



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

This COVID-19 Preparedness and Response Plan (hereinafter, “Plan”) was developed in accordance with the requirements of Michigan Governor Whitmer’s Executive Orders, including, but not limited to, [Executive Order 2020-70](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html) ([www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-527847--,00.html](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html)), which requires entities that remain open for in-person work develop and maintain a COVID-19 Preparedness and Response Plan.

The primary purpose of this Plan is to assist in the mitigation of COVID-19 and to protect the employees, students, contractors, and visitors of Adrian Public Schools (hereinafter, “APS”). APS is comprised of the following campuses and buildings:

Alexander Elementary School  
520 Cherry Street  
Adrian, MI 49221

Lincoln Elementary School  
158 S Scott Street  
Adrian, MI 49221

Michener Elementary School  
104 Dawes Street  
Adrian, MI 49221

Prairie Elementary School  
2568 Airport Highway  
Adrian, MI 49221

Springbrook Middle School  
615 Springbrook Avenue  
Adrian, MI 49221

Adrian High School  
785 Riverside Avenue  
Adrian, MI 49221

Adrian Community Education Center  
801 E. Maumee Street  
Adrian, MI 49221

Adrian Operations & Transportation Building  
217 Race Street  
Adrian, MI 49221

Adrian Head Start  
340 E. Church street  
Adrian, MI 49221

This Plan was developed through the use of the Occupational Safety and Health Administration's (hereinafter, "OSHA") Guidance on Preparing Workplaces for COVID-19 and is intended to comply with the requirements of all [Executive Orders issued by Michigan Governor Whitmer](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html) (www.michigan.gov/whitmer/0,9309,7-387-90499\_90705---,00.html) and all [Emergency Orders issued by Lenawee County](http://www.lenawee.mi.us/CivicAlerts.aspx?CID=38) (www.lenawee.mi.us/CivicAlerts.aspx?CID=38) and Lenawee County Health Department Return to School Toolkit.

The Plan will be available on the APS District Website (<https://www.adrianmaples.org>) and a print copy is available for review at the District Offices, 785 Riverside Avenue, Adrian, Michigan 49221.

### **About Coronavirus (COVID-19)**

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the United States Centers for Disease Control and Prevention (hereinafter, "CDC"), symptoms of COVID-19 may appear in as few as two (2) days or as long as 14 days after exposure.

For additional information about COVID-19, please visit the [CDC COVID-19 webpage](http://www.cdc.gov/coronavirus/2019-ncov/index.html) (www.cdc.gov/coronavirus/2019-ncov/index.html).

### **Responsibilities of APS**

APS has implemented the following practices as a part of this Plan to protect APS employees, contracted service providers, students, and visitors from the spread of COVID-19:

APS has created a [Back to School Webpage](https://www.adrianmaples.org/back-to-school/) (https://www.adrianmaples.org/back-to-school/) on its publicly available and accessible website where information about APS's response to the COVID-19 pandemic is available.

The APS administration has engaged in frequent written updates to all employees informing them of the APS's plans and actions related to COVID-19. As these plans and actions change, additional information and guidance will be provided.

### *Planning*

Members of the APS Leadership and Management Teams have been, and continue to be, actively engaged in monitoring all guidance and regulatory requirements and taking action accordingly. Planning is currently underway for the 2020-2021 school year for the development of the Return to School Roadmap.

### *APS Campus and Building Access*

APS will limit the number of individuals who are present on APS campuses and within APS buildings to the extent feasible while still performing necessary and essential educational and operational functions.

APS employees and contracted service providers are only allowed to visit/access APS campuses/buildings as is necessary to conduct minimum school operations consistent with APS's approved Return to School Roadmap or as directed by the employee's supervisor or contracted service provider's primary point of contact. Employee and contracted service provider access will be limited to only those persons necessary and must be coordinated with the building and/or program supervisor in accordance with the requirements of this Plan and APS's social distancing requirements. When possible, work will be performed remotely.

Students must adhere to the APS Student Handbook Supplement Coronavirus (COVID-19) for the 2020-21 guidelines and the APS Return to School Roadmap.

### *APS Buildings*

To the extent feasible, APS has or will install high-efficiency air filters in all APS buildings. Ventilation rates will be increased within APS buildings and physical barriers will be installed to minimize close, personal contact and reduce the potential spread of COVID-19 through coughing/sneezing.

APS will, to the extent feasible, provide tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizers and/or sanitizing wipes, disinfectants, and disposable towels for use in cleaning work and other surfaces.

Handwashing signs will be posted in all APS restroom facilities.

### *On-site Work Performance*

To the extent feasible, APS will consider establishing on-site work practices that encourage and promote social distancing and limit personal interaction. This may include, but is not limited to, establishing alternating on-site work days or extra shifts that reduce the total number of employees that are in a building at one time.

### *Personal Protective Equipment*

To the extent feasible, APS will provide all on-site workers with face coverings that must be worn during the performance of the employee or contracted service providers performance of his or her duties. Employees or contracted service providers may choose to provide and wear their own face covering.

