



COVID-19 Preparedness and Response Plan

This plan is based on information and guidance from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. IES may also amend this Plan based on operational needs.

The District has identified the following potential sources to spread COVID-19 in the workplace:

- Staff
- Students
- Visitors (including third party contractors)

The District has designated the following individual as its COVID-19 Workplace Coordinator: Sara Vereeke, Human Resources Expert. 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 and existing federal, state, and local requirements.

COVID-19 Worksite Supervisors: IES Schools is designating several COVID-19 Worksite Supervisors to assist in monitoring and reporting on COVID-19 control strategies. Designated COVID-19 Worksite Supervisors are Bob Soulliere, Dave Zimmer, Kelli Gunn, Jessenia Martinez, Tyler Huizenga, Marty Lappe.

Responsibilities of IES Schools Employees

The District is asking everyone one of our employees to help with our preventative efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. As set forth, the District has implemented the following best practices to minimize exposure and prevent its spread in the workplace.

- Every employee must evaluate their own health every day before coming to work.
 - Are you experiencing any symptoms?
 - Have you had close contact with anyone diagnosed with COVID-19 or a suspected case in the last 14 days?
 - Are you awaiting COVID-19 test results?
- Face coverings must be worn in classrooms and when employees cannot consistently maintain six feet of separation from other individuals in the workplace
- Masks must be worn in common shared spaces including in-person meetings, restrooms, and hallways
- 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 run 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

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

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary systems 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.

If employees have signs or symptoms of COVID-19, the District requires employees to report immediately to their School Lead and/or Human Resources.

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. Notify your School Lead immediately and consult your healthcare provider. If an employee has a specific question about COVID-19 related absences they should ask their School Lead or contact the Human Resource Department.

If an employee comes into close contact with someone showing symptoms of COVID-19, the employee must notify their School Lead & Human Resources 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 symptom(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 symptom(s) (e.g., being coughed on)

Worksite Cleaning Measures

IES Schools is performing increased routine environmental cleaning and disinfection. Employees are encouraged to sanitize work areas upon arrival, throughout the workday, and prior to departure. IES Schools will provide cleaning products (i.e. disposable wipes) so commonly used surfaces can be wiped down by employees before each use. The district has the following measures in place

- Cleaning products are available upon entry to the facility and at readily available places throughout our facility
- Increase cleaning protocol is in place in accordance to the MI Safe Schools plan
- Employees are asked to sanitize shared tools after each use – for example: copy machines, shared materials, etc.
- Commonly touched surfaces will be frequently disinfected – both by custodians and all employees

Worksite Preventative Measures

The District has taken the following steps to minimize exposure for employees that need to be followed on a daily basis:

- The District will track every building that every employee enters in order to allow for building tracing in case an employee shows symptoms at a later time.

- Any employee or visitor showing symptoms of COVID-19 will be asked to leave the job/building and return home.
- Any employees may be subject to temperature checks by a no touch infrared thermometer.
- Entry points of buildings will be limited; possible health checks at points of entry
 - This includes third party workers
- IES Schools Employees will follow the following behaviors that reduce the spread of COVID-19:
 - Employees will practice good hand hygiene as outlined in this plan
 - IES Schools will provide hand sanitizer at multiple locations around the building
 - IES Schools discourages handshaking and instead encourages the use of other non contact methods of greeting
 - 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)
 - IES Schools will provide staff with 2 cloth face covering – staff can choose to wear these face coverings or provide their own face covering
 - Limit in-person interactions with visitors to the maximum extent possible

Tips for Masks

HOW TO WEAR, REMOVE AND STORE A MASK



Wash your hands before and after wearing a mask.



Cover nose and chin fully, making sure there are no gaps.



Once secure, don't touch or fidget with your mask by pulling it up and down.



Take off the mask using ties or loops; don't touch your face or the front of the mask.



Fold the mask in half so outside surfaces are touching.



Place folded mask in a paper bag or plastic baggie.



Wash or sanitize your hands after removal of mask.



Launder cloth masks daily with hot water and detergent.

