

Jackson Area Career Center Instructional Programs **COVID-19** Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Name of District: Jackson Area Career Center

Address of District: 6700 Browns Lake Rd

District Code Number: 38000

Web Address of the District: www.jcisd.org

Name of Intermediate School District: Jackson County Intermediate School District

Name of Authorizing Body (if applicable): N/A

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall 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 District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it 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.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Jackson Area Career Center (JACC) Programs

- Instructional materials will be designed for online delivery that can be done through various internet-enabled devices. Instruction will be provided online through use of Schoology and where available, supplemental programs to provide simulation and safety training for students.
- Students without access will be provided technology, and/or classroom packets, textbooks, as well as physical learning materials, where applicable. Students’ work will be gathered and graded as part of working towards successful program completion.
- Students’ IEPs, IFSPs, and 504 plans will be followed by coordinating with CTE instructors and special education teachers. These plans will reflect the student’s needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
- The Career Center will provide intervention and support services.
- The Student Support Team, along with special education and academic consultants, will collaborate on delivery methods for assessments and instruction as outlined in IEPs while considering students’ needs around accessibility and assistive technologies.
- Most LEA’s that we partner with are providing students with 1-to-1 technology. The Career Center will make available portable devices for students who do not have access. As needed, hotspots will also be made available for students who do not have access to the Internet.
- Instructors will be able to monitor and track students’ online attendance on a regular basis, assess the quality of student work and provide feedback to students and families through the learning management system. Students will be able to self-assess the quality of work, reflect on teacher feedback, and learning progress.
- Ongoing professional development plans for teachers, administration and other staff are in place to keep the focus on instructional needs in synchronous and asynchronous environments, as well as meet the safety, operational and mental health learning recommendations .
- Four teacher workgroups will be led by School Improvement team members: online/digital learning, safety and sanitation, student and staff social and emotional well-being, and communication and professional development.
- Using feedback from the staff survey, the focus will be to create professional development plans using technology to deliver instruction that can be asynchronous. Additionally, staff cited training needs related to personal safety, student safety, and classroom/lab cleaning.
- Instructors will teach CTE content online, with an emphasis on competency-based skills.
- Students who are eligible will still be able to participate in work-based learning experiences,

provided these opportunities are still available.

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. Face coverings (p. 22)

a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

- i) All staff and all students in grades preK-12 when on a school bus.
- ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
- iii) All staff when in classrooms.
- iv) All students in grades 6 and up when in classrooms.
- v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Jackson Area Career Center (JACC) Programs

In Phase 4 of the Michigan Safe Start Plan instruction will be offered in person while implementing the highly recommended safety standards described throughout this plan. All LEAs have agreed to provide bussing to the Career Center for students attending the career center. LEAs will be responsible for transportation safety protocol to and from the JACC.

- All staff and students will be required to wear approved masks while on campus and participating in school-related activities.
- Facial coverings must be worn by Career Center students, staff, and bus drivers during school transportation.
- Facial coverings will be worn in hallways, common areas, agriscience barn, and greenhouse areas, by Career Center staff and students in the building except for during meals.
- Facial coverings will be worn in classrooms by all students at the Career Center.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

Jackson Area Career Center (JACC) Programs

- The JCISD will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs and social stories reinforcing proper handwashing techniques).
- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will be taught and reinforced via Social Stories (personalized and for group) via video and text-based formats. Each classroom will have a handwashing schedule, using soap and water every 2-3 hours.
- Students' personal items will be stored separate and in individually labeled cubbies, containers, or lockers.
- Classroom materials will be limited to small groups and disinfect between use.
- Hand sanitizer will be available in the classrooms and throughout the school building for staff and student use.

