at any given time. On August 1, when staff members start returning to work in large numbers to prepare for the upcoming school year, we will distribute a schedule for staff to sign up for time slots at the office to reduce the number of staff members in the building at any one time.

Districts and supervisors have been granted the authority to allow staff members to work from home to minimize the number of employees in the building. Employees are expected to continue to work remotely during their regular work schedules when not on-site.

Prior to reporting for on-site work, employees must complete the daily screening process described in Section 3 below. An employee who fails the screening process (i.e., answers “yes” to having at least one listed symptom, had close contact with someone diagnosed with COVID-19, and/or traveled recently to an area of ongoing community spread), **shall not** report for on-site work. Employees must contact his/her supervisor or Human Resources immediately.

Any employee who develops symptoms during an on-site shift must immediately report this to his/her director or supervisor.

Revised June 18, 2020

GENERAL, SPECIAL AND CAREER-TECHNICAL EDUCATION PROGRAMS & SERVICES

Equal Opportunity Employer

The Delta-Schoolcraft I.S.D. does not discriminate on the basis of race, color, national origin, sex, age or disability.

B. Agency Activities and Social Distancing

Employees who are able to perform essential duties remotely may be permitted to perform work from home in accordance with approved telework arrangements.

Employees reporting to perform on-site work are required to abide by social distancing and other safety measures established by the Agency as follows:

- Large gatherings are minimized whenever possible;
- Staff meetings are postponed, cancelled or held remotely;
- Small meetings can be held if social distancing protocols of 6-feet can be maintained;
- Employees are encouraged to maintain physical distance even when on breaks, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work and when leaving work;
- The Agency may utilize flexible work hours to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are restricted to remote communications, or are modified to allow for additional physical space between parties; and
- All non-essential business travel and in-person conferences should be canceled, postponed, or reformatted to take place remotely.

As an additional preventative measure, all Agency water fountains will be turned off.

C. Face Coverings

Employees must wear face coverings in all shared areas (e.g., hallways, restrooms) or when having in-person conversations with other employees and social distancing protocols of 6-feet cannot be maintained. The Agency will provide employees with, at a minimum, non-medical grade face coverings. The Agency-provided face coverings are available in the superintendent's office at DSISD's main office building in Escanaba. Employees who are scheduled to perform in-person work at another work site may pick up an Agency-provided face covering at DSISD's main office building. Employees are permitted to wear their own face coverings, rather than an Agency-provided face covering, if they prefer.

D. Cleaning and Disinfecting of Facilities and Office Equipment

The Agency's procedures for facility disinfection are aligned with the [Cleaning and Disinfecting Your Facility](#) guidelines developed by the [Centers for Disease Control and Prevention](#) (CDC).

Measures instituted by the Agency include:

- Increase in routine environmental cleaning and disinfection, especially of common areas, high-touch surfaces (e.g., door handles) and shared equipment (e.g., copiers);
- Improvement of ventilation and air circulation where possible;
- Installation of no-touch hand sanitizer dispensers throughout the building (by the front entrances and some classrooms); and
- Supplying disinfecting wipes in service areas for worksite use.

E. Employee Expectations for Minimizing Exposure When at the Workplace

To minimize COVID-19 exposure when on-site, employees are expected to:

- Clean work stations daily;
- Avoid, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently wash hands with soap and water for at least 20 seconds;
- Utilize hand sanitizer when soap and water are unavailable;
- Avoid touching their faces with unwashed hands;
- Maintain social distancing;
- Avoid handshakes or other physical contact;
- Avoid close contact with sick people;
- Practice respiratory etiquette, including covering coughs and sneezes;
- Comply with Agency's daily screening processes;
- Seek medical attention and/or follow medical advice if experiencing COVID-19 symptoms;
- Comply with self-isolation and quarantine orders; and
- Immediately report unsafe or unsanitary conditions on Agency premises to your supervisor or director.

Signs about the importance of personal hygiene (shown on page 6) have been posted throughout the DSISD main office building (in the lobby, by bathroom sinks, and at all service area entrances).

F. Visitors

All non-essential visitors have been suspended. All interviews and conferences must be conducted virtually. Mail and package delivery is considered an essential service for the Agency, and employees of the postal service and delivery service companies are not considered visitors for the purposes of this section. If a visitor must enter Agency facilities because the meeting cannot occur virtually, the visitor must follow the established protocol that employees follow. This includes completion of the daily screening process.

2. Required Employee Training

Employees are required to complete COVID-19 online training on the SafeSchools web site assigned by the superintendent's office..

In addition, Employees are required to review the COVID-19 training slides to become familiar with Agency-specific protocols and processes.

For current employees, both of these training modules must be completed by Monday, August 3 or when they report to the office for work, whichever occurs first.

3. Daily Screening

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Agency requires employees to complete a DSISD Health Self-Screening Form on a daily basis when in-person work will be performed. Employees must complete the online form each day. The DSISD Health Self-Screening Form can be located at https://docs.google.com/forms/d/e/1FAIpQLSd4DIR8xiI3O6Eww5tbwRmnEiRqtJ1cdN0cbGQyQTc_D7_JUQ/viewform.

An employee who fails the screening process (i.e., answers "yes" to having at least one listed symptom, had close contact with someone diagnosed with COVID-19, and/or traveled recently to an area of ongoing community spread), ***shall not*** report for on-site work. Employees must contact his/her director or supervisor immediately.

Any employee who develops symptoms during an on-site shift must immediately report this to his/her director or supervisor.

4. Agency Response and Communication Plan for Sick and/or Exposed Individuals

Any employee or visitor with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Agency:

- Will contact the Delta-Menominee County Health Department
- Informs all employees with whom the diagnosed/symptomatic individual worked of a potential exposure;
- Informs all employees who shared a space or equipment with the diagnosed/symptomatic individual of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic individual; and
- Conducts deep cleaning of the diagnosed/symptomatic individual's workspace, as well as those common areas potentially infected by the individual..

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and/or documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separately from employees' personnel files.

5. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Agency will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Agency and in accordance with guidance from local, state, and federal health officials.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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