Social Distancing Plans

IES Schools encourages appropriate social distancing within our facilities. We recommend:

- Maintain 6 feet of distance between employees to the greatest extent possible
 - The District will identify any areas where that is not possible so that staff can take extra precautions (i.e. masks, shields, gloves)
 - Third Party workers that encounter IES Schools employees will be expected to follow the same precautions
- Restrict the number of staff members present on-site to no more than necessary
 - Third Party Workers will be held to this same standard within District Buildings and Sites
- Employees are encouraged to work remotely when appropriate

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- All in-person meetings will be limited.
 - Use technology to hold meetings whenever possible

Employee Illness and Return to Work

IES Schools encourages any sick employee to stay home and should not return to work until the following conditions are met:

- Staff with COVID-19 or who have experienced symptoms and were directed to care for themselves at home may return work if:
 - Three days (72 hours) have passed since recovery;
 - No fever without the use of fever-reducing medications
 - Improvement in respiratory symptoms (e.g. cough, shortness of breath)
 - At least 7 days from onset of initial symptoms
 - If testing is available and staff member has:
 - No fever without the use of fever-reducing medications
 - Improvement in respiratory symptoms (e.g. cough, shortness of breath)
 - 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)

Communication of COVID-19 Cases

IES Schools will communicate with affected parties in the event that there is a positive COVID-19 diagnosis among our staff (including third party workers) or students. The district will balance the need to share information for the safety of others with each individual's privacy. We will rely on local Health Departments to determine those who need to know about positive cases. As a result, we have created the following communication protocols:

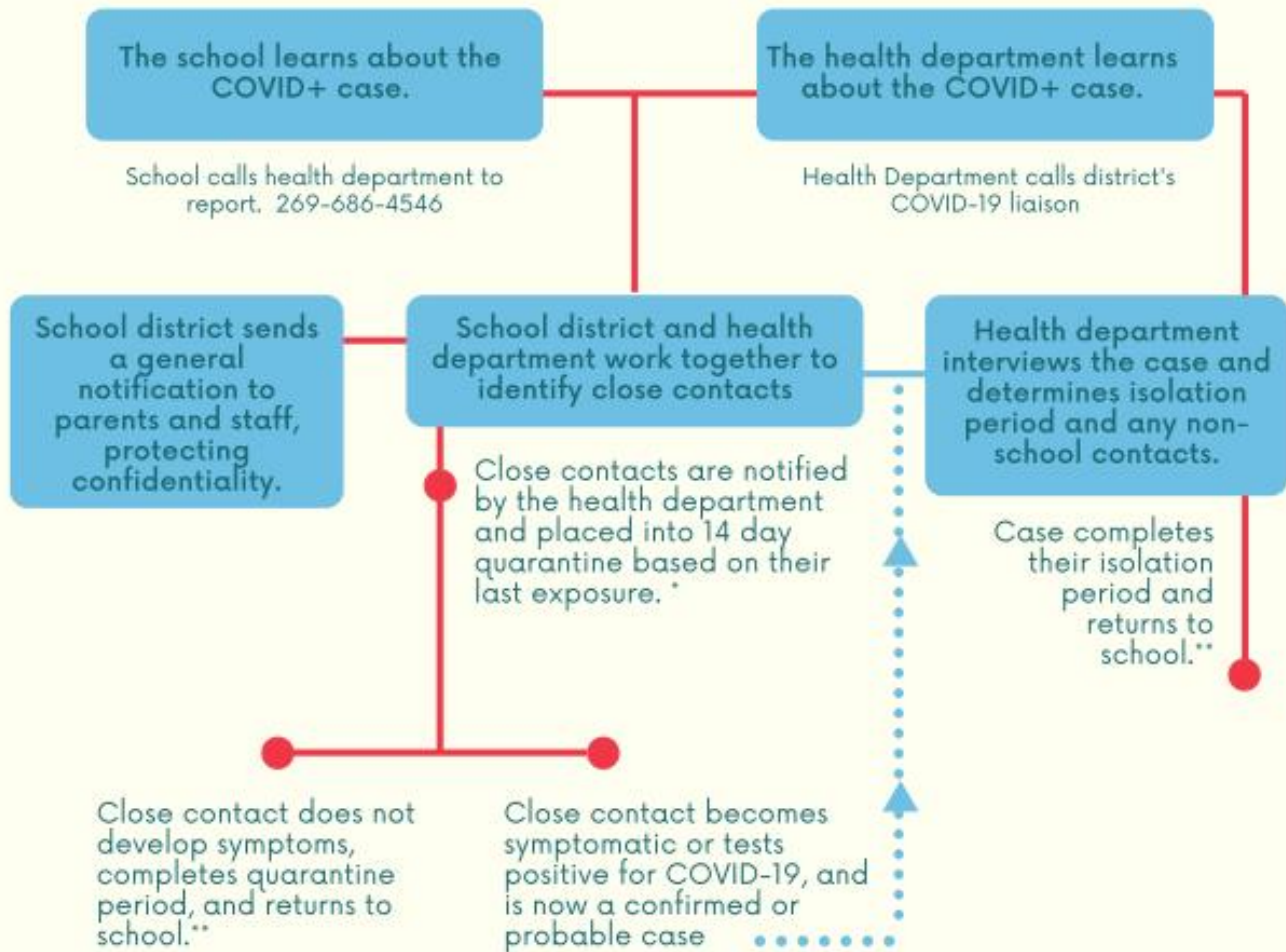
- IES Schools will communicate with all employees if there is a confirmed case of COVID-19 within our employee pool (including Third Party workers) or students via email. IES Schools will not share the specific name in any general communication.
- IES Schools will work with the Ottawa & Allegan County Health Department to determine those in "close contact" with the individual testing positive. We will communicate specifically with anyone determined to be in "close contact" with employees/students who have tested positive and any other individuals that the appropriate Health Department advises us to notify.
- IES Schools has a workplace contact tracing program and will work with Third Party workers that may have come into contact with the IES Schools employee in the last 14 days
- IES Schools will clean and disinfect all areas of the building(s) that the employee might have come in contact with
- IES Schools will also follow the following guidance from Allegan Health Department when determining appropriate steps to respond to both positive COVID-19 cases as well as exposure to others with COVID-19



Process for a COVID-19 Case at School

What happens when someone at school gets COVID-19?

Student/Staff is confirmed positive for COVID-19 with diagnostic test (nose/throat swab)



*If someone is placed in quarantine, they may decide to get a COVID-19 test, but a negative result will NOT shorten the length of the quarantine period.

**The health department can issue an official letter or other documentation releasing people from isolation or quarantine. Schools may use this letter to determine when to allow return to school.

Student/Staff person is confirmed or symptomatic^ pending results or a close contact.			
Scenario 1:	Scenario 2:	Scenario 3:	Scenario 4:
<p>A student/staff person within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).</p>	<p>A student/staff person within the school is symptomatic and lab result for COVID-19 are pending.</p>	<p>A student/staff person within the school is symptomatic and no testing for COVID-19 are done.</p>	<p>A student/staff person within the school is a close contact to a confirmed COVID-19 case.</p>
<p>The student/staff person AND all household members of the student/staff person are immediately excluded from school.</p> <p>The confirmed positive student/staff person must isolate at home. The student/staff person must be excluded from school until</p> <ul style="list-style-type: none"> • 24 hours with no fever (without the use of fever-reducing medication) and • Symptoms have improved and • 10 days since symptoms first appeared. <p>Household members and the quarantined student/staff person who are close contacts are excluded for 14 days after their last date of close contact.</p>	<p>FOR ALL STAFF and STUDENTS ONLY IF the test returns positive, see scenario 1.</p> <p>The student person is excluded from school until results of the test are available.</p> <p>If test results are negative and the ill student close contact to someone with COVID-19, they must still finish their quarantine.</p> <p>If test results are negative and the ill student had no known exposure to COVID-19, the student/staff person may return based on the guidance for their predominate symptoms (see "Managing Communicable Diseases in Schools").</p> <p>Household members and student/staff person who are close contacts of the <i>pending</i> case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms while waiting for test results. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>For ALL STAFF and for STUDENTS only IF They Answered YES to any Questions in Section 2^a of Screener: The student/staff person is excluded from school until:</p> <ul style="list-style-type: none"> • 24 hours with no fever (without the use of fever-reducing medication) and • Symptoms have improved and • 10 days since symptoms first appeared. <p>For STUDENTS If They Answered NO to all of the Questions in Section 2 of the Screener: The student may return based on the guidance for their diagnosis/predominate symptoms (see "Managing Communicable Diseases in Schools").</p> <p>Household members and student/staff person who are close contacts: If the individual had close contact with a confirmed case of COVID-19 and suspicion for COVID-19 are high, they may need to be excluded from school. Consults with your health department.</p> <p>Otherwise, household members and student/staff person who are close contacts do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>The student/staff person must quarantine for 14 days since last date of close contact.</p> <p>Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>

**Symptoms for students: fever, feeling feverish, cough, difficulty breathing, sore throat, diarrhea, vomiting, abdominal pain, severe headache*

**Symptoms for staff: New or worsening: fever, feeling feverish, cough, difficulty breathing, sore throat, muscle aches, vomiting, diarrhea, new loss of taste or smell
(Source: Should we be screening employees, Content of screening questions)*