Spacing, Movement and Access Protocol:

- Spacing will be six feet between desks to the extent that it is feasible.
- Class sizes will be kept to the level afforded by necessary spacing decisions.
- In classrooms where tables are utilized, students will be spaced as far apart as feasible.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signage will be posted to indicate proper social distancing.
- Floor tape and other markers will be used at six-foot intervals where line formation is anticipated.
- Social distancing floor/seating markings will be provided in waiting and reception areas.
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- If a classroom has windows that can open, they will be open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma, and/or unique medical conditions.
- As able, Programs will cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.
- Therapies will be delivered virtually to whole classrooms, and/or one on one when necessary.
- Adaptive PE will be delivered in outside spaces and or activities will be delivered virtually in the classroom.
- Flow of foot traffic will be directed in only one direction, if possible. If one-way flow is not possible, hallways will be divided with either side following the same direction.
- Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- All staff will be trained in proper handwashing procedures and other sanitizing procedures at the start of the school year.

3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

Jackson Area Career Center (JACC) Programs

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Computer labs and hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- The Career Center will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from students, and will provide adequate ventilation when staff use products.
- Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

The JCISD does not operate athletic programs.

5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

Jackson Area Career Center (JACC) Programs

The JCISD is collaborating with the Jackson County Health Department regarding implementing protocols for screening students and staff.

- The Career Center has a designated quarantine area and a staff person to care for students who become ill at school.
- Students will conduct daily self-examinations, including a temperature check, prior to coming to school. This self-examination includes instructions to stay home from school if the student has Covid-19 symptoms. Also, when students arrive at JACC, they will have their temperature checked. If their temperature is 100.4 degrees or greater, they will be quarantined and sent home.
- When a student becomes ill with symptoms of COVID-19 at school, they will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- Symptomatic students will be sent home from school. Parents will be instructed to contact the Henry Ford MyCare Advice line at (313)874-7500 or the Center for Family Health at (517)748-5363 to determine if they should be tested. Verification of that contact and a note from a physician and/or covid testing center will be required prior to the student returning to school. Students must be symptom free, without medication, for 24 hours prior to returning to school.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work.
- If staff exhibit any COVID-19 symptoms indicated on the screening, including respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they must stay home. Staff with symptoms are instructed to contact the Henry Ford MyCare Advice line at (313)874-7500 or the Center for Family Health at (517)748-5363 to determine if they should be tested. Verification of that contact and a note from a physician and/or covid testing center will be required prior to the staff member returning to school. Staff must be symptom free, without medication, for 24 hours prior to returning to school.
- Staff who report COVID-19 related symptoms will be isolated from others, sent home and instructed to contact Human Resources.
- JACC will cooperate with the Jackson County Health Department 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 showed symptoms to the time when he or she was last present at the school.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home.

6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

Jackson Area Career Center (JACC) Programs

- The Career Center will cooperate with the Jackson County Health Department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will be isolated from others, wear a mask if medically able, and be picked up by their parent or guardian/emergency contact.
- Students who are ill will not be allowed to ride JACC transportation and must be picked up from school within 60 minutes of parent contact.
- Parents will be instructed to contact the Henry Ford MyCare Advice line at (313) 874-7500 or the Center for Family Health at (517) 748-5363 to determine if they should be tested. Students must be symptom free, without medication, for 24 hours prior to returning to school.
- Students who leave school due to illness will be instructed to contact the Henry Ford MyCare Advice line at (313)874-7500 or the Center for Family Health at (517)748-5363 to determine if they should be tested. Students must be symptom free, without medication, for 24 hours prior to returning to school. Verification of that contact and a note from a physician and/or covid testing center will be required prior to the student returning to school.
- Staff who report COVID-19 related symptoms should be isolated from others and sent home, and contact Human Resources.
- Staff should contact the Henry Ford MyCare Advice line at (313) 874-7500 or the Center for Family Health at (517) 748-5363, or their own physician, to determine if they should be tested. Verification of that contact and a note from a physician and/or covid testing center will be required prior to the staff member returning to work.
- JACC will cooperate with the Jackson County Health Department 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 showed symptoms to the time when he or she was last present at the school.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home.
- Students and staff will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- If Students or Staff test positive, students/staff can return to school ten days after symptoms started **AND** if they have remained 24 hours fever free without using fever reducing medications **AND** if they have experienced an improvement in symptoms.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Jackson Area Career Center (JACC) Programs