When necessary and appropriate for the work being performed and to the extent feasible, APS will provide protective clothing/covering/gloves and will provide training on how to use/wear it, remove it, and dispose of or launder/disinfect it correctly.

Staff that are able to work in private and/or non-public areas where social distancing is able to be maintained, staff can elect to remove their mask. Should another staff member enter that area, that staff member should be wearing a mask and maintain social distance.

### *Meetings*

In-person meetings will be scaled back, to the extent feasible. Meetings will be by Zoom or Google Meet (video conferencing), telephone, or other electronic means where possible. If meetings must be conducted in-person, attendance will be collected verbally, and the meeting chair will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person meetings, not more than 10 people should be present at the meeting and participants must remain at least six (6) feet apart.

To the extent that the APS will hold a meeting pursuant to the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.272 (hereinafter, the "OMA"), the meeting may be held electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means. APS will offer two-way communication technology so that members of the public body can hear and be heard by other members of the public body and so that general public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. Members of the public body and of the general public participating electronically will be considered present and in attendance at the meeting and may participate in the meeting as if physically present at the meeting. Notice of the meeting will be posted in advance of the meeting held electronically on the district website (<https://www.adrianmaples.org/>). The public notice on the website will be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled public meetings or electronic meetings and accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those non-regularly scheduled or electronic public meetings

### *Cleaning and Disinfecting LISD Facilities*

APS has instituted frequent cleaning and disinfecting of APS facilities, tools and equipment, and other elements of the work environment, where appropriate. APS employees should regularly do the same in their assigned work areas. Common areas will be cleaned at least once per day absent special circumstances. Employees performing cleaning will be issued proper personal protective equipment (PPE), such as a face shield, nitrile or vinyl gloves, and gowns as may be recommended by the CDC. Trash in district buildings will be collected daily and disposed of properly by someone wearing a face shield, and nitrile or vinyl gloves. Restrooms will be cleaned daily and disinfected. Frequently touched items (i.e. door pulls and counters) will be disinfected regularly.

Those areas of the jobsite that a confirmed-positive individual may have been in contact with will be thoroughly cleaned before any other employees/individuals access that work space. Any disinfection will be conducted using one of the following: common EPA-registered household disinfectant; alcohol solution with at least 60% alcohol; or diluted household bleach solutions (if appropriate for the surface). Safety data sheets of all disinfectants used on site will be maintained.

### *Travel*

All nonessential conferences or travel is prohibited. Only travel which has been preapproved by the Superintendent will be permitted. This does not include traveling between APS buildings or other work sites when such as necessary for the performance of an APS employee's or contracted service provider's work.

### **Responsibilities of APS Employees and Contracted Service Providers**

All APS employees and contracted service providers must exercise good hygiene and infection control practices. These include, but are not necessarily limited to, the following:

1. Engage in frequent and thorough handwashing in accordance with the CDC's guidance:
  - A. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - B. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - C. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - D. Rinse your hands well under clean, running water.
  - E. Dry your hands using a clean towel or air dry them.

If soap and running water are not immediately available, use alcohol-based hand sanitizer or sanitizing wipes containing at least 60% alcohol.

2. Individuals should not use other employees/service providers' phones, desks, offices, or other work tools and equipment, when possible.
3. Individuals must maintain a distance of at least six (6) feet from one another to the maximum extent possible at all times.
4. Employees are strongly encouraged to minimize ride-sharing. If ride-sharing is necessary, while in vehicles, employees must ensure adequate ventilation.

5. Individuals who have any current symptoms of illness must stay home and should contact their healthcare provider to determine if COVID-19 testing is indicated. Employees or contracted service providers cannot return to work until at least seven (7) days have passed since the symptoms began and the individual has been fever free for at least 72 hours without the use of fever-reducing medication and other symptoms have improved. If you have tested positive for COVID-19, you cannot return to work until the Lenawee County Health Department indicates that it is safe for you to do so. If you are an LISD employee or service provider and any of these apply to you, please contact your supervisor at your earliest possible convenience.
6. All individuals who enter an APS building and who are medically able to tolerate wearing a face covering must wear a covering over his or her nose and mouth. Face coverings may include a homemade mask, scarf, bandana, or handkerchief. To the extent feasible, APS will provide non-medical grade face coverings to its employees who are required to perform work within a APS building and who do not wish or are unable to provide their own face covering. If you are an employee or service provider and you require a face covering, please contact your supervisor prior to coming to work.
7. All individuals who enter a APS building for the first time, must complete a screening questionnaire by answering the questions as required by the Lenawee County Health Department.

If the answer to any of those questions are yes, they are prohibited from accessing an APS campus/building.

The questionnaire must be completed, signed, and provided to the individual's direct supervisor or to the APS employee who has coordinated the individual's access to the APS building. You must report any changes to your responses to your direct supervisor or to the APS employee who has coordinated your access to the APS building as soon as the change in your response occurs. An online version of this screening tool may be provided to APS employees.

### **Responsibilities of Construction Contractors**

Construction contractors working at an APS campus must adhere to all of the following in accordance with the requirements of [Executive Order 2020-70](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html) ([www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-527847--,00.html](http://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html)) or any successor Executive Order:

1. Prohibit gatherings of any size in which people cannot maintain six (6) feet of distance from one another.
2. Limit in-person interaction with clients and patrons to the maximum extent possible and barring any such interaction in which people cannot maintain six (6) feet of distance from one another.
3. Provide personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.

4. Adopt 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.
5. Designate a site-specific supervisor to monitor and oversee the implementation of COVID-19 control strategies. The supervisor must remain on-site at all times during activities. An on-site worker may be designated to perform the supervisory role.
6. Conduct a daily entry screening protocol for workers and visitors entering the worksite, including a questionnaire covering symptoms and exposure to people with possible COVID-19, together with, if possible, a temperature screening.
7. Create dedicated entry point(s) at every worksite, if possible, for daily screening, or in the alternative, issue stickers or other indicators to workers to show that they received a screening before entering the worksite that day.
8. Require face shields or masks to be worn when workers cannot consistently maintain six (6) feet of separation from other workers.
9. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled masks.
10. Encourage or require the use of work gloves, as appropriate, to prevent skin contact with contaminated surfaces.
11. Identify choke points and high-risk areas where workers must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
12. Ensure there are sufficient handwashing or hand-sanitizing stations at the worksite to enable easy access by workers.
13. Notify contractors (if a subcontractor) or the LISD (if a contractor) of any confirmed COVID-19 cases among workers at the worksite.
14. Restrict unnecessary movement between project sites.
15. Create protocols for minimizing personal contact upon delivery of materials to the worksite

#### **Identification and Isolation of Individuals Exhibiting Symptoms of Illness**

APS employees and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, employees or contracted service providers who show symptoms of COVID-19 while at work will be immediately separated from other individuals and sent home.

Individuals who have any current symptoms of illness or who have experienced any symptoms of illness within the past seven (7) days, have been around someone with known symptoms of illness within the past 14 days, or have been around someone who has tested positive for COVID-19 within the past 14 days are strictly prohibited from visiting LISD campuses and buildings. If you are an APS employee or service provider and any of these apply to you, please contact your supervisor at your earliest possible convenience.

*Employee or Contracted Service Provider Exhibiting Symptoms of COVID-19*

If an employee or contracted service provider exhibits COVID-19 symptoms, the employee or contracted service provider must remain at home until he or she is symptom free for 72 hours (three (3) full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). APS will require an employee or contracted service provider who reports to work with symptoms to immediately return home until he or she is symptom free for 72 hours (three (3) full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

*Employee or Contracted Service Provider Tests Positive for COVID-19*

An employee or contracted service provider who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any operable Executive Order or other guidance from proper authorities, including, but not limited to, the Lenawee County Health Department. Employees or contracted service providers who test positive for COVID-19 may return to work when: 1) at least 72 hours (three (3) full days) have passed since recovery (completely symptom free); 2) at least seven (7) days have passed since symptoms first appeared; and 3) when authorization to return to work is provided by the Lenawee County Health Department. APS may also require an employee to provide documentation clearing his or her return to work.

*Employee or Contracted Service Provider Has Been in Close Contact with Someone who has Tested Positive for COVID-19*

Employees or contracted service providers who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as being within six (6) feet of the individual who tested positive for COVID-19 for a prolonged period of time.

If APS learns that an employee or contracted service provider has tested positive for COVID-19, APS will notify the Lenawee County Health Department and conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee or contracted service provider in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee or contracted service provider to self-quarantine for 14 days from the last date of close contact with that employee or contracted service provider. If applicable, APS will also notify any contractors, vendors/suppliers, or visitors who may have had close prolonged contact with the confirmed-positive employee or contracted service provider. If an employee or contracted service provider learns that he or she has come into prolonged close contact with a confirmed-positive individual outside of the workplace, he/she must alert their supervisor or primary point of contact of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

## **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 APS-provided leave benefits. APS will work with affected employees in accordance with applicable law and APS policy to determine which benefits are available to use during a COVID-19-related absence. The APS will explore reasonable accommodations for any 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 exposure to COVID-19 while at work. To the extent that these standards apply to this Plan and APS work sites, they will be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee or another individual who has been present within an APS building, the LISD will determine if it meets the criteria for recording and reporting under OSHA's rules.

APS will follow federal, state, and local government recommendations regarding development of contingency plans for situations that may arise as a result of a COVID-19 outbreak.

## **Confidentiality/Privacy**

To the extent permissible and in accordance with applicable law, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Notwithstanding the foregoing, the LISD reserves the right to inform other employees and stakeholders that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. Any notification procedures will occur in accordance with the guidance of the Lenawee County Health Department.

## **Contact Information**

Questions regarding this Plan should be directed to:

Robert Behnke, Superintendent  
Adrian Public Schools  
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517.264.6640