



**Fruitport Community Schools
Superintendent's Office**

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Fruitport Community Schools COVID-19 Preparedness, Response, and Return to the Worksite Plan

Dear FCS Staff:

These are unprecedented times and I want to thank you all for your cooperation and assistance these past few months. Our district, employees, and families have all been impacted by the COVID-19 pandemic. The decision and process for returning to the workplace is complex and begins with a safe, clean and secure workplace. The physical and emotional wellbeing of our employees, third party vendors, and guests are our top priority as we phase into our buildings. In order to provide the safest environment possible, we need your help.

The opening of previously closed facilities related to the pandemic requires careful planning and consideration. As local, state, and federal authorities evaluate and begin to loosen shelter-in-place orders and other restrictions, we have developed action plans that address potential challenges to protect our employees and the FCS organization.

DETERMINING ELIGIBILITY TO REOPEN

Determining when to reopen and modify our current operations is an important decision. Understanding eligibility to reopen is a critical first step that should be informed by credible resources. This plan is based on information available from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC), the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA), and Michigan Executive Orders No. 2020-36 (April 3, 2020), 2020-32 (April 9, 2020) and 2020-39 (April 24, 2020). It is subject to change based on further information provided by the CDC, OSHA and other public officials. FCS may also amend this Plan based on operational needs.

The School Superintendent (Bob Szymoniak) will be the district's COVID-19 Workplace Coordinator. The Coordinator is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the District's workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure they are consistent with this Plan, District operations, and existing federal, state, and local requirements.

Returning to the Work Setting General Recommendations

As our facilities return to operational status, there are several measures that have been introduced to minimize the threat of infection. There may be circumstances unique to a location, and therefore some adaptation of these recommendations may be needed to address that facility's specific requirements. Such exceptions must be authorized by the Superintendent. Additionally, all facilities must comply with all applicable laws, meaning that if there is a conflict between the recommendations in this document and the applicable law, the facility must follow the applicable law.

Empowering individuals to positively impact their world.

A. Responsibilities of FCS

FCS has put in place the following practices and measures as a part of this Plan to protect staff members and students from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:

1. FCS will provide notice regarding this Plan to each employee through one or more of the Superintendent's Updates, and the FCS webpage.
2. All persons who are approved to work on premises in-person are required to follow the on-premises health check FCS COVID Symptom Checker for Building Entry prior to starting work. This will be done through the use of a QR code and your cell phone. Data you enter will be kept on a Google doc in the event there is the need for contact tracing. Instructions on how to do this will be sent out to all employees from the Technology Department. This will be done for each day of work within district facilities.
3. FCS will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible.
4. FCS mandates that masks shall be worn by all district employees while in school facilities.
5. FCS has increased general standards of facility cleaning and disinfection to limit exposure to COVID-19 and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
6. Employees are prevented from entering the premises if they display symptoms associated with COVID-19, or who have had contact with a person with a confirmed diagnosis of COVID-19.
7. FCS will provide personal protective equipment (PPE) as appropriate for the work activity to be performed, as well as soaps and disinfecting supplies for staff for routine use. Pursuant to the Executive Orders, FCS will attempt to make available non-medical grade masks for staff who must work on-premises, but all staff are encouraged to bring and use cloth masks to ensure sufficient mask supplies can be maintained at each building.
8. FCS will provide hand sanitizer for employees that travel and place hand sanitizer in multiple locations around the buildings.
9. FCS encourages staff to limit non-employees from entering our buildings as much as possible.
10. The district will track every building where employees enter in order to allow for building tracing in case an employee shows symptoms at a later time.
11. Entry points of buildings will be limited with possible health checks at points of entry. Any employee may be subject to temperature checks by a no touch infrared thermometer.
12. The Superintendent has designated administrative and supervisory staff to be responsible, and has informed them to immediately isolate any person who shows symptoms of COVID-19 while at work.

B. Responsibilities of FCS Employees

The district is asking every one of our employees to help with our preventative efforts while at work. In order to minimize the impact of COVID-19 at our worksites, everyone must play their part.

1. **Daily Self Screening:** Before leaving home, employees should assess their health by answering the following questions:
 - Have you been diagnosed with COVID-19? Has anyone you have been in contact with been diagnosed?

- Do you have, or have you had, a fever at or above 100.4 degrees Fahrenheit (38 degrees Celsius)?
- Do you have any of these symptoms: cough, shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell?
- Have you had close contact with anyone diagnosed with COVID-19 or a suspected case in the last 14 days?
- Have you traveled internationally in the last 14 days?

If the answer to any of these questions is “yes,” please stay at home and contact your supervisor or the Superintendent’s office.

2. **Entering FCS Buildings**

- Only identified entries should be used to enter a FCS facility. Each building will have one designated entry point through the summer months which will be the main entrance.
- Employees will be asked to conduct a self-screening before each entry into the building(s), and a temperature check may also be required. Self-screening checks should be conducted no earlier than 6 hours prior to the day of entry using this form: FCS COVID Symptom Checker for Building Entry (as described earlier).

3. **Employees must follow these best practices at all times for them to be effective.**

- 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 wash with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes. Cough into your elbow whenever possible. If you do happen to cough or sneeze on your hands, wash your hands immediately.
- Avoid close contact with people who are sick.
- While there is community spread of COVID-19, maintain appropriate social distance of six feet to the greatest extent possible.
- Avoid other employees’ work spaces and commonly touched workplace tools (i.e. phones, computers, desks, copiers, printers, water coolers, refrigerators, etc.). If necessary, clean and disinfect them before and after use.
- Avoid sharing any items that would cross contaminate saliva (i.e. water bottles, food utensils).
- FCS discourages handshaking and instead encourages the use of other non-contact methods of greeting.
- Masks **shall** be worn while in a district facility.
- Limit in-person interactions with students and visitors to the maximum extent possible.
- Employees are encouraged to sanitize work areas upon arrival, throughout the workday, and prior to departure.