- The Career Center will require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

- The bus driver, staff, and all students in grades, if medically feasible, will wear facial coverings while on the bus.
- The staff will clean and disinfect the Career Center's transportation vehicles before and after every transit route.
- The Career Center staff will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- The staff will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- The Career Center will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, the bus driving staff will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, the staff will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

In consultation with our legal counsel we came to determine the highly recommended protocols we are following and the ones we cannot support as discussed below. The JCISD will follow the following highly recommended protocols from the Return to School Roadmap when the district is located in Phase 5 of the Michigan Safe Start Plan.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Jackson Area Career Center (JACC) Programs

The Career Center will follow all highly recommended protocols:

- Facial coverings should always be worn by staff except for meals.
- Facial coverings should always be worn in hallways and common areas by Career Center students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be cloth or disposable level-one (basic) grade surgical masks.
- The Career Center will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff and students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of

students enters their room.

- The Career Center will identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building
- Students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be sent for off-site testing.
- Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates will be closely monitored for any symptoms.
- The Career Center will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff will wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.
- Frequently touched surfaces including lights, doors, benches, and bathrooms will undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- The Career Center will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from students, and with adequate ventilation when staff use such products.
- The Career Center will strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial

coverings while on the bus.

- The transportation vehicles will be cleaned and disinfected regularly. Students will not be present when a vehicle is being cleaned.
- The Career Center staff will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- The staff will clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- The Career Center will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and should not return to drive students.
- The Career Center will systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- The Career Center will create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.
- The Career Center will inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- The Career Center and Transportation department will assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- We will inventory bus drivers to understand the extent of high-risk populations.
- Bus procedures will be finalized for bus drivers and students that are informed by public health protocols.
- The Career Center will encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

None of the highly recommended protocols will be excluded. The JCISD will implement the highly recommended protocols in the Return to School Roadmap for Phase 5 of the Michigan Safe Start Plan.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

The Jackson Area Career Center will also implement the highly recommended protocols in the Return to School Roadmap for Phase 4 with the following exceptions:

- Due to the Career Center being on two shifts, we did not think having a scheduled hand-washing time would be needed. However, we will be following handwashing and other sanitation procedures for each shift.
- The Career Center will make plans to provide storage for personal items, where needed.
- Desks will be 6' apart, where applicable. In programs with specialized furniture, (e.g, health

program, construction, Vis Com), appropriate barriers will be provided. Additionally, programs will use lab space to provide social distancing between students.

JCISD Employee COVID-19 PREPAREDNESS, EXPOSURE CONTROL AND RESPONSE PLAN

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) 2020-39 (April 24, 2020), 2020-142 (June 30, 2020) and 2020-161 (July 28, 2020). It is subject to change based on further information provided by the CDC, OSHA and other public officials. The Jackson County Intermediate School District (JCISD") may also amend this Plan based on operational needs.

Responsibilities of the JCISD

The JCISD 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:

- The JCISD will provide notice regarding this Plan to each employee through one or more of the Superintendent's Coronavirus Updates, and has posted it on the JCISD web page, under the COVID-19 tab.
- During the period of the Governor's "stay home" orders, the JCISD will restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work necessary to maintain its operations, or on the premises of a local school district pursuant to their work assignment. All persons who are approved to work on premises in-person are required to follow the on-premises health check prior to starting work. (See Responsibilities of Employees section, below.) Effective June 8, 2020, some JCISD will begin transitioning to on premises work, generally without public contact, and test the various exposure controls that have been put in place and make adjustments as needed.
- Prior to June 8, 2020, the JCISD promoted work from home to the fullest extent possible. It has and will promote work-related meetings, including meetings held pursuant to the Open Meetings Act, MCL 15.261 *et seq.*, through telephonic conference or video conferencing applications. Meetings subject to the Open Meetings Act will use an option that ensures that both the general public and members of the public body are able to participate.
- The JCISD will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible. JCISD will mandate individuals who are on premises wear non-medical face masks while in proximity of other people. Plexiglass barriers will be installed 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.