**Questions in Section 2: Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR had recent travel history in last 14 days.*

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

Household member of a student within the school is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
Household member of a student within the school has been confirmed to have COVID-19.	Household member of a student within the school is symptomatic, pending results, and has had close contact with a known case.	Household member of a student within the school has had close contact to a known case of COVID-19.
Students who live in the same house as the COVID-19 positive person are excluded from school while the household member is in isolation (10 days). The student must quarantine for 14 days after the last date of close contact while they are contagious.	Students who live in the same household of the family member are excluded from school until test results are in. If the household member is positive, see scenario 1. If the household member is negative, student may be able to return to school unless household member is determined to be a probable case of COVID-19.	Student can remain in school but should be monitored. They do not need to be excluded from school. If COVID -19 symptoms develop in the household member, students should be excluded from school, and should be treated as in Scenario 1 pending results.

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. Public health authorities may determine that distances beyond 6 feet can still result in high-risk exposures based on other considerations and circumstances in each particular case.*

Helpful Information on COVID-19

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>

How does COVID-19 spread?



DROPLETS



Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, sing, yell, and talk. Basically, they are little flecks of spit. Droplets tend to settle out of the air after traveling several feet from the person that released them. Droplets can also spread directly by kissing or sharing personal items like drinks, vape pens, silverware, or other things that go from one person's mouth to another.

We can reduce the spread of respiratory droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.

AEROSOLS



Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay in the air much longer than respiratory droplets but dry up more quickly.

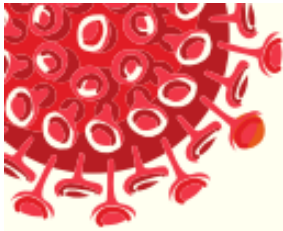
We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.

OBJECTS



Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind or if someone has the coronavirus on their hands from touching their nose or mouth than touches an object. COVID-19 appears to stay on object for one to three days.

We can reduce the spread of COVID-19 by objects by frequent handwashing, not touching our face, frequent cleaning and disinfection, and use of automatic or touchless controls.



What are the chances of catching COVID-19?

While the definition of a close contact for COVID-19 is being 6 feet away from an infected person for 15 minutes or more, other factors can also come into play.

INTENSITY OF EXPOSURE

The intensity of exposure refers to how much virus you were exposed to.

- Was the sick person really contagious when you were exposed to them?
- Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you kiss them?
- Did you share personal items like a drink or a vape pen?
- Did you sit right next and have a face to face conversation to them or were you 6 feet away with your back to them?

The more virus you are exposed to, the more likely you are to get sick



DURATION OF EXPOSURE



The duration of exposure refers to how long were you exposed. If you were in a classroom with someone contagious for COVID-19 for 6 hours a day while they were contagious for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person, particularly to aerosols and objects in that classroom.

PERSONAL HEALTH

Your personal health, like how good your immune system is, also plays a part in whether or not you will get infected, as does whether you were using all the COVID-19 risk reduction methods possible.



AGE



Age also seems to play a part in risks for COVID-19. Children may be at lower risk of catching COVID-19 and children may be a lower risk of spreading COVID-19 to others, both to other children and adults.

Postings

The following flyers will be posted on all IES Schools Campuses

Welcome to Homestead Campus!





SCREENING CHECKPOINT

**Scan QR code to
answer screening
questions prior to
entering building**

Welcome to Innocademy Allegan!



SCREENING CHECKPOINT

Scan QR code to
answer screening
questions prior to
entering building

ATTENTION

Please practice

SOCIAL DISTANCING



WEAR FACE MASKS

especially when unable to practice 6 feet of space from others.



Cover Coughs and Sneezes

Stop the spread of germs
that can make you and others sick!



Cover your
mouth and nose
with a **tissue**
when you
sneeze or cough.



If you don't
have a tissue,
use your
elbow.



Wash hands
often, **especially**
after coughing
or sneezing.



CS 376683-0 05/06/2020

cdc.gov/coronavirus



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Use in Bathrooms with Clean Hands campaign is made possible by a partnership between the CDC Foundation, CDC, and Science. All CDC material contains commercial products, services, or companies.



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms

DO NOT ENTER THE BUILDING



FEVER



COUGH



**SHORTNESS OF
BREATH**

If you are in the building please leave and contact your health care provider.
Then follow-up with your supervisor.



For up to date information on Coronavirus Disease

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