



## **REVISED COVID-19 PREPAREDNESS, EXPOSURE CONTROL AND RESPONSE PLAN** **July 2022**

At the time of this revision, most of the COVID-related guidelines and orders for schools have been lifted by 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"), the Michigan Occupational Safety and Health Administration (MIOSHA), and the Michigan Department of Health and Human Services (MDHHS).

**The District is publishing this update to focus on what it will still require and what it continues to recommend for staff for protection against the spread of COVID-19 and other diseases that are spread through respiration.** It is subject to change based on further information provided by the CDC, MDHHS, MIOSHA and other public authorities. The Jackson County Intermediate School District ("JCISD") may also amend this Plan based on operational needs.

### **Self-Monitoring for Signs and Symptoms of COVID-19 and Other Communicable Diseases**

The Jackson County ISD continues to recommend that staff self-monitor (i.e., no form is required) for signs and symptoms of COVID-19 on each day, before they report to a worksite.

Employees should monitor themselves for the following symptoms that are new/different/worse from any baseline chronic illness:

- Atypical, non-controlled cough (nonproductive or dry)
- Shortness of breath, or difficulty breathing
- Changes in the sense of smell or taste
- Or, if two or more of the following symptoms are present:
  - Fever (> 100.3F)
  - Chills
  - Repeated shaking with chills
  - Sore throat
  - Congestion
  - Nausea or vomiting
  - Diarrhea
  - Fatigue
  - Severe headache
  - Runny nose
  - Muscle aches without another explanation

**Employees who experience** the cough and/or shortness of breath and/or any two of the other noted **symptoms should stay home. They are also required to report** that information to Cheryl Lemons (768-5155) or Kate McKinney (787-5849), and share information about close contacts. They are required to self-isolate for at least 5 days, or until more medical information, such as an alternate diagnosis, is available. If the symptoms have improved, the employee may leave isolation after day 5 and wear a well-fitted mask for 5 more days (ending after day 10). (If a mask cannot be worn, the isolation period will be 10 days.

**Employees who test positive for COVID-19 will also be required to self-isolate** at home for at least 5 days, report that information to Cheryl Lemons (768-5155) or Kate McKinney (787-5849), and share information about close contacts. If symptoms improve or no symptoms developed, the employee may return to work

*This document is re-published July 12, 2022, and is immediately effective. It replaces the JCISD COVID-19 Preparedness, Exposure Control and Response Plan last revised March 15, 2022, as well as earlier versions.*

after day 5 and wear a well-fitted mask for 5 more days (ending after day 10). (If mask cannot be worn, the isolation period will be 10 days.)

**Report Exposures to Individuals Who Test Positive for COVID**

Employees who have been exposed to an individual with COVID-19 must report the exposure to HR or a Torrant school nurse. This applies to staff who are vaccinated and unvaccinated.

If the exposure was to a personal contact or household member (i.e., persons who share living spaces, including bedrooms, bathrooms, living room and kitchen; people who sleep together; persons who carpool together; or persons who have had direct exposure to respiratory secretions from a COVID positive individual), the employee will be required to self-monitor symptoms for 10 days, wear a well-fitting mask around others for 10 days after the exposure, and avoid unmasked activities or activities with higher risk of exposing vulnerable individuals (such as immune-compromised persons). In these circumstances, if the employee cannot mask, they will be asked to quarantine at home for 10 days and/or a “test to stay” protocol may be considered. Testing 3-7 days after the COVID-19 exposure, or if symptoms develop, is highly recommended.

If the exposure was from the community, a social event, or most work settings, the employee will be required to monitor symptoms for 10 days after the exposure, test if symptoms develop, and wear a mask at work for 10 days after the exposure, at least when a distance of 6 feet cannot be maintained in the workplace.

Action to be Taken	Who is Impacted	Public Health Recommendations
<b>ISOLATION</b> – Has COVID-19	Any individual who tests positive for COVID-19 and/or displays COVID - 19 symptoms (without an alternate diagnosis or negative COVID-19 test), regardless of vaccination status	- Isolate at home for 5 days; - Fever free for 24 hours without fever reducing medication; and - If symptoms have improved or no symptoms developed, may leave isolation after day 5 and wear a well-fitted mask for 5 more days (ending after day 10).* <i>If positive with no symptoms, monitor for symptoms for 10 days, as well.</i>
<b>QUARANTINE</b> – Exposed to COVID-19	Personal or household contact, regardless of vaccination status, exposed to someone with COVID-19	- Monitor symptoms for 10 days; - Wear a mask around others for 10 days after exposure;** - Test 3-7 days after exposure or if symptoms develop; and - Avoid unmasked activities or activities with higher risk of exposing vulnerable individuals. ***
	Other exposures, such as community, social or work setting	- Monitor symptoms for 10 days; - Test if symptoms develop; and - Consider wearing a mask around others for 10 days after exposure; at a minimum, mask in settings with higher risk of exposing vulnerable individuals.

\* If a mask cannot be work, recommend 10 days of home isolation  
 \*\* If a mask cannot be worn, individual should home quarantine for 10 days;  
 \*\*\* Activities with immunocompromised or other high-risk individuals, social/recreational activities in congregate settings.

*This document is re-published July 12, 2022, and is immediately effective. It replaces the JCISD COVID-19 Preparedness, Exposure Control and Response Plan last revised March 15, 2022, as well as earlier versions.*

These guidelines are subject to change.

### **Masks**

Masks are not required in most circumstances, but employees are welcome to use them at work. Staff are directed to respect and accommodate individuals who wear a mask, and not ask their reason(s) for doing so.

Masks **are required** if a student's IEP requires staff in close proximity to be masked. Individuals who perform certain health care procedures that involve respiratory particles, suctioning, oral feeding, breathing treatments and similar activities as identified by a JCISD school nurse must wear appropriate PPE, which may include a well-fitting mask.

### **Additional Information to Support Staff Health**

- Two resources to determine whether testing is appropriate are the Henry Ford Allegiance Health Testing staff at 517.205.6100 or the Center for Family Health at 517.748.5363.
- Employees are required to follow basic infection prevention measures, included but not limited to:
  - Frequent and thorough hand washing for at least 20 seconds.
  - Follow appropriate respiratory etiquette (e.g., covering sneezes and coughs with crook of arm).
  - **Stay at home if sick.**
- Employees are also asked to refrain from using other workers' desks, phones, offices or other work tools when possible.
- Plexiglas barriers remain available where employees are likely to have a high level of public contact. Employees are encouraged to suggest additional administrative (process) and engineering controls to perform their work safely.
- Disposable wipes will be placed near common equipment such as copy machines for one-time use.
- Staff are expected to disinfect their own work area, and any area in which they take their lunches and/or breaks.
- Where it is possible to do so, self-isolating and/or quarantined employees will be allowed to perform available work from home. (When appropriate for an employee's assignment, supervisors have the option to allow limited work from home, but these agreements must be documented and signed using the [applicable form](#), which is on the JCISD website staff page under HR forms. Longer term accommodations for medical purposes should be coordinated with the supervisor and Human Resources.)
- Air flow adjustments have been made to the ventilation/circulation system and filters have been changed.
- 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. Such individuals are to leave the work site until such time as they have been cleared by a medical professional as not having or carrying the COVID-19 virus. The on-site administrative staff are to report the situation to HR immediately and notify building custodial staff of any specialized cleaning indicated in the situation.
- JCISD HR and/or a school nurse will continue to conduct contact tracing as necessary for staff exposures to restrict the risk of exposure to staff and students. Absences for quarantining and self-isolation will be treated appropriately pursuant to the Michigan COVID-19 Employment Rights Act.

*This document is re-published July 12, 2022, and is immediately effective. It replaces the JCISD COVID-19 Preparedness, Exposure Control and Response Plan last revised March 15, 2022, as well as earlier versions.*

COVID absences could also be covered by the Family & Medical Leave Act, so ill employees are encouraged to contact Melissa Corona in HR for the appropriate forms.

### **Vaccination**

Vaccination is not required of JCISD staff. Vaccination is still considered a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The JCISD encourages all employees to receive a COVID-19 vaccination to protect themselves, other employees, the students we serve and our community partners. NOTE: for CDC purposes, an employee is fully vaccinated two weeks after completing the primary vaccination (one or two shot regimen). If six months has passed since the primary vaccination, a booster vaccination is necessary to be considered fully vaccinated.

### **Confidentiality/Privacy**

All medical information provided to the employer will be protected as confidential employee information in accordance with applicable laws. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. JCISD is required to report positive cases to the Jackson County Health Department. Notwithstanding the foregoing, the JCISD reserves the right to inform other employees and stakeholders that an unnamed JCISD employee might have or have been exposed to, COVID-19, so those individuals may take measures to protect their own health. Department staff will be provided dates of anticipated employee absences, which may be due to illness or exposure. Except as detailed above, staff who believe they may have been exposed to COVID-19 at work by a fellow employee may only share the details of the exposure with their personal healthcare provider, the Jackson County Health Department, or Cheryl Lemons or Kate McKinney.

Vaccination and accommodation information will be retained in the employee's medical file in HR. Charts developed of vaccination status that are developed for MIOSHA inspection will be accessible only to authorized HR staff and legal authorities. They will be destroyed as allowed by law.

### **Contact Information**

Should any JCISD employee have questions regarding this COVID-19 Preparedness and Response Plan, please reach out to either:

Catherine Brechtelsbauer  
HR Director  
[Catherine.brechtelsbauer@jcisd.org](mailto:Catherine.brechtelsbauer@jcisd.org)  
517.768.5155

Cheryl Lemons  
HR Assistant Director  
[Cheryl.lemons@jcisd.org](mailto:Cheryl.lemons@jcisd.org)  
516.768.5185

### **Effective Date**

This plan was first effective on May 4, 2020. It was revised on June 4, 2020, July 28, 2020, August 5, 2020, August 31, 2020, October 5, 2020, November 24, 2020, June 11, 2021, June 24, 2021, August 13, 2021, and March 15, 2022. This update is effective July 12, 2022.

*This document is re-published July 12, 2022, and is immediately effective. It replaces the JCISD COVID-19 Preparedness, Exposure Control and Response Plan last revised March 15, 2022, as well as earlier versions.*