



## The School District of the City of Highland Park: COVID-19 Preparedness & Response Plan

### General

The following COVID-19 preparedness & response plan has been established for The School District of the City of Highland Park ("HPSD") in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate contractor exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Office Manager and/or Chief Education Officer have read these emergency rules carefully, developed the safeguards appropriate to HPSP based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

HPSP has designated a worksite supervisor to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor is the Office Manager and/or Chief Education Officer. The Office Manager and/or Chief Education Officer will remain on-site at all times when contractors are present on site. An on-site contractor may be designated to perform the supervisory role.

The plan will be made readily available to our contractors and their representatives. The plan will be made available via [www.HiPark.org](http://www.HiPark.org) and the District's office.

### Exposure Determination

HPSP has evaluated routine and reasonably anticipated tasks and procedures for all contractors to determine whether there is actual or reasonably anticipated contractor or Board of Education member exposure to SARS-CoV-2. Office Manager and/or Chief

Education Officer was responsible for the exposure determination.

HPSD has determined that its contractor's 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 contractors), small construction operations (less than 10 contractors), and low-volume retail establishments, provided contractors 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 Office Manager and/or Chief Education Officer verifies that HPSP has no high-risk exposure jobs. High exposure risk jobs have 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. This sample plan is not intended for Office Manager and/or Chief Education Officers who have high exposure risk jobs.

HPSP 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>
Executive Assistant/ Office Manager	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
Historical Records & Transcripts	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
Director of Operations	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
Director of Finances	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
Director of Marketing	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
IT	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
Chief Education Officer	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.
Custodian	Lower	Minimum Contact w/ Public and Coworkers, Small Office w/ Less Than 10 contractors.

### **Engineering Controls**

HPSD has implemented feasible engineering controls to minimize or eliminate contractor exposure to SARS-CoV-2. Engineering controls involve isolating contractors 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.

Office Manager and/or Chief Education Officer 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:

Job/Task	Engineering Control
Contractors/Daily Operations	<ul style="list-style-type: none"><li>-Installed Physical Barriers</li><li>-Office Sanitation</li><li>-Social Distancing</li><li>-Required Masks</li><li>-Air Purifier</li><li>-Hand Sanitizer Stations</li><li>-6 Ft. Ground Markers</li><li>-Caution Signs</li><li>-Reduced Customer Occupancy</li><li>-COVID-19 Screening</li><li>-Temperature Check</li></ul>

### **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate contractor exposure to the hazard. Office Manager and/ or Chief Education Officer 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 HPSPD:

(Choose the controls below that are feasible for your workplace. Delete the controls that

are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All contractors	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt contractors to remain six feet from others.
	Promote remote work (telecommuting) to the fullest extent possible.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of customers in the establishment at any given time.
	Minimize the sharing of tools, equipment, and items.
	Provide contractors with non-medical grade face coverings (cloth face coverings).
	Require contractors to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require customers and the public to wear cloth face coverings.
	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
	Provide customers and the public with tissues and trash receptacles.
	Encourage proper cough and sneeze etiquette by contractors, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.

## Hand Hygiene

The Office Manager and/or Chief Education Officer 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 contractors' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, HPSP shall provide contractors with antiseptic hand sanitizers or towelettes. HPSP will provide time for contractors to wash hands frequently and to use hand sanitizer.

HPSP shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

### **Disinfection of Environmental Surfaces**

HPSP 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). HPSP will make cleaning supplies available to contractors upon entry and at the worksite.

The Office Manager and/or Chief Education Officer will be responsible for seeing that environmental surfaces in the workplace are 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, HPSP 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>
Front Counter	Disinfectant Wipes	After Each Use
Door Handles	Disinfectant Wipes	After Each Use
Doorbell	Disinfectant Wipes	After Each Use
Tables	Disinfectant Wipes	After Each Use
Office Supplies	Disinfectant Wipes	After Each Use
Restrooms	Disinfectant Wipes	After Each Use

HPSD will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and contractors will be sent home or relocated. Office Manager and/or Chief Education Officer will be responsible for seeing that this protocol is followed.

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

**-Air Purification**

**-Monthly CDC Compliant COVID – 19 Disinfecting**

### **Personal Protective Equipment (PPE)**

HPSD will provide contractors with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The Office Manager and/or Chief Education Officer must follow current CDC and OSHA guidance for personal protective equipment.

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.

HPSD will provide non-medical grade face coverings (cloth face coverings) to contractors (cloth face coverings are technically not considered PPE). HPSP will require contractors to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. HPSP will consider face shields when contractor cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Job/Task	PPE
Contractors/Daily Operations	Non-Medical and Medical Face Coverings

Contractors/Daily Operations	Face Shields
Contractors/Daily Operations	Non-Sterile Disposable Gloves

## **Health Surveillance**

HPSD will conduct a daily entry self-screening protocol for all contractors or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. Office Manager and/or Chief Education Officer will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, HPSP will have contractors self-screen for COVID-19. HPSP will have contractors complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of contractors. HPSP will similarly screen contractors, vendors, and any other individuals entering the worksite.

Contractors have been directed to promptly report any signs and symptoms of COVID-19 to the Office Manager and/or Chief Education Officer before and during the work shift. HPSP has provided contractors with instructions for how to make such a report to the Office Manager and/or Chief Education Officer.

The specific instructions for contractor reporting signs and symptoms of COVID-19 are as follows:

Any contractor who is diagnosed with COVID-19 or has information regarding a visitor or contractor diagnosed with COVID-19 must notify the Office Manager and/or the Chief Education Officer. In the case of a positive COVID test, strict guidelines must be followed to ensure the health and safety of all staff as well as maintain the contractor's confidentiality.

The Office Manager and/or the Chief Education Officer will notify individuals who may have encountered a contractor with a positive test. If a contractor with a positive test has not been in the workplace for a considerable amount of time, the risk of exposure may be decreased. In these cases, hazard cleaning may not be applicable. The Office Manager and/or the Chief Education Officer will initiate the agency's response and work with building management to identify areas of potential impact when there is a report of an individual testing positive for COVID-19.



After notifying the Director of Operations of a COVID-19 exposure at the office, the Office Manager and/or the Chief Education Officer will document the following: ~Date and Time the individual was last in the building. ~Known areas of the building that the contractor directly worked or visited frequently. This includes break areas, conference rooms, restrooms.

The Office Manager and/or the Chief Education Officer will coordinate the CDC cleaning/disinfecting protocol and determine when space is clear to occupy again. The Office Manager and/or the Chief Education Officer will then coordinate and implement all necessary cleaning activities and notifications.

HPSD will physically isolate any contractors 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.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

HPSD will not discharge, discipline, or otherwise retaliate against contractors who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When a contractor is identified with a confirmed case of COVID-19, Office Manager and/or Chief Education Officer will notify the local public health department immediately, and any contractors or vendors who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying contractors and vendors, HPSPD will not reveal the name or identity of the confirmed case.

HPSPD will allow contractors 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.

## Training

Office Manager and/or Chief Education Officer shall coordinate SARS-CoV-2 training

and ensure compliance with all training requirements.

HPSD will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the contractor 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.

Office Manager and/or Chief Education Officer shall create a record of the training. Records should include the name of the contractor(s) trained and the date of the training.

### **Recordkeeping**

HPSD will maintain records of the following requirements:

- **Training.** The Office Manager and/or Chief Education Officer shall maintain a record of all COVID-19 contractor training.
- **Screening protocols.** The Office Manager and/or Chief Education Officer shall maintain a record of screening for each contractor or visitor entering the workplace.
- **When an contractor is identified with a confirmed case of COVID-19,** record when the local public health department was notified; as well as any contractors or vendors who may have come into contact with the person who was the confirmed case of COVID-19.

Office Manager and/or Chief Education Officer will ensure that the records are kept.

### **FREE onsite consultation service for Office Manager and/or Chief Education Officers**

To help the Office Manager and/or Chief Education Officer better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small Office Manager and/or Chief Education Officer Identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division  
530 W. Allegan Street, P.O. Box 30643  
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha).

Resources and Websites:

[State of Michigan Executive Orders & Directives](#)

[State of Michigan Agency/Department Return to Work Plans](#)

[DHHS Epidemic Orders](#)

[Michigan.gov/coronavirus](http://Michigan.gov/coronavirus)

[MIOsha COVID-19 Resources](#)

[MIOsha Emergency Rules](#)

[MIOsha General Industry Safety & Health Standards](#)

[CDC](#)

[OSHA COVID-19 Resources](#)

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