



# COVID-19 PREPARADNESS AND RESPONSE PLAN

## Updated June 16, 2021

This COVID-19 Preparedness and Response Plan (hereinafter, "Plan") was developed in accordance with the requirements of the [Michigan Occupational Safety and Health Administration Emergency Rules related to COVID-19 dated October 14, 2020](#), and later updated on May 24, 2021, which requires employers to develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control ("CDC") and recommendations in "Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration ("OSHA").

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 the Lenawee Intermediate School District (hereinafter, "LISD"). The LISD is comprised of the following campuses and buildings:

William J. Ross Education Service Center and Fireside Building  
4107 N. Adrian Highway  
Adrian, Michigan 49221

LISD TECH Center (includes the LISD PREP Academy, JC/LISD Academy, and South Campus)  
1372 N. Main Street  
Adrian, Michigan 49221

Milton C. Porter Education Center  
2946 Sutton Road  
Adrian, Michigan 49221

Trenton Hills Learning Center  
1008 W. Maple Ave.  
Adrian, Michigan 49221

LISD Center for a Sustainable Future  
4260 Tipton Highway  
Adrian, Michigan 49221

Stubnitz Environmental Education Center  
3241 N. Adrian Highway  
Adrian, Michigan 49221

This Plan was developed through the use of OSHA's Guidance on Preparing Workplaces for COVID-19 and is intended to comply with the requirements of all applicable laws, orders, and

rules related to preventing and controlling the spread of COVID-19. The Plan is subject to amendment by the LISD. In the event that the content of this Plan conflicts with then-current applicable law, order, rules, and/or public health guidance, the LISD reserves the right to follow the applicable then-current law, order, rules, and/or public health guidance.

The Plan will be available on the [LISD's COVID-19 webpage](http://www.lisd.us/covid19) (www.lisd.us/covid19) and a print copy can be made available for review at the LISD William J. Ross Education Service Center, 4107 N. Adrian Highway, 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.

Information about COVID-19 is frequently changing and involving, for additional information about COVID-19, please visit the [CDC COVID-19 webpage](https://www.cdc.gov/coronavirus/2019-ncov/index.html) (www.cdc.gov/coronavirus/2019-ncov/index.html).

### **LISD Job Duties and Procedures COVID-19 Risk of Exposure**

The majority of LISD employees are classified as **medium exposure risk** to COVID-19 based on the nature of the employee's job duties as described in the employee's job description. This is because performance of the essential duties of the job require the employee to be in frequent close contact with other individuals who may be but are not known to be infected with COVID-19. This would include LISD employees who are working directly with or in close proximity to LISD and/or local school district students such as (this is not intended to be an exhaustive list) teachers, teaching and learning assistants, itinerants, school bus drivers, bus assistants, health care assistants, therapists, psychologists, social workers, custodial/maintenance workers, and school-building level administrators. This would also include non-instructional staff who are engaged in frequent and/or close face-to-face interactions with colleagues, members of the public, vendors of the district, and others who may but are not known to be infected with COVID-19, such as the Superintendent, assistant superintendents, executive directors, directors, coordinators, administrative assistants, secretaries, staff accountants, receptionists, and other similar positions.

LISD employees that do not engage in frequent and/or close face-to-face interactions with colleagues, students, or others and who are able to perform their duties independently and away from other people such as those who work in a closed office environment would be classified as **low exposure risk** to COVID-19.

## **Responsibilities of the LISD**

The LISD has implemented the following practices to protect LISD employees, contracted service providers, students, and visitors from the spread of COVID-19:

### *Communication*

The LISD has created a [COVID-19 webpage](http://www.lisd.us/covid19) (www.lisd.us/covid19) on its publicly available and accessible website where information about the LISD's response to the COVID-19 pandemic is available.

The LISD Superintendent has engaged in frequent written updates to all employees informing them of the LISD's plans and actions related to COVID-19. This includes providing public notice of school-associated cases of COVID-19 as required by applicable emergency orders issued by the Michigan Department of Health and Human Services, the Lenawee County Health Department, and/or any other applicable law, order, rule, or public health guidance. As these plans and actions change, additional information and guidance will be provided.

The LISD has developed and implemented a forum (see [www.lisd.us/covid19](http://www.lisd.us/covid19)) for addressing LISD employee questions and concerns while also occasionally sharing responses with others in the form of frequent asked questions (FAQs).

### *Planning*

Members of the LISD Leadership and Management Teams have been, and continue to be, actively engaged in monitoring all guidance and regulatory requirements and taking action accordingly.

### *LISD Campus and Building Access*

The LISD will comply with all statutes and lawful orders, rules, and regulations related to gatherings of people.

To the extent feasible, some LISD employees may be permitted to perform their work from home or another off-site location. This may include having employees work part of the time remotely and part of the time on-site at LISD. The determination of whether an employee will perform his/her duties on-site, remotely, or through a combination of the two will be made by the employee's/contracted service provider's supervisor and/or the LISD Superintendent, and will be done in accordance with LISD Board Policy 8200 – Remote Work.

Community members and other visitors, including students and parents/guardians are permitted to visit the LISD as necessary to conduct school business and/or participate in school and school-sponsored activities provided that the individual adheres to the District's COVID-19 mitigation requirements. These include:

1. Not visiting a LISD campus/building if you are experiencing any signs or symptoms of COVID-19, which include:

- a. one or more of the following: an uncontrolled cough (excluding chronic cough due to a known medical reason or allergies), new onset of shortness of breath or difficulty breathing, or a fever of 100.4 degrees or higher;
  - b. two or more of the following: loss of taste or smell, abdominal pain, muscle aches, severe headache, sore throat, vomiting, or diarrhea.
2. Not visiting a LISD campus/building if you have been in close contact (within six feet of the individual for a period of 15 minutes or more over the course of a 24-hour period) with someone who has tested positive or is probable for COVID-19 within the last 14 days. Individuals who are fully vaccinated (meaning at least two weeks have passed since your second vaccine if you received the Pfizer or Moderna vaccine or since your single vaccine if you received the Johnson and Johnson vaccine) are not required to quarantine and may select no after close contact unless experiencing symptoms that are confirmed or suspicious of being of COVID-19.
3. Not visiting a LISD campus/building if you have tested positive for COVID-19, or if you have been tested or COVID-19 due to signs or symptoms of COVID-19 and have not yet received your test results. Individuals who have tested positive for COVID-19 may return to/visit and LISD campus when more than 10 days have passed since the day after the individuals' symptoms first appeared, or, if asymptomatic when more than 10 days have passed from the date of the positive test.
4. To the extent feasible, maintaining at least six feet of distance between yourself and other persons.
5. If not fully vaccinated from COVID-19, wearing a reusable cloth or disposable face covering that covers your mouth and nose at all times while present in LISD buildings unless you are medically unable to do so or you are engaged in eating a meal.
6. Following all posted guidance.
7. Engaging in frequent hand washing and/or the use of hand sanitizer if hand washing is not an option.
8. Completing the LISD's COVID-19 screener (students are not required to complete a daily screener, but must follow the LISD's COVID-19 Student Screener Agreement).

Any individual who fails to adhere to these standards may be asked to leave LISD property at the discretion of an LISD administrator. LISD employees may be subject to disciplinary action.

The LISD will identify and provide appropriate signage for dedicated points of entry for employees, contracted service providers, and other individuals as necessary for the purpose of reducing congestion at primary points of entry to LISD buildings.

#### *LISD Buildings*

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

The LISD 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 LISD restroom facilities.

#### *On-site Work Performance and Remote Work*

In accordance with the [Governor's Return to School Roadmap](#), the [LISD's 2020-2021 School Year COVID-19 Preparedness and Response Plan](#) and, the [LISD's Extended COVID-19 Learning Plan](#), the LISD opened the 2020-2021 school year with in-person school. The LISD will continue to monitor activities surrounding COVID-19 within Lenawee County and southeastern Michigan and will adjust its instructional plans as necessary. LISD employees whose job duties require the employee's physical presence at the LISD will be required to perform their work on-site. Those LISD employees who are feasibly able to perform their work activities remotely may be allowed to work remotely in accordance with LISD Board Policy 8200-Remote Work. LISD employees will only be allowed to work remotely to the extent that such is feasible and that it does not adversely impact the District's operations.

The determination as to whether or not an LISD employee can perform his/her work activities remotely will be made by the employee's supervisor and will be based on factors to include, but not be limited to, the nature of the employee's work activities; the expectations of the LISD's customers (community, students, and constituent districts); the employee's responsiveness and timeliness in completing tasks while working remotely; the availability of sufficient internet service at the remote location necessary for the individual to perform his/her job; the availability of other equipment, materials, and/or supplies necessary for the individual to perform his/her job at the remote work location; the continuity of learning; the instructional mode; and the employee's performance.

#### *Personal Protective Equipment*

##### *Face Coverings*

Unvaccinated (meaning that the individual is not fully vaccinated against COVID-19) LISD employees, contracted services providers, and students are strongly encouraged to provide their own properly sized, reusable, cloth face mask that is capable of being washed. In an effort to support LISD employees and contracted service providers with this requirement, the LISD provided each employee with three, reusable, cloth face masks in early September, 2020, and provided additional reusable, cloth face masks later in the 2020-2021 school year. Disposable face masks will be provided for LISD employees, contracted service providers, and others who forget or are otherwise unable to provide their own face mask. Disposable face masks will be provided at no cost to the employee, contracted service provider, student, or visitor.

Face masks must cover the individual's mouth and nose at all times.

The CDC has provided the following guidance related to wearing a face mask. For additional information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.

### Placing your Face mask

1. Wash your hands before putting on your mask
2. Put it over your nose and mouth and secure it under your chin
3. Try to fit it snugly against the sides of your face
4. Make sure you can breathe easily

### Removing your Face mask

1. Untie the strings behind your head or stretch the ear loops
2. Handle only by the ear loops or ties
3. Fold outside corners together
4. Place mask in the washing machine
5. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

### Washing your Face mask

Reusable, cloth face masks must be washed between each daily use.

The following information was taken from the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

### *Washing machine*

1. You can include your mask with your regular laundry.
2. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

### *Washing by Hand*

1. Prepare a bleach solution by mixing:  
5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water

Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

2. Soak the mask in the bleach solution for 5 minutes.
3. Rinse thoroughly with cool or room temperature water.
4. Allow the mask to completely dry after washing.

### Drying your Face mask

#### *Dryer*

Use the highest heat setting and leave in the dryer until completely dry.

#### *Air dry*

Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

### School Bus

All LISD employees, contracted service providers, and students who are not fully vaccinated against COVID-19 (meaning that at least two weeks have passed since the individual's second vaccine if having received the Pfizer or Moderna vaccine or since the individual's single vaccine

if having received the Johnson and Johnson vaccine) are required to wear a face mask at all times while on a school bus or in any other LISD vehicle. In some instances, drivers may be allowed to wear a clear face shield as opposed to a face mask, if it is determined that the use of a face mask will make operation of the vehicle unsafe.

#### Hallways, Restrooms, Libraries, Offices, and Other Common Areas

All LISD employees, contracted service providers, and students who are not fully vaccinated against COVID-19 (meaning that at least two weeks have passed since the individual's second vaccine if having received the Pfizer or Moderna vaccine or since the individual's single vaccine if having received the Johnson and Johnson vaccine) are required to wear a face mask at all times within all common areas of LISD buildings, and within non-LISD buildings while participating in a LISD-sponsored educational program or activity. Common areas include, but are not necessarily limited to, all hallways, restrooms, school offices, and libraries.

#### Classrooms

All LISD employees, contracted service providers, and students who are two years of age or older who are not fully vaccinated against COVID-19 (meaning that at least two weeks have passed since the individual's second vaccine if having received the Pfizer or Moderna vaccine or since the individual's single vaccine if having received the Johnson and Johnson vaccine) must wear a face mask at all time while in the classroom, laboratory, and/or other instructional areas.

Students for whom a face mask is not developmentally appropriate based upon the student's disability are not required to wear a face mask while in the classroom and/or laboratory, but may, provided that the student is comfortable wearing the mask and is capable of putting on and taking off the mask themselves.

#### Outside

No individual is required to wear a face mask while outside.

#### Meals

No individual is required to wear a face mask while eating a meal.

#### Medical Exemption

The LISD understands that some students, employees, and/or contracted service providers may be medically unable to wear a face mask that covers his or her mouth and nose. To receive a medical exemption to the requirement to wear a face mask, students and staff members must provide the school with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student or staff member is medically unable to wear a face mask. A face mask medical exemption form is available by contacting the school office (student) or your supervisor (employee or contracted service provider).

When necessary and appropriate for the work being performed and to the extent feasible, the LISD 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.

The LISD will provide training for its employees and contracted service providers on the proper use of personal protective equipment. Trainings may be provided electronically.

## *Meetings*

All in-person meetings must be held in a manner that complies with any then-applicable laws, orders, rules, or other authority governing the gathering of individuals.

Virtual meetings will be by WebEx (video conferencing), telephone, or other electronic means where possible. |

For information about public meetings of the LISD Board of Education please visit:  
<https://www.lisd.us/our-district/administration/boe/>.

## *Cleaning and Disinfecting LISD Facilities*

The LISD has instituted frequent cleaning and disinfecting of LISD facilities, tools and equipment, and other elements of the work environment, where appropriate. LISD 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 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 nitrile or vinyl gloves. Restrooms will be cleaned daily and disinfected. Frequently touched items (i.e. door pulls and counters) will be disinfected regularly.

OSHA has stated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, 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.

The LISD will follow the manufacturer's instructions for use of all cleaning and disinfecting products at all times.

## *Travel*

LISD employees and students may travel when such is deemed necessary for the performance of their job and/or when travel is deemed to be a beneficial part of the educational program. Any travel must be done in accordance with then-current laws, orders, and/or rules, including, but not limited to, those intended to mitigate the spread of COVID-19. Travel does not include traveling between LISD campuses/facilities or other work sites when such is necessary for the performance of an LISD employee's or contracted service provider's work.

## *COVID-19 Training*

The LISD will provide all LISD employee with COVID-19 training, including training on infection control practices, the proper use of personal protective equipment, steps the employee must take to notify the LISD or any signs or symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions. Updated training will be



provided if the LISD changes its preparedness and response plan or if new information becomes available about the transmission of COVID-19 or diagnosis of COVID-19.

In an effort to mitigate the risk of COVID-19 spread, training may be provided via video and/or through the provision of written materials and guidance.

#### *Worksite Supervisors*

The following individuals are considered to be worksite supervisors and are responsible for the implementation, monitoring, and reporting on the COVID-19 control strategies included in this Plan:

Mark Haag, Superintendent	<a href="mailto:Mark.Haag@lisd.us">Mark.Haag@lisd.us</a>
Jody Howard, Assistant Superintendent	<a href="mailto:Jody.Howard@lisd.us">Jody.Howard@lisd.us</a>
Kyle Griffith, Assistant Superintendent	<a href="mailto:Kyle.Griffith@lisd.us">Kyle.Griffith@lisd.us</a>
Daniel Garno, Executive Director, Staff Resources	<a href="mailto:Dan.Garno@lisd.us">Dan.Garno@lisd.us</a>
Judy Pfund, Executive Director, Business Services	<a href="mailto:Judy.Pfund@lisd.us">Judy.Pfund@lisd.us</a>
Megan Karpinski, Young Children's Services Supervisor	<a href="mailto:Magan.Karpinski@lisd.us">Magan.Karpinski@lisd.us</a>
Nicholas Adams, IT Director	<a href="mailto:Nicholas.Adams@lisd.us">Nicholas.Adams@lisd.us</a>
Carolee Hartman, Transportation Supervisor	<a href="mailto:Carolee.Hartman@lisd.us">Carolee.Hartman@lisd.us</a>
Tom Kasefang, Facilities Director	<a href="mailto:Tom.Kasefang@lisd.us">Tom.Kasefang@lisd.us</a>

In the event that none of the above-named individuals are present on-site when other workers are present, the LISD will designate an individual working on-site to serve as the worksite supervisor responsible for the implementation, monitoring, and reporting on the COVID-19 strategies included in this Plan.

#### *Individuals Vaccinated Against COVID-19*

In accordance with [United States Centers for Disease Control and Prevention interim public health recommendations for fully vaccinated people](#), individuals who are