

OFFICE OF THE SUPERINTENDENT
GENESEE INTERMEDIATE SCHOOL DISTRICT

OPERATIONS
AG 8455

COVID-19 Preparedness and Response Plan, Mitigation, Self-Reporting, Leave of Absence

The procedures listed below shall be followed so long as required by law or executive order, or determined by District administration to be necessary for the health and safety of District employees, students, and visitors. In accordance with Executive Orders that have been issued in response to the novel coronavirus (COVID-19), the District adopts the following procedures, social distancing practices and other mitigation measures to protect District employees, students and contractors.

I. COVID-19 Preparedness and Response Plan

The symptoms of COVID-19 typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. COVID-19 is thought to be spread mainly from person to person, between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes.

A. Basic Prevention Measures

1. Employees and students who test positive for COVID-19 or who display the principal symptoms of COVID-19 should remain in their home or place of residence.
2. The District encourages respiratory etiquette, including covering coughs and sneezes, and frequent and thorough handwashing.
3. Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
4. Students are discouraged from using other students' desks, materials and supplies when possible.
5. Employees and students are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
6. In order to increase the physical distance among employees and students, the District will continue to evaluate exposure-reducing measures. Employees, students and other individuals who are on district property should keep at least 6 feet from one another to the maximum extent possible.
7. The District will continue to maintain routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
8. The District will comply with applicable local orders issued by any county, state or federal governing bodies.

II. Prohibition from Entering District Property

GISD will adhere to current guidelines and/or recommendations from the Governor's Executive Orders, the local health department and the Centers for Disease Control and Prevention (CDC) when determining when it is safe for a staff/student to return to work/school after displaying symptoms of COVID-19, testing positive for COVID-19 or coming into close contact with someone with a confirmed case of COVID-19 or who is displaying one or more of the principal symptoms of COVID-19.

The District will also cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, will collect information for any close contacts of the affected employee from two days before the employee or student showed symptoms to the time employee/student was last present at work/school.

The School District may require an employee or student to provide documentation regarding their health status.

- A. Employees (excluding nurses), students and contractors who have had close contact with an individual who tests positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 are prohibited from entering property owned, leased, or controlled by the District until 14 days have passed since the last close contact with the sick or symptomatic individual, or the individual displaying COVID-19 symptoms receives either a negative COVID-19 test or an alternative diagnosis from a health care provider.
- B. Pursuant to Executive Order 2020-172, an employee shall not be discharged, disciplined, or otherwise retaliated against for staying at home when he or she is at particular risk of infecting other with COVID-19.
- C. An employee who is allowed to return after the required period of isolation/quarantine, described but declines to do so may be subject to discipline, up to and including discharge.
- D. To the extent that the employee has no paid leave under state or federal law or accrued paid vacation leave, personal leave or family sick leave, the leave may be unpaid.
- E. Any child care workers at a child care located within a district building (including workers at disaster relief child care centers), are permitted to be physically present in District buildings, as determined by District administrators and to the greatest extent permitted by applicable executive orders or state law.
- F. For purposes of this guideline:
 1. The "principal symptoms of COVID-19" are:
 - i. Any one or more of the following primary symptoms not explained by a known medical or physical condition:
 - Fever of 100.4 degrees or higher
 - Uncontrolled cough
 - Shortness of breath

- ii. Any two or more of the following secondary symptoms not explained by a known medical or physical condition:
 - Loss of taste or smell
 - Muscle aches (“myalgia”)
 - Sore throat
 - Severe headache
 - Diarrhea (three or more instances within a 24-hour period)
 - Vomiting
 - Abdominal pain

- 2. “Close contact” means someone who was within 6 feet a person infected with COVID-19, or with an individual who displays the principal symptoms of COVID-19 for at least 15 minutes with or without a face covering.

III. Compliance with Legal Requirements

- A. The Superintendent or his/her designee shall assign at least one worksite supervisor to each District building and/or worksite, who is charged with implementing, monitoring, and reporting on the COVID-19 control strategies developed in the District’s COVID-19 Preparedness and Response Plan outlined above.

The worksite supervisor or designee must remain on-site at all times when employees are present on site.

- B. For employees working on site in District buildings or on District property, the District shall provide training that covers:
 - Workplace infection control practices.
 - Proper use of personal protective equipment.
 - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - How to report unsafe working conditions.
 - The District shall maintain a record that it has complied with these training requirements.

IV. Social Distancing Practices and Mitigation Measures

The District shall minimize the number of employees and contractors who are present in any District building to no more than is strictly necessary to perform the activities authorized by executive order and state law.

Employees, students and contractors who are in a district building or on district property shall maintain a distance of at least six feet from one another to the maximum extent possible.

The District shall implement other social distancing practices and mitigation measures relating to COVID-19 as recommended by the Centers for Disease Control and Prevention and local health authorities to the maximum extent possible.