- As they return to work on premises, employees will be required to view the MIOSHA COVID-19 video that addresses working safely, and to respond to a survey to evaluate the level of risk they believe their assignment entails. Supervisors will review that self-designation, and if there is a difference of opinion they will work to develop a common understanding of that employee’s exposure risks. All employees will be provided PPE associated with all reasonably anticipated risks of exposure to COVID-19. Such PPE must be used by employees for the identified activities.
- The JCISD 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.
- The JCISD has published protocols to prevent workers 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.
- The JCISD 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, the JCISD 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.
- The JCISD has adopted protocols to limit the sharing of tools and equipment to the maximum extent possible, and to ensure frequent and thorough cleaning of tools, equipment and frequently touched surfaces.
- 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.

Responsibilities of Employees

For the duration of the COVID-19 pandemic period, employees are expected 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. Please explore with HR if federal paid sick leave is available to you in these circumstances.
 - Refrain from using other workers’ desks, phones, offices or other work tools when possible.
 - Adhere to social distancing guidelines established in this plan.
 - Wear a covering over the nose and mouth while in the facilities and working around others. For most jobs, cloth and non-medical grade face masks are appropriate.
- Until an employee’s building has been opened to staff for general work purposes, individuals should only request to enter buildings when it is necessary to facilitate alternative modes of instruction, perform child care pursuant to a Michigan Executive Order, or conduct business that is essential to the basic operations of the district that support the wellbeing of employees and/or students, and has been approved for that purpose.
- Take their temperature before or immediately upon entering the building, and to complete the Health Department COVID-19 Health Inventory form immediately prior to starting work each

note clearing them to return to work.		appeared <u>and</u> symptoms have improved <u>and</u> they are free of fever for at least 24 hours without fever-reducing medication. The JCISD may require employees to provide medical documentation clearing them to return to work.
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If the JCISD learns that an employee has tested positive, the JCISD will notify the Health Department. The JCISD will follow Health Department instructions to conduct an investigation to determine the identities of co-workers who may have had close contact with the confirmed-positive employee within the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the JCISD will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had closed contact with the confirmed-positive employee.

Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work should be separated from other staff and visitors and sent home.

Workplace Flexibilities and Protections

Provisions for paid leave time will be made according to the Families First Coronavirus Response Act, the Paid Medical Leave Act, the Family Medical Leave Act, and any applicable JCISD-provided leave benefits. HR staff is directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. HR staff and supervisors are directed to explore reasonable accommodations as appropriate for employees who may have a disability that prevents them from complying with one or more of the directives in this Plan.

Overall Workplace Safety and Contingency Plans

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and JCISD work sites, they shall be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee, the JCISD will determine if it meets the criteria for recording and reporting under OSHA’s rules.

The JCISD will follow federal, state and local government recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. 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. Notwithstanding the foregoing, the JCISD reserves the right to inform other employees and stakeholders than an unnamed JCISD employee might have been exposed to COVID-19, so those

individuals may take measures to protect their own health. 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 or the Jackson County Health Department.

Effective Date

This plan is effective on May 4, 2020. It was revised on June 4, 2020, July 28, 2020, and August 5, 2020.

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
517.768.5155

Cheryl Lemons
HR Assistant Director
Cheryl.lemons@jcisd.org
516.768.5185

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 11, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

Link to the approved Plan posted on the District/PSA/nonpublic school website:

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Kevin Oxley, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: