



**Grand River Preparatory High School  
COVID-19 Preparedness and Response Plan**

Address of School District: 650 52<sup>nd</sup> Street SE, Kentwood, MI 49548

District Code Number: 41930

Building Code Number(s): 09911

District Contact Person: Mrs. Koree Woodward, Principal

District Contact Person Email Address: [kwoodward@grandriverprep.com](mailto:kwoodward@grandriverprep.com)

Local Public Health Department: Kent County Health Department

Local Public Health Department Contact Person Email Address: [covid@kentcountymi.gov](mailto:covid@kentcountymi.gov)

Name of Intermediate School District: Kent Intermediate School District (KISD)

Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: August 5, 2020



### Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a [Workplace Preparedness Plan](#). A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

A handwritten signature in black ink, appearing to read 'A. J. [unclear]', is written over a horizontal line.

President of the Board of Directors

8/10/2020

Date



## **Introduction and Overview**

Our mission is to prepare each student for college success. With the outbreak of the COVID-19 pandemic, the environment in which we normally operate to fulfill this mission was severely tested. After a temporary closure starting March 16 turned into a permanent closure to in-person instruction on April 2, our Continuity of Learning Plan was implemented starting on April 20 and continuing through the end of the scheduled school year on June 12.

During this period of distance learning, we leveraged and expanded our existing capacity with 1:1 Chromebooks and Google Classroom to deliver and monitor students' progress in virtual learning based on where they stood academically as of the end of in-person instruction. Teachers posted videos, assignments, skill practice activities, and coordinated student assessments. Teachers also hosted two-way virtual "office hours" via email, video conference, or phone call/text messages frequently each week where students could ask questions and receive further guidance.

We sought and received very positive feedback on our implementation of the Continuity of Learning Plan, and only a few changes will be necessary to implement should we need to return to this plan during the fall of 2020. All of these changes revolve around clearer communication to families, building a more consistent platform of instructional delivery and teacher/student accountability through a more structured format. Considerations for amendments, changes, or the need for wholly new 504 plans or IEPs will be made on a case-by-case basis to ensure the provision of a free, appropriate public education (FAPE) in the least restrictive environment (LRE) in any version of the learning environment the school may operate within. Recovery services for students with an IEP will be considered for each student on a case-by-case basis, and if necessary, IEPs will be amended or re-drafted to address those needs. Intervention services will be reconfigured as necessary so they can be more readily delivered in a virtual remote learning setting.

### **Re-Opening Plans**

#### **Phases 1, 2, or 3:**

The campus will be closed to in-person instruction. All classes will be delivered virtually through Google Classroom. Students and teachers will follow the Monday/Friday schedule fully virtually with both synchronous and asynchronous instructional activities. Unlike the Continuity of Learning Plan, virtual learning in 2020-21 will take place full-time as it would if classes were being held in-person.



**Phase 4:**

Families who choose to remain 100% virtual will be allowed to do so.

On-site instruction will be delivered in a hybrid format, where most students report to school for a full day of onsite instruction once each week (Monday, Wednesday, or Friday) and report to school virtually the other days of the week as directed by their teachers. Both students and teachers will follow the Monday/Friday schedule, with virtual students following both synchronous and asynchronous activities each class period.

Families may request more frequent onsite opportunities. These will be arranged by the school on an individual basis as long as facilities/staffing restraints allow while meeting as many of the Phase 4 safety recommendations as possible when students are on-site.

**Phase 5:**

Families will still be allowed to continue fully virtual instruction if they desire.

On-site instruction will still be delivered in a hybrid format. The use of masks by staff and students in Phase 5 will be determined by school leadership. There will also be more frequent opportunities to receive in-person instruction where student performance or family circumstances can be accommodated within the recommended operational and safety guidelines.



## Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan

### **Phase 1, 2, or 3 Safety Protocols**

#### Day Care

The school building will not be used by licensed child care providers.

#### Personnel On Site

The school will limit the extent to which school employees and contractors will be physically present in the school building. All school administrative functions can be performed remotely.

#### Food Distribution

We contract with a food service management company (FSMC), Preferred Meals, for daily school meals. In Phase 1, 2, or 3, shelf-stable and frozen meals (with reheating instructions) will be available to families in multi-day packs; the price will be according to students' free or reduced-price eligibility as determined by a household application or direct certification. Exact details of meal distribution during Phase 1, 2, or 3 will be communicated to families prior to the Phase 1, 2, or 3 plan going into effect.

#### Cleaning Protocols

The school will follow all Safety protocols on page 15 of the *Roadmap* during Phase 1, 2, or 3.

#### Busing Operations

The school does not provide transportation to general education students. Where transportation is provided, such as in cases for students with IEPs who may attend a specialized program outside of the school building, those transportation services will be suspended.

### **Phase 1, 2, or 3 Mental & Social-Emotional Health**

The school will implement all *Strongly Recommended* protocols for **Mental & Social-Emotional Health** in Phase 1, 2, or 3 listed on page 16 of the *Roadmap*.

The school is in the fortunate position to have a well-established and capable referral process for mental and social-emotional health concerns, as well as for at-risk students, which have existed well before COVID-19 became a concern to our school community. Our existing processes are well aligned with the recommendations detailed for the different phases in the MI Safe State Roadmap from the Governor's office. FERPA and HIPAA are at the forefront of all of our processes and considerations.



As part of our process, staff is equipped with guidance and professional development around mental and social/emotional health issues, including trauma, so that they are able to identify potential signs and direct their concerns to the appropriate school personnel. New and returning school staff are guided through the identification and referral process and updates are communicated swiftly when the process changes. In addition to guidance of our general processes, we will address how staff might identify and refer students under virtual or hybrid school models.

Under the current circumstances, staff will be provided guidance and professional development around concerns more specific to COVID-19 and its related effects such as trauma, loss, or issues related to isolation. In addition, Grand River Prep will provide information and support for self-care to ensure the well-being of our school staff. Grand River Prep will continue to follow Federal, State, and local guidance and information to ensure we have the most up-to-date information and can modify our approach accordingly.