- A. Daily Screening Protocol. Before or upon entering a District building or District property for work each day, each employee or contractor will be subjected to a self-screening protocol

that includes a questionnaire covering whether the employee has symptoms of COVID-19 or has been in close contact with individuals who have tested positive for COVID-19 or with someone who displays the principal symptoms of COVID-19.

As required by law, the District shall maintain records of its compliance with the daily entry self-screening protocol requirement by maintaining copies of the questionnaires completed by employees. These questionnaires will be maintained in a confidential paper and/or digital file, accessible only as needed by District staff to comply with this guideline, an executive order, or law.

B. Social Distancing. Employees, students and contractors who are in a District building or on District property shall maintain a distance of at least six (6) feet from one another to the maximum extent possible.

- To assist in this social distancing requirement, the District will use ground markings, signs, and physical barriers as appropriate and practicable.

C. Face Coverings

- Staff and students shall wear face coverings as outlined in the MI Safe Schools Roadmap.
- For the purpose of this section, facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn by staff except for meals.
 - Homemade facial coverings must be washed daily.
 - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by PreK-12 students, staff, and bus drivers during school transportation.
- Facial coverings must always be worn in hallways and common areas by PreK-12 students in the building except for during meals.
- Facial coverings must be worn in classrooms by all students in grades 6-12.
- All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Exceptions: Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings for children ages 3 and 4 will be at the discretion of the parent/guardian. Facial coverings should never be used on children under age 2.

Staff and students who are unable to wear a facial covering due to a medical condition must provide written documentation from a physician.

D. Cleaning supplies will be available to employees at their worksites.

V. Additional Safety Measures

- A. The District has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products.
- B. Work-related travel for employees is restricted to essential travel only.

- C. Employees and students are encouraged to use personal protection equipment and hand sanitizer on public transportation, if applicable.
- D. To assist employees, students and contractors in maintaining a distance of at least six (6) feet apart while working in District offices, the District will:
- Provide visual indicators of appropriate spacing for individuals outside the building in case of congestion;
 - Spread out workstations and stagger workspace usage;
 - Arrange classrooms to provide appropriate spacing whenever possible;
 - Restrict use of non-essential common space (e.g., cafeterias);
 - Provide visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms);
 - Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- E. All employees working in District offices shall be assigned a dedicated entry point to reduce congestion at the main entrance.
- F. As required by executive order, water fountains will be turned off.
- G. To maintain the cleanliness of the office environment, the District shall:
1. Provide disinfecting supplies and require employees to wipe down their workstations at least twice daily;
 2. Post signs about the importance of personal hygiene;
 3. Minimize the shared use of items when possible.
- H. All nonessential visitors are prohibited from entering District offices.
- I. Should the District learn of an individual with a confirmed case of COVID-19 who has visited district offices or programs, the District shall notify District employees, students or contractors as guided by the County Health Department.

VII. Self-Reporting by Employees, Students and Contractors

To proactively take measures to minimize the spread of COVID-19 and keep our school community as safe as possible during this Public Health Emergency, employees, students and contractors shall self-report any COVID-19 related concerns. In the event that an employee, student or contractor is unable to self-report, they should make best efforts to notify the District, or have a member of their family notify the District, as soon as practicable under the circumstances.

- A. Employees, Students and contractors shall self-report any one of the following situations:
1. Quarantine

- You have been advised by a healthcare provider to self-quarantine.
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing) and you are seeking a medical diagnosis.
- You are subject to a quarantine or isolation order.

2. Care for Others

- You are caring for an individual who is subject to an order as described above.
- You are caring for a son or daughter and the school or child care provider has been closed or is unavailable due to COVID-19.
- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19.

3. Exposure

- You know or have reason to believe another person in the district has COVID-19.
- You have come into close contact with someone who has tested positive for COVID-19 or is displaying one or more of the principal symptoms of COVID-19.
- You believe you have been exposed to COVID-19.
- You are experiencing symptoms and are actively seeking a medical diagnosis.

4. Diagnosis

- You have been diagnosed with/tested positive for COVID-19.

VIII. Protocol when Individual is Identified as Positive for COVID-19

Should the District become aware that an employee or student on site has tested positive for COVID-19, it will take the following steps:

- A. If the employee or student is at work/school, he or she will be isolated from others and arrangements made for he or she to go home or receive medical care (as applicable) immediately.
- B. The site where the employee or student is located may be temporarily closed.
 - All areas of the site where the employee or student was stationed will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the "CDC").
- C. Within 24 hours of receiving notice an employee or student has tested positive for COVID-19, the District will notify:
 - The local public health department.
 - Any co-workers, students, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - The District shall maintain a record that it has complied with these notice requirements. In the interest of privacy, and in accordance FERPA, HIPAA and other associated laws

and regulations, this information will be kept confidential and exempt from FOIA to the extent allowable by law.

- D. A co-worker, student, contractor, or supplier who has had close contact with the employee or student who tested positive for COVID-19 is prohibited from entering property owned, leased, or controlled by the District until fourteen (14) days have passed since the last close contact with the individual who tested positive for COVID-19.
- “Close contact” means someone who was within 6 feet of a person infected with COVID-19, or with an individual who displays one or more of the principal symptoms of COVID-19 for at least 15 minutes with or without a face covering.
- E. An employee or student with a confirmed case of COVID-19 may return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

IX. Leaves of Absences

A. Emergency Paid Sick Leave

The Families First Coronavirus Response Act (“FFCRA”) Emergency Paid Sick Leave Act provides eligible employees up to 80 hours of paid leave for one (1), or for a combination, of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.
6. The employee is 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.

Full time employees may be eligible for up to 80 hours of paid sick leave for one of the qualifying reasons. Part time employees may be eligible for up to a number of hours equal to the number of hours that such employee works, on average, over a 2-week period. Emergency Paid Sick Leave under the FFCRA shall not exceed 80 hours.

Paid sick time is calculated based on the employee’s compensation and the number of hours the employee would otherwise be scheduled to work, except that in no event shall such paid sick time exceed:

1. \$511 per day and \$5,110 in the aggregate for reasons (1), (2), or (3) (above);
2. \$200 per day and \$2,000 in the aggregate for reasons (4), (5), or (6) (above).

For the purpose of the Emergency Paid Sick Leave Act, employees may elect to use accrued paid vacation leave, personal leave or sick leave in accordance with the provisions outlined in the Act.

Paid sick time provided to an employee shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under the FFCRA. Emergency Paid Sick Leave shall not carry over from one year to the next.

Paid sick leave may not be taken intermittently for reasons 1, 2, 3, or 6 above. Upon approval of the leave, the employee must continue taking the leave until either the employee (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

B. Emergency Family and Medical Leave Expansion

The FFCRA Emergency Family and Medical Leave Expansion Act (EFMLEA) provides eligible employees up to twelve (12) weeks of leave if the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

An employee must have been employed for at least 30 calendar days to be eligible for leave under the EFMLEA.

The first ten (10) days for which an employee takes EFMLEA leave shall be unpaid, however the employee may be eligible for Emergency Paid Sick Leave, as described above. Following the initial 10 days, any time taken under the Emergency Family and Medical Leave Expansion Act shall require the employee to use accrued paid vacation leave, personal leave or sick leave concurrently.

Each day of leave after the initial 10 days expires shall be paid. Paid leave shall be calculated based on an amount that is not less than two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally scheduled to work. Paid leave shall not exceed \$200 per day and \$10,000 in the aggregate.

Public Health Emergency means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.

A "child care provider" is someone who cares for your child. This includes individuals paid to provide child care, like nannies, au pairs, and babysitters. It also includes individuals who provide child care at no cost and without a license on a regular basis, for example, grandparents, aunts, uncles, or neighbors.

School means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

Son or Daughter means “a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability.”

Documentation

An employee who needs to take leave under the Emergency Paid Sick Leave Act or EFMLEA should submit a written request with the following information:

1. The employee’s name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
4. A statement that the employee is unable to work, for such reason.

If requesting leave to care for your child whose school or place of care is closed, or child care provider is unavailable, you must also provide:

1. The name of your child;
2. The name of the school, place of care, or child care provider that has closed or become unavailable; and
3. A statement that no other suitable person is available to care for your child.

In the case of a leave request based on a quarantine order or self-quarantine advice, the written support provided by the employee should include the name of the governmental entity ordering quarantine or the name of the healthcare professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person’s name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee’s inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Intermittent leave may be taken under the Emergency Family Medical Leave Expansion Act to care for a minor child because the child’s school or childcare is closed due to COVID-19 if the employer and employee agree.

1. Must be taken in full day increments.

X. Confidentiality

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

XI. Expiration

This policy and the requirements under this policy shall expire on December 31, 2020, unless state or federal law extends the expiration date.

Legal References

Families First Coronavirus Response Act (“FFCRA”) Emergency Paid Sick Leave Act (PL 116-127, § 5101 et seq.; 134 Stat. 177)

Families First Coronavirus Response Act (“FFCRA”) Emergency Family and Medical Leave Expansion Act (PL 116-127, § 3101 et seq.; 134 Stat. 177)

Executive Order 2020-35 Executive Order 2020-36 Executive Order 2020-42

Executive Order 2020-96

Executive Order 2020-97

Executive Order 2020-172

MI Safe Schools Return to School Roadmap

Occupational Health and Safety Administration Guidance on Preparing Workplaces for COVID- 19 4844-7938-6298, v. 1

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Superintendent

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