4. **In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:**

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing;

- Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose;
- Loss of taste and/or smell.

5. If employees have signs or symptoms of COVID-19, the District requires employees to immediately notify their direct supervisor/administrator.

If an employee develops a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not report to work. This absence will be counted as a sick day. Notify your direct supervisor immediately and consult your healthcare provider. IF an employee has a specific question about COVID-19 related absences they should ask their direct supervisor or contact the Superintendent's office.

If an employee comes into close contact with someone showing symptoms of COVID-19, the employee must notify their direct supervisor immediately and 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;

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptoms(s) for a "prolonged period of time," or
- Having direct contact with infectious secretions of COVID-19 infected person or a person with any COVID_19 symptoms(s) (e.g., being coughed on)
- More information is available on the CDC website.

6. If a particular employee needs ADA accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to your supervisor/administrator.

C. Employee Illness and Return to Work: The following steps for responding when an employee tests positive for the coronavirus are based on the U.S. Centers for Disease Control and Prevention's Interim Guidance for Businesses and Employees

Covid Related Illness:

1. FCS expects any employee who has COVID-19 symptoms to stay home and notify their supervisor/administrator immediately. Again, the sick bank will have these days at home deducted accordingly.
2. Employees who appear to have symptoms upon arrival at work or who become sick during the day will immediately be separated from other employees, students, visitors, etc., and will be sent home.
3. Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Isolation for at least 10 days after illness onset is required. Illness onset is defined as the date symptoms begin.
4. For persons recovered from COVID-19 illness, FCS will follow the CDC recommendations.
 - Recovery is defined as a resolution of fever without the use of fever reducing medications with progressive improvement or resolution of other symptoms.
 - Isolation will be maintained for at least 3 days (72 hours) after recovery.

- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive tests 24 hours or more apart (total of two negative tests).

Non-COVID Related Illness

1. All FCS Staff members and guests will complete the FCS COVID Symptom Checker for Building Entry.
2. If an employee is not well and the symptoms are unrelated to COVID, the employee is expected to stay home and use sick time or other accrual.
3. The employee may work from home if their role allows for telecommuting work.
4. The employee must complete the survey before returning to the building.

D. Employee Illness and Fellow Employee Protection

FCS will communicate with employees if there is a confirmed case of COVID-19 within our employee groups/buildings as necessary via phone call and email. FCS will not share the employee's name or personally identifiable information. There are laws restricting the sharing of personal health information. It is important that FCS does not identify the individual or share detailed medical information about the individual to others.

- FCS will notify the Muskegon County Health Department Officials
- FCS will notify all staff that may have come into contact with the FCS employee in the last 14 days
- FCS will clean and disinfect all areas of the building where the employee was present.
 1. Based on the size of the workplace and the potential breadth of exposure to coronavirus, FCS may consider closing immediately if there is a confirmed case of COVID-19 within our employee groups/buildings, coordinating with employees to work remotely if possible.
 2. FCS will perform enhanced cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the facility, following CDC cleaning and disinfection recommendations.
 3. OSHA recordkeeping requirements mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log. OSHA released new guidance May 19 that employers are responsible for recording a COVID-19 case if it is confirmed as a COVID-19 illness; is work-related; and involves one or more of the general recording criteria, such as medical treatment beyond first aid or days away from work.

E. USE OF COMMON AREAS, REST ROOMS, AND CONFERENCE ROOMS

Social distancing is critical to reduce the risk of person-to-person infection, and it is our shared responsibility to follow CDC and other governmental guidelines. When entering FCS buildings some general are:

- Employees should avoid gathering by entry doors by maintaining at least 6 feet between colleagues.
- FCS may provide markings on floors to help illustrate the recommended distance of separation.
- During work hours, FCS employees should wear a face mask while in the workplace common areas.
 1. **Entries and Exits**

When possible, FCS will restrict staff entries and exits. As stated, staff will use one entry point per building and shall display social distancing upon building entry. Again, this point of entry will typically be the main entrance.

2. Rest Rooms:

- Bathroom cleaning is increased but these areas remain an elevated risk area for potential infection.
- Stalls, urinals, and sinks may be at reduced capacity to increased distance between users.
- Restrooms may be limited to a specific capacity of employees at any given time and this number will be posted.

3. Break Rooms/Kitchen

- Every effort should be made to ensure social distancing in common areas, including near coffee, water and food preparation areas. These rooms will be at reduced capacity to increase distance between users.
- Employees are encouraged to bring food from home instead of leaving the premises. Cold lunches or food that does not require reheating due to limitations on reheating resources are recommended.
- Employees should consume food at their work stations when at all possible and food cannot be left in refrigerators after hours.
- Seating areas, if available, will be at reduced capacity with fewer seats and greater distance between tables creating seating options that are 6 feet apart.

4. Meeting/Conference Rooms

- There will not be any large group meetings on site. Larger meetings shall utilize remote teleconferencing during the summer time.
- Smaller rooms will be at reduced capacity to increase distance between users.
- Small rooms may be used for videotaping lessons, etc.

Helpful COVID-19 Links

<https://www.michigan.gov/coronavirus>
www.cdc.gov/coronavirus

CDC Cleaning and Disinfecting Your Facility-

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

CDC Face Masks with DIY Tutorial-

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>