The school will work with community mental health agencies to ensure students and families have access to support outside of the school. The school will also provide a list of resources related to self-care, mental, and social/emotional health for students, families, and staff. Our school social worker has always been our touchpoints for the school community and will continue in that role.

School leaders schedule regular one-on-one meetings with all school staff. Under normal circumstances, these meetings do address mental and physical well-being, as it is the school's belief that we do our best work when we are well and when we have support. This approach will continue, but will become more focused to address our current circumstances and any related needs.

School leaders are active in communicating school information with stakeholders via newsletter, Facebook, and phone calls, and will continue to do so, ensuring that mental and social/emotional health are addressed in these communications. Our school communities will be directed toward designated school staff who will field communication and relay that communication to those best suited to respond.

The school is confident that our existing processes, procedures, and supports are well-designed and will help us address the mental and social emotional health concerns or issues presented under our current circumstances. We will continue to adapt our screening and referral processes to fit the models of operation that we may experience this coming school year. Additionally, we have been, and will continue to be, focused on how the closure impacts the health and well-being of our students, families, and staff. We have adapted ourselves, our information, and our communication accordingly and will continue to do so to ensure a wealth of support for our



students, families, and staff. We are pleased to find that our existing processes and focus aligns with the Governor's recommendations and look forward to the continued support of all within our school community.

### **Phase 1, 2, or 3 Instruction**

We solicited feedback from parents, students and staff at the end of the 2019-20 school year. Based on this feedback, we created a Return to Instruction Working Group composed of our Curriculum Specialists, lead administrators, and lead teachers to review the successes and challenges with the Continuity of Learning Plan phase of the school closure (April 20 - June 12).

Fortunately, we received very positive feedback on this plan, and only a few changes will be necessary to implement should we need to return to this plan during the fall of 2020. All of these changes revolve around clearer communication to families, building a more consistent platform of instructional delivery and teacher/student accountability through a more structured format, and revising student 504's, IEPs and intervention services so they can more readily be delivered in the virtual remote learning setting.

With this in mind, the school will implement all of the *Strongly Recommended* guidelines on pages 17-18 of the *Roadmap* in Phases 1, 2, or 3 in the areas of **Governance, Remote Instruction, Communication & Family Supports, Professional Learning, and Monitoring.**

### **Phase 1, 2, or 3 Operations**

In the event the school's region moves to Phase 1, 2, or 3, the school will promptly implement the operational recommendations of the *MI Safe Start Roadmap*. The school has prepared to pivot quickly to close or open to ensure a timely response to movement through Phases so as to best support our school community.

Since the initial closure in March, the school has taken time to carefully analyze and assess the needs of staff, students, and the school community and plan to meet those needs in effective ways. The school has implemented many of the recommendations of the *MI Safe Start Roadmap* during that initial closure, and has been able to further consider operational plans in the face of the unknown, with great effort being made to ensure prompt movement of school operations from Phase to Phase.

The school has been tracking and assessing its store of cleaning supplies to ensure adequate amounts are consistently on hand. The schools will follow CDC cleaning guidance and the building will be routinely cleaned throughout all phases, and well-maintained so that the school



may reopen promptly should the Phase change to allow in-person educational services. Cleaning staff, and any other essential staff who enter the building, will be required to wear a mask while on-site.

The school will coordinate with the intermediate school district (ISD) to consider site use for essential actions. As well, the school will coordinate with the ISD to seek support from active Local Emergency Management Programs (LEMPs).

The school has surveyed parents and will run another survey to account for any changes as they relate to the technology needs of families, as well as to reach families who are new to the school. The school has identified a point person to communicate with the school community around technology needs. The school has been actively developing plans for remote learning and has been training staff accordingly. The school will continue to do so and new technologies and new guidance from MDE or other sources emerge. Processes have been developed to assist families with their technology needs. The school has established a process for safely providing technology tools to families, as well as for safe return and cleaning of those materials. A system is in place to account for inventory. Families will be able to access the PrepNet IT Help Desk for easy-to-follow troubleshooting tips to remedy minor technology issues or problems.

The school has active measures in place for active student engagement in a remote setting, including interfacing with staff and teachers, turning in work, and receiving feedback and guidance in a timely manner. Included in this are measures to ensure students have appropriate tools for access, including a device and internet connectivity.

#### Facilities

The school will implement all ***Strongly Recommended*** protocols listed on page 19 of the *Roadmap* for **Facilities** in Phase 1, 2, or 3.

#### Technology

The school will implement all ***Strongly Recommended*** protocols listed on page 19-20 of the *Roadmap* for **Technology** in Phase 1, 2, or 3.

#### Budget, Food Service, Enrollment, and Staffing

The school will implement all ***Strongly Recommended*** protocols listed on page 20 of the *Roadmap* for **Budget, Food Service, Enrollment, and Staffing** in Phase 1, 2, or 3.





## Plan for Operating during Phase 4 of the Michigan Safe Start Plan

### **Phase 4 Safety Protocols**

The school will follow all applicable requirements of the *MI Safe Start Roadmap* for **Safety** under Phase 4. Requirements addressing younger students will not apply, as the school is a 9-12 building. The school will cooperate with the local public health department and abide by their guidance. Processes for screening staff and students and responding to symptoms will be in accordance with that guidance.

The school is actively planning processes to ensure compliance with facial covering guidance, including designing communication for students, families, and staff around those requirements.

Soap and sanitizer will be provided, with hand-washing signs posted in appropriate locations throughout the building. Hand-washing methods will be demonstrated to staff and students. In addition, hygiene expectations around coughing and sneezing will be communicated and demonstrated to staff and students.

Supply levels will be routinely assessed to ensure the school has an adequate surplus to avoid any issues with low inventory. A hand-washing schedule will be developed, with supplies and space provided to ensure safe distancing between individuals. Hand sanitizing stations will be placed throughout the building.

Communication will be made to staff and students around storage and sharing of personal items and supplies. Classroom items that are shared will be routinely sanitized and workspaces will be cleaned and sanitized as well.

Safety and safe spacing is important under all conditions, but especially so now. With that, classroom environments will be reconsidered to account for safe spacing and ease of movement within the classroom while preserving a quality, effective learning environment.

Within Phase 4, family members or guests will not be allowed in the building. The school will consider extenuating circumstances. Strict safety protocols will be active under those circumstances, including symptom screenings. Required meetings, such as those required under IDEA for special education, or those required under section 504, will be held virtually to the extent possible.

Where possible, classroom windows will be open to ensure airflow throughout the classroom and building. To the extent possible, the school will limit the number and flow of people in the



hallway at any given time. Those in the hallway will be expected to keep a safe distance from one another to the extent possible. Protocols will be developed for entering and exiting school to avoid from groups congregating unnecessarily.

### Personal Protective Equipment

#### *Masks*

As required in the *Roadmap* for Phase 4, masks are **required** for all students and staff at all times in the building in Phase 4.

- Masks must always be worn in classrooms, hallways, and common areas except for during meals
- Masks may be homemade or disposable level-one (basic) grade surgical masks; homemade masks must be washed daily, and disposable masks must be disposed of at the end of each day
- Special education teachers are encouraged to wear clear face shields if necessary
- Any staff or student who is unable to medically tolerate a facial covering shall provide documentation from a doctor and must not wear one.
- Although students are strongly encouraged to provide their own facial covering, PrepNet is attempting to provide cloth masks for all students and has procured a stockpile of disposable masks

#### *Other Protocols*

The school will implement all **Required** protocols for **Personal Protective Equipment** (PPE) listed on page 22 of the *Roadmap* in Phase 4.

The **Strongly Recommended** protocols concerning K-5 and preK students are not applicable to our school as a 9-12 school.

#### Hygiene

The school will implement all **Required** and **Strongly Recommended** protocols for **Hygiene** listed on pages 22-23 of the *Roadmap* for Phase 4.

#### Spacing, Movement and Access

The school will create spacing between desks/seating to the extent feasible in each classroom.

The school will implement all other **Strongly Recommended** protocols for **Spacing, Movement and Access** listed on page 23 of the *Roadmap* for Phase 4.

The school will implement all **Recommended** protocols for **Spacing, Movement and Access** listed on pages 23-24 of the *Roadmap* for Phase 4.

- “Specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations
  - The feasibility of adopting this recommended protocol will be assessed by the Principal; at this time, it is anticipated that “specials” courses (specifically art and music) will be held in the art and music room, respectively.
- Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in hallways as able.
  - Efforts will be made to keep distance between people in the hallways.
- Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access
  - This protocol is not applicable.

#### Screening Students and Staff

The school will implement all **Required** and **Strongly Recommended** protocols for **Screening Students and Staff** listed on page 24 of the *Roadmap* for Phase 4.

#### Testing Protocols for Students and Staff and Responding to Positive Cases

The school will implement the **Required** protocol for **Testing Protocols for Students and Staff and Responding to Positive Cases** listed on page 25 of the *Roadmap* for Phase 4.

The school will implement all **Strongly Recommended** and **Recommended** protocols (including any follow-up or revised recommendations or guidance from the CDC) for **Testing Protocols for Students and Staff and Responding to Positive Cases** listed on page 25 of the *Roadmap* for Phase 4.

#### Responding to Positive Tests Among Staff and Students

The school will implement the **Required** protocol for **Responding to Positive Tests Among Staff and Students** listed on page 25 of the *Roadmap* for Phase 4.

The school will implement all **Strongly Recommended** protocols for **Responding to Positive Tests Among Staff and Students** listed on pages 25-26 of the *Roadmap* for Phase 4.

#### Food Service, Gathering, and Extracurricular Activities

The school will implement the **Required** protocol for **Food Service, Gathering, and Extracurricular Activities** listed on page 26 of the *Roadmap* for Phase 4.

The school will implement all **Recommended** protocols for **Food Service, Gathering, and Extracurricular Activities** listed on page 26 of the *Roadmap* for Phase 4.

### *Food Service*

- Grab-and-go breakfast will be available in the morning prior to first period and must be eaten in the classroom.
- Lunches will be taken in classrooms during mid-day Advisory on the day(s) students are present for in-person instruction or support services. The logistics of lunch pick-up by students - or distribution of lunches to students - will be determined by school leadership and food service staff.
- Families will have the opportunity to purchase multi-day packs for the remaining days of the school week that the student is off-site for distance learning. Pricing is determined by the student's free or reduced-price status per a household application or direct certification matching. The logistics of the distribution of these meals will be determined by school leadership and food service staff and communicated to families.
- Families opting for 100% virtual instruction during Phase 4 will also have the opportunity to purchase/access multi-day meal packs for up to 5 days at a time.

### Athletics

The school will implement all **Required** protocols for **Athletics** listed on page 27 of the *Roadmap* for Phase 4.

### Cleaning

The school will implement all **Required** protocols for **Cleaning** listed on page 27 of the *Roadmap* for Phase 4.

### Busing and Student Transportation

The protocols for **Busing and Student Transportation** listed on page 28 of the *Roadmap* for Phase 4 are not applicable to our school.

### Medically Vulnerable Students and Staff

The school will implement all **Strongly Recommended** and **Recommended** protocols for **Medically Vulnerable Students and Staff** listed on page 29 of the *Roadmap* for Phase 4.

## **Phase 4 Mental & Social-Emotional Health**

The school will implement all **Strongly Recommended** protocols for **Mental & Social-Emotional Health** in Phase 4 listed on page 29 of the *Roadmap*.

The school is in the fortunate position to have a well-established and capable referral process for mental and social-emotional health concerns, as well as for at-risk students, which have existed well before COVID-19 became a concern to our school community. Our existing processes are well aligned with the recommendations detailed for the different phases in the MI Safe State



Roadmap from the Governor's office. FERPA and HIPAA are at the forefront of all of our processes and considerations.

As part of our process, staff is equipped with guidance and professional development around mental and social/emotional health issues, including trauma, so that they are able to identify potential signs and direct their concerns to the appropriate school personnel. New and returning school staff are guided through the identification and referral process and updates are communicated swiftly when the process changes. In addition to guidance of our general processes, we will address how staff might identify and refer students under virtual or hybrid school models.

Under the current circumstances, staff will be provided guidance and professional development around concerns more specific to COVID-19 and its related effects such as trauma, loss, or issues related to isolation. In addition, Grand River Prep will provide information and support for self-care to ensure the well-being of our school staff. Grand River Prep will continue to follow Federal, State, and local guidance and information to ensure we have the most up-to-date information and can modify our approach accordingly.

The school will work with community mental health agencies to ensure students and families have access to support outside of the school. The school will also provide a list of resources related to self-care, mental, and social/emotional health for students, families, and staff. Our school social worker has always been our touchpoints for the school community and will continue in that role.

School leaders schedule regular one-on-one meetings with all school staff. Under normal circumstances, these meetings do address mental and physical well-being, as it is the school's belief that we do our best work when we are well and when we have support. This approach will continue, but will become more focused to address our current circumstances and any related needs.

School leaders are active in communicating school information with stakeholders via newsletter, Facebook, and phone calls, and will continue to do so, ensuring that mental and social/emotional health are addressed in these communications. Our school communities will be directed toward designated school staff who will field communication and relay that communication to those best suited to respond.

The school is confident that our existing processes, procedures, and supports are well-designed and will help us address the mental and social emotional health concerns or issues presented under our current circumstances. We will continue to adapt our screening and referral processes to fit the models of operation that we may experience this coming school year. Additionally, we

have been, and will continue to be, focused on how the closure impacts the health and well-being of our students, families, and staff. We have adapted ourselves, our information, and our communication accordingly and will continue to do so to ensure a wealth of support for our students, families, and staff. We are pleased to find that our existing processes and focus aligns with the Governor's recommendations and look forward to the continued support of all within our school community.

### Phase 4 Instruction

In Phase 4, instruction will take place in a Hybrid format where in-person instruction occurs once each week, but all students will be required to attend class remotely both synchronously and asynchronously on the other days in the school calendar. The instructional delivery is identical to the remote plan (Phase 1, 2, or 3), but teachers will be able to build relationships, support students and provide differentiated instruction in person at least once each week with all students, and more frequently with students who request and/or require additional in-person support.

**Hybrid: Example Student Schedule**  
A Group (On-Site on Mondays)

	Monday	Tuesday	Wednesday	Thursday	Friday
Location	On-Site	At Home	At Home	At Home*	At Home
Delivery	Synchronous	Asynchronous	Synchronous	Asynchronous	Synchronous
Teacher Interaction	Face to Face Hourly Schedule	Office Hours/ Small Groups	Virtual Hourly Schedule	Office Hours/ Small Groups	Virtual Hourly Schedule

\*Teacher may ask the student to come on-site for additional support/interventions.

The school will implement all of the ***Strongly Recommended*** guidelines on pages 30-32 of the *Roadmap* in Phase 4 in the areas of **Governance, Instruction, Communication & Family Supports, and Professional Learning.**



## Phase 4 Operations

### Facilities

The school will implement all ***Strongly Recommended*** protocols for **Facilities** listed on page 33-34 of the *Roadmap* for Phase 4.

### Budget, Food Service, Enrollment, and Staffing

*With the exception noted below*, the school will implement all ***Strongly Recommended*** protocols for **Budget, Food Service, Enrollment, and Staffing** listed on pages 34-35 of the *Roadmap* in Phase 4:

- *Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.*
  - Not applicable; school staff are not subject to a collective bargaining agreement(s).

### Technology

The school will implement all ***Strongly Recommended*** protocols for **Technology** listed on pages 35-36 of the *Roadmap* in Phase 4.

### Transportation

As the school does not offer transportation, this section is not applicable.



## Plan for Operating during Phase 5 of the Michigan Safe Start Plan

### **Phase 5 Safety Protocols**

#### Personal Protective Equipment

The school will implement all ***Strongly Recommended*** protocols for **Personal Protective Equipment** (PPE) listed on page 38 of the *Roadmap* for Phase 5 which are applicable to 9-12 schools.

#### *Masks*

The use of masks will remain required for all students and staff in hallways and common areas during student movement. The use of masks for staff and students in classrooms in Phase 5 will be determined by school leadership based on official guidance available at the time.

#### Hygiene

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Hygiene** listed on page 38-39 of the *Roadmap* for Phase 5.

#### Spacing, Movement and Access

The school will create spacing between desks/seating to the extent feasible in each classroom.

The school will implement all ***Recommended*** protocols for **Spacing, Movement and Access** listed on pages 39 of the *Roadmap* for Phase 5.

- *“Specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations*
  - The feasibility of adopting this recommended protocol will be assessed by the Principal; at this time, it is anticipated that “specials” courses (specifically art and music) will be held in the art and music room, respectively.
- *Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in hallways as able.*
  - Efforts will be made to keep distance between people in the hallways.
- *Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access*
  - This protocol is not applicable.

#### Screening Students and Staff

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Screening Students and Staff** listed on page 40 of the *Roadmap* for Phase 5.





#### Testing Protocols for Students and Staff and Responding to Positive Cases

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Testing Protocols for Students and Staff and Responding to Positive Cases** listed on page 40-41 of the *Roadmap* for Phase 5.

#### Responding to Positive Tests Among Staff and Students

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Responding to Positive Tests Among Staff and Students** listed on pages 41-42 of the *Roadmap* for Phase 5.

#### Food Service, Gatherings, and Extracurricular Activities

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Food Service, Gatherings, and Extracurricular Activities** listed on page 42 of the *Roadmap* for Phase 5.

#### *Food Service*

- Breakfast will be available in the morning prior to first period; specific directions concerning breakfast service will be determined and communicated by school leadership.
- Lunches will be taken in classrooms during mid-day Advisory on the day(s) students are present for in-person instruction or support services. The logistics of lunch pick-up by students - or distribution of lunches to students - will be determined by school leadership and food service staff.
- Families will have the opportunity to purchase multi-day packs for the remaining days of the school week that the student is off-site for distance learning. Pricing is determined by the student's free or reduced-price status per a household application or direct certification matching. The logistics of the distribution of these meals will be determined by school leadership and food service staff and communicated to families.
- Families opting for 100% virtual instruction during Phase 4 will also have the opportunity to purchase/access multi-day meal packs for up to 5 days at a time.

#### Athletics

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Athletics** listed on page 42 of the *Roadmap* for Phase 5.

#### Cleaning

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Cleaning** listed on page 43 of the *Roadmap* for Phase 5.



### Busing and Student Transportation

The protocols for **Busing and Student Transportation** listed on page 43 of the *Roadmap* for Phase 5 are not applicable to our school.

### Medically Vulnerable Students and Staff

The school will implement all ***Strongly Recommended*** and ***Recommended*** protocols for **Medically Vulnerable Students and Staff** listed on page 44 of the *Roadmap* for Phase 5.

## **Phase 5 Mental & Social-Emotional Health**

The school will implement all ***Recommended*** protocols for **Mental & Social-Emotional Health** in Phase 5 listed on page 45 of the *Roadmap*. There are no changes from Phase 4 (described above).

## **Phase 5 Instruction**

In Phase 5, the school will still implement hybrid delivery (as described above in Phase 4), with more frequent opportunities to receive in-person instruction where student performance or family circumstances can be accommodated within the operational and safety guidelines.

Families will still be given virtual/remote and all in-person options as safety protocols and staffing levels can be arranged.

The school will implement all ***Recommended*** protocols for **Governance, Instruction, Communications and Family Supports, and Professional Learning** in Phase 5 listed on pages 46-48 of the *Roadmap*. There are no changes to the school's implementation of these protocols from Phase 4 (described above).

## **Phase 5 Operations**

### Facilities

The school will implement all ***Strongly Recommended*** protocols for **Facilities** listed on page 49 of the *Roadmap* for Phase 5.

### Budget, Food Service, Enrollment, and Staffing

*With the exception noted below*, the school will implement all ***Recommended*** protocols for **Budget, Food Service, Enrollment, and Staffing** listed on page 50 of the *Roadmap* for Phase 5:



- *Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.*
  - Not applicable.

#### Technology

The school will implement all ***Recommended*** protocols for **Technology** listed on pages 51 of the *Roadmap* in Phase 5.

#### Transportation

As the school does not offer transportation, this section is not applicable.

# PrepNet Infectious Disease and Social Distancing Measures for Employees (Procedure)

07/19/2020

During the COVID-19 outbreak, and in the event of any infectious disease outbreak, PrepNet will implement these and other practices recommended by the proper authorities to minimize the spread of the disease at all PrepNet buildings.

1. **Individuals may not come to School (or report to work if an employee) if you have the symptoms identified by the Center for Disease Control (CDC). You should remain at home to avoid exposure to others. If an employee, you should notify your supervisor and People Services at 616-726-8900 as soon as possible.**
2. Employees should contact your Principal and leave work and go home or seek medical treatment if you start to become sick while working.
3. Any individual showing signs of illness, as described above, will be asked to leave the School. Employees will be required to remain away from the workplace until you are cleared to return in accordance with the established Return to Work guidelines.
4. If you have been exposed to someone who has tested positive for COVID-19, or if someone in your household is experiencing symptoms, you should remain at home and contact your Principal.
5. If you have been ill with symptoms, as described above, or have tested positive for COVID-19, you should not come to any PrepNet building unless medically cleared to do so per CDC and applicable County Health Department guidelines.
6. Respectfully avoid being near people who are sick or appear to be sick.
7. **All individuals are required to wear a mask/face covering upon entering any PrepNet building.** PrepNet provides face masks to employees, also to students and visitors who need a mask. The only time you are not required to wear a face covering while on site is if you are in your own private office with the door closed. A face covering should also be worn if you are in your own office with another individual. It is important to note that when wearing a face covering mask, you must still observe all other measures described in this procedure. (Guidelines for making a face covering/mask at home may be found on the CDC.gov website.)
8. Employees should avoid meeting people face-to-face when possible. The telephone, online conferencing, email, or instant messaging should be used to conduct business as much as possible, even when participants are in the same building.
9. If a face-to-face work meeting is unavoidable, employees should minimize the meeting time, choose a large meeting room or open area, and sit or stand at least 6 feet from each other.
10. Everyone at a PrepNet building is required to keep a distance of at least 6 feet between yourself and other people, both indoors and outdoors, to the extent possible.

11. Do not gather in workrooms, breakrooms, copier rooms, or any other areas where people socialize. If using, maintain at least 6 feet distance.
12. Employees and others who eat at work should bring their lunch and eat it seated away from others.
13. Employees should avoid unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
14. Everyone at a PrepNet building should follow all additional safety and infection control measures as requested.

Employees are expected to minimize COVID-19 exposure by:

1. Avoiding, when possible, the use of other employees' phones, desks, offices, or other work equipment. Do not share water bottles, dishes, utensils, etc. with others;
2. Frequently cleaning and disinfecting equipment and allowing to air dry;
3. Frequently washing hands with soap and water for at least 20 seconds, especially after touching an item used by others such as door handles;
4. Discontinuing the use of hand dryers;
5. Discontinuing the use of public drinking fountains. Water bottle filling stations should be utilized instead;
6. Utilizing hand sanitizer when soap and water are unavailable;
7. Avoiding touching their faces with unwashed hands. Avoid touching your face if at all possible;
8. Avoiding handshakes or other physical contact;
9. Avoiding close contact with sick people;
10. Practicing respiratory etiquette, including covering coughs and sneezes. When sneezing or coughing, use the crook of your elbow or sneeze into a tissue, then dispose of the tissue;
11. Immediately reporting unsafe or unsanitary conditions on Company premises to designated Plan supervisors and/or Human Resources;
12. Complying with Company's daily screening processes;
13. Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
14. Complying with self-isolation or quarantine orders; and
15. Utilizing personal protective equipment and hand sanitizer on public transportation.

**References:** Center for Disease Control and Prevention (CDC)

# PrepNet, LLC COVID-19 Workplace Preparedness and Response Plan (Procedure)

July 19, 2020

In response to Executive Order 2020-97, PrepNet institutes this COVID-19 Preparedness and Response Plan.

Creating a safe work environment is one of our top priorities in the current state and we aim to do so through the creation, maintenance, and following of this plan. PrepNet is enacting all appropriate prevention efforts and is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. Organizations relied upon for guidance include Centers for Disease Control (CDC), Occupational Safety and Health Agency (OSHA), County Health Departments, and other public officials.

Employees with questions are encouraged to contact their Principal or People Services at 616-726-8900 or [peopleservices@prepnetschools.com](mailto:peopleservices@prepnetschools.com).

Principals are the designated worksite supervisors at each school to implement, monitor, and report on this Plan. Additional individuals will be designated as needed.

This Plan is maintained and posted on the Employee ADP Portal and is available at each School location.

We have identified the following potential transmission sources of COVID-19 in the workplace:

1. The general public/visitors
2. Students
3. Co-workers
4. Sub contractors/vendors

Understanding the potential sources of COVID-19 and based on guidance from the organizations listed above, PrepNet has identified areas to address to mitigate the threat of transmission of COVID-19 in the workplace. This Plan outlines those efforts, and is broken out as follows:

- **Requirements to Enter a PrepNet Building**
  - COVID-19 Training
  - Daily Screenings
  - Outside Contractors & Vendor Controls
- **Responsibilities of Those at a PrepNet Building**
  - Familiarization with Symptoms & Exposure Risks of COVID-19
  - Control & Preventative Protocols for All Workers
  - Expectations of Employees
  - Expectations of Supervisors and Managers
- **Employees Who May Not Report to Work**
  - Return to In-Person Work Requirements
- **PrepNet Response to COVID-19 Diagnosis or Symptoms**
- **PrepNet Practices to Minimize Exposure to COVID-19**
  - Worker Exposure Classification
  - Worksite Preventative Measures & Controls for Limiting Exposure
  - Worksite Cleanliness Measures
- **Assistance for Employees Affected by COVID-19**
  - Federal Programs
  - State Programs
  - PrepNet Programs

# Requirements to Enter a PrepNet Building

## COVID-19 Training

All employees must successfully complete mandatory COVID-19 training prior to returning to campus. Topics covered by this training include many of those in this document.

## Daily Screenings

Pre-screening will help reduce the risk of spread of COVID-19 by helping to prevent infected people from entering the building.

**If you feel sick, please stay home and call your Principal. If you experience symptoms while at work, please go home immediately and contact your Principal.**

Daily health screenings will be required prior to entry into a PrepNet building. Screenings may include temperature checks with a touchless thermometer. Screening questions will be based on CDC and applicable County Health Department guidance (based on the location of the School).

All employees should self-monitor prior to coming to a PrepNet building. They should be able to answer “No” to all of the screening questions before attempting to enter.

The following questions will be asked prior to anyone entering a PrepNet building:

- Are you currently and atypically suffering from any of the following symptoms – fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
- Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
- Have you travelled internationally in the last 14 days? (And if Wayne County, have you travelled domestically to a “high risk” COVID location in the last 14 days?)

If the answer to any of the above questions is “Yes”, the person should leave the site immediately, notify their Principal, and seek medical attention.

## Outside Contractors & Vendor Controls

PrepNet will take the following steps to minimize COVID-19 exposure from contractors/vendors working on campus:



1. Provide sub-contractors with PrepNet's Infectious Disease and Social Distancing Measure procedure and require written acknowledgement of the intent to comply.
2. Review sub-contractor COVID-19 exposure mitigation plans as well as documentation of any specific requirements for the work that must be conducted.
3. Require all sub-contractors to adhere to PrepNet procedures in place at the time of their visit to campus, such as health screening and requirement for face coverings.
4. Not allow sub-contractors to enter a PrepNet building if the building is closed to the public.
5. Limit the number of sub-contractors on campus.

# Responsibilities of Those at a PrepNet Building

## Familiarization with Symptoms & Exposure Risks of COVID-19

Employees, sub-contractors, and visitors must familiarize themselves with the symptoms and exposure risks of COVID-19 to protect themselves and others. Those with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with the below symptoms or combination of symptoms may have COVID-19:

1. Cough
2. Shortness of breath or difficulty breathing  
and/or at least two of these symptoms:
3. Fever (either feeling feverish or a temperature of 100.4 degrees or higher)
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell
10. Gastrointestinal symptoms, i.e.: nausea, vomiting or diarrhea.

If an employee develops symptoms as described must notify their supervisor immediately, and should consult their healthcare provider. Likewise, if an employee comes into close contact with someone showing these symptoms, they must notify their supervisor immediately and should consult their healthcare provider.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms; instead, the CDC defines “close contact” as either:

1. Being within approximately 6 feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
2. Having direct contact with infectious secretions of a COVID-19 infected person or person with any COVID-19 symptom (e.g., being coughed on).

There is no precise definition of “prolonged period of time.” The CDC estimates a range from 10 to 30 minutes. To better protect employees, PrepNet has adopted the lower end of this range and considers a “prolonged period” to be approximately 10 minutes of exposure.

## **Control & Preventative Protocols for All Workers**

OSHA and the CDC have provided the following control and preventative measures for all workers, regardless of exposure risk:

1. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
2. Avoid touching your eyes, nose, or mouth with unwashed hands.
3. Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
4. Avoid close contact with people who are sick.
5. While there is community spread of COVID-19, maintain appropriate social distance of 6 feet to the greatest extent possible.
6. Wear a face covering when away from home. Remember a cloth face cover is not a substitute for social distancing.
7. Wipe down surfaces of your work area, especially shared equipment and high touch surfaces, daily.

## **Expectations of Employees**

PrepNet expects all employees to adhere to prevention efforts while at a PrepNet building. In order to minimize the impact of COVID-19, this will be a PrepNet team effort. PrepNet has established various housekeeping, social distancing, and other best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these practices at all times for them to be effective.

Beyond these best practices, PrepNet requires employees to report immediately to their supervisor if they are experiencing signs or symptoms of COVID-19, as described herein.

If employees have questions about this Plan or COVID-19, they should ask their manager or supervisor or contact People Services. Retaliation against any employee who adheres to PrepNet's COVID-19 related guidelines or raises workplace safety or health concerns is strictly prohibited and will be addressed without delay.

## **Expectations of Supervisors and Managers**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and worksite safety practices to prevent the spread of the virus. Managers and supervisors must encourage and expect this same behavior from all employees.

## Employees Who May Not Report to Work

Employees may not report to work or remain in the workplace if they test positive or display symptoms of COVID-19 or if other risk and exposure determinations are made, as described below.

Specifically, employees may not report to work if:

1. The employee tests positive for COVID-19 or displays signs of COVID-19 symptoms, as listed above. Employees who have tested positive for COVID-19 or are experiencing signs or symptoms of COVID-19 are required to report it immediately to their manager or supervisor.  
**or**
2. The employee has, in the last 14 days, had close contact with or lived with any person having a confirmed COVID-19 diagnosis.  
**or**
3. The employee has, in the last 14 days, had close contact with or lived with a person displaying COVID-19 symptoms, as described above.

Any employee who develops symptoms while on campus must separate immediately from other individuals and go home and seek medical care as outlined in PrepNet's Infectious Disease Prevention and Social Distancing procedure.

These employees may only resume in-person work upon meeting all return-to-work requirements outlined below and being cleared to return by People Services.

### Return to In-Person Work Requirements

Employees diagnosed with COVID-19 or having experienced symptoms of COVID-19 may only return in-person to work after confirmation of the cessation of symptoms and contagiousness. Proof of this can either be demonstrated via the test-based strategy or the symptom-based strategy as defined by the CDC.

The test-based strategy is preferred but relies upon availability of testing supplies and laboratory capacity. Under this strategy, employees may return in-person to work upon achieving the following:

1. Resolution of fever without the use of fever-reducing medications;
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
3. A negative result from an FDA Emergency Use Authorized molecular assay for COVID-19 from 2 consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the symptom-based strategy, employees may return in-person to work upon achieving the following:

1. At least 3 days (72 hours) have passed since recovery, which is defined as resolution of fever without use of fever-reducing medications;
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
3. At least 10 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return in-person to work after:

1. Either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, **or**
2. The diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return in-person to work from a healthcare provider. Given the current stressors on the healthcare system, if an employee is unable to produce a release form, PrepNet may accept a written statement from an employee confirming all the factors supporting their release to return to in-person work.

Requirements for returning in-person to work are based upon federal, state, and local guidance, and are subject to change.

## PrepNet Response to COVID-19 Diagnosis or Symptoms

An employee or other individual with a COVID-19 diagnosis or who displays COVID-19 symptoms as described above must immediately leave the worksite.

PrepNet will take the following actions upon notification of employee's COVID-19 diagnosis and/or symptoms:

1. Inform all employees who had close contact with and near whom the diagnosed/symptomatic employee worked of a potential exposure within 48 hours.
2. Keep the identity of the diagnosed/symptomatic employee confidential in compliance with regulatory requirements.
3. Notify the applicable County Health Department of a reported positive COVID-19 within 24 hours.
4. Conduct deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.
5. Complete an OSHA Form 300 (Log of Work-Related Injuries and Illnesses) and Form 301 (Injury and Illness Incident Report) if "it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.
6. All employees who worked in sustained, close proximity to the diagnosed / symptomatic employee will be required to work off-site (e.g., at home) for at least 14 days; however, if these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, as outlined herein.

# PrepNet Practices to Minimize Exposure to COVID-19

As described below, PrepNet has instituted various housekeeping, social distancing, and other best practices to minimize exposure to COVID-19 and prevent its spread in the workplace.

## Worker Exposure Classification

In accordance with and based on OSHA guidance, PrepNet has classified its positions into one or more the following categories:

1. Lower exposure risk - Employee “worker exposure” is classified as lower risk when the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or require frequent close contact with the public.
2. Medium exposure risk - Employee “worker exposure” is classified as medium risk when the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission. (All School Based employees fall under Medium exposure, due to their frequent contact with students and/or visitors.)
3. High exposure risk – Employee “worker exposure” is classified as high risk when the work performed requires high potential for exposure to known or suspected source of COVID-19. (No one at PrepNet is considered “high exposure risk”.)
4. Very high exposure risk - Employee “worker exposure” is classified as very high risk when the work performed has a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. (No one at PrepNet is considered “very high exposure risk”.)

Each job category was assigned to a worker exposure classification based on types of potential exposure to COVID-19. Documentation of the classifications and the primary methods for minimizing COVID-19 exposure risk are available to employees upon request from People Services.

## Worksite Preventative Measures & Controls for Limiting Exposure

PrepNet has established strategies to minimize potential exposure to COVID-19 from others, including personal protective equipment and work practice controls, administrative controls, and engineering controls. These are described below.

The following are worksite preventative measures and workplace controls for limiting exposure for **all employees**:

## **CLOTH FACE MASK/COVERINGS**

1. All employees (as well as all students and visitors) are required to wear a face covering (mask) in all PrepNet buildings at all times, unless working alone in an office or outdoors with the ability to maintain social distancing.
2. PrepNet will provide employees with non-medical grade face coverings.
3. Masks will be provided to students and visitors who do not have one of their own.
4. Wash hands before putting on your mask. Put mask over your nose and mouth and secure under your chin. Try to fit the mask snugly against the sides of your face. Make sure you can breathe easily.
5. Do not touch your mask while wearing, and if you do, wash your hands.
6. To remove your mask, untie the strings behind your head or stretch the ear loops or ties. Handle only by the ear loops or ties. Fold the outside corners together. Place mask in washing machine, or if you must wear again before washing, store face down on a paper towel or hanging on a paper bag. Be careful not to touch your eyes, nose, and mouth when removing your mask and wash hands immediately after removing.
7. Do not place a mask on a child younger than 2 years of age, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
8. Because cloth masks protect other people from the wearer's respiratory secretions, rather than protecting the wearer, they are not considered PPE.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. Appropriate PPE will be identified through assessment of known or suspected hazards based upon an employee's job duties and their work environment. Due to the "medium exposure risk" of PrepNet employees, no one is required to be provided PPE, but it may be provided upon request.
2. Will be properly fitted and refitted (i.e., medical-grade masks or respirators).
3. Will be consistently and properly worn and cared for (removal, cleaning, and storage) as required to avoid contamination of self, others, or the work environment.
4. Will be regularly inspected and replaced as needed.
5. Employees who work within six feet of patients known to be, or suspected of being, infected with COVID-19 and those performing aerosol-generating procedures, need to use respiratory protection as determined by the appropriate medical professional through our occupational health services provider.

## **WORK PRACTICE CONTROLS**

1. Mandatory training is required for all employees.
2. Employees, students, and guests must keep a distance of at least 6 feet between themselves and others, both indoors and outdoors, at all times.
3. The COVID-19 Resources page on PrepNet's Employee Portal will electronically house all employee resources related to COVID-19.



4. Visual reminders will be posted about safe work practices, such as social distancing, proper handwashing, and COVID-19 symptoms.
5. Signage with maximum occupancies for areas where gathering may need to occur will be posted.
6. Tissues and no-touch disposal receptacles will be provided to minimize exposure to infectious secretions.
7. Consistent use of good hand hygiene will be expected of all employees. This includes regularly washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, employees are expected to use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
8. School office staff will ensure that adequate supplies of soap and hand sanitizer are maintained. Hand sanitizer will be maintained in multiple locations. Employees must notify their front office team or Facilities Management if supplies need to be replenished.
9. Employees are expected to avoid physical contact, such as shaking hands.
10. Employees are expected to avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces whenever possible. If sharing is unavoidable, employees are expected to disinfect items/surfaces before and after use.
11. Employees are expected to avoid sharing food utensils and food with others.
12. Employees are expected to avoid meeting face-to-face, and to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when participants are in the same building.

## **ADMINISTRATIVE CONTROLS**

1. Employees may not gather in workrooms, breakrooms, copier rooms, or any other areas where employees may have normally socialized. If use of such a room is unavoidable while another individual in the room, at least 6 feet distance must be maintained between people. If equipment is used in such rooms, such as copier, refrigerator, microwave, etc., employees must disinfect items/surfaces before and after use.
2. Employees are expected to temporarily work from home, when possible and when feasible with respect to job duties, and with supervisor approval.
3. Staggered schedules may be used to promote social distancing within certain work settings, when possible and when feasible with respect to job duties, and with supervisor approval.
4. In-person meetings must be limited to as few as possible, and meeting space must allow for social distancing. Meeting room maximum capacities will be posted.
5. Unnecessary business travel is cancelled or postponed until deemed safe by PrepNet to travel.
6. Supervisors must have reviewed normal departmental / unit operating activities and tasks and develop specific work plans to minimize potential exposure to COVID-19.

## **IN ADDITION TO THOSE ABOVE, THE FOLLOWING ARE ENGINEERING CONTROLS FOR LIMITING EXPOSURE FOR MEDIUM EXPOSURE RISK EMPLOYEES**

1. Stanchions, signage, and floor mats will be placed to define social distancing boundaries in more open areas.
2. Face shields will be provided by PrepNet for optional wearing upon request.
3. Disposable gloves will be provided by PrepNet for employees in positions required to wear gloves or upon request.
4. Physical barriers such as sneeze guards between employees and co-workers, students, and visitors will be provided/placed by PrepNet in the Front Office.
5. PrepNet will increase outside air ventilation, where possible, in areas of greater occupancy and flush air in system after hours to support healthier indoor environmental quality.

## **Worksite Cleanliness Measures**

PrepNet will:

1. Increase ventilation rates and circulation, where possible, throughout the building.
2. Ensure there is routine environmental cleaning and disinfection, especially of common areas.
3. Provide hand sanitizer in high-traffic area.
4. At least after each weekday, clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and door handles.
5. Provide disposable disinfecting wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment, microwaves, refrigerators) can be wiped down by employees before and after each use.
6. Maintain Safety Data Sheets of all disinfectants used on site.
7. Consult with Custodial Contractor for increased regular cleaning and post-exposure cleaning.

# Assistance for Employees Affected by COVID-19

The following outlines several programs available to employees affected by COVID-19. Employees are encouraged to contact People Services with questions regarding these programs and to monitor emails and announcements concerning employee benefits.

## Federal Programs

Under the Families First Coronavirus Response Act (FFCRA)'s Emergency Paid Sick Leave Act (EPSLA), employees may seek up to 2 weeks (10 business days) of paid leave if they are unable to work for the following reasons:

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

For full-time employees, 2 weeks of leave equates to 80 hours; for part-time employees, 2 weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a 2-week period.

Paid leave for reasons 1, 2, and 3 above is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6 above is paid at a rate equivalent to 2/3 of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under FFCRA's Emergency Family and Medical Leave Expansion Act, employees may seek up to 12 weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first 2 weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining 10 weeks of leave are paid at a rate equivalent to 2/3 of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Family and Medical Leave Act (FMLA), employees may be entitled to unpaid leave if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

Under the Americans with Disabilities Act (ADA), if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema,

COPD), PrepNet engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) for a period of time or work an alternative schedule.

Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act and State of Michigan Executive Order 2020-57, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration. Employees who are unable to report to work for reasons related to COVID-19 may be eligible for unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least 1 of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

## **State Programs**

Under the State of Michigan Executive Order 2020-36, employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36.

## **PrepNet Programs**

PrepNet's Employee Assistance Program (EAP) provides a limited number of counseling services for eligible employees and their immediate family members (e.g., those who could be covered under other PrepNet benefit plans). The services offered are both free and confidential. Referrals to counselors within PrepNet's health insurance network are available if a participant wishes to continue to receive counseling beyond the free EAP sessions. Telephone and video appointments are available. Encompass may be contacted by telephone at 800-788-8630 or <https://allonehealth.com/encompasseap/>.

**References:** OSHA, CDC, State of MI Executive Orders, Supervisor Responsibilities – Employee Calls in Sick – COVID-19, FMLA Leave Expansion and Emergency Paid Sick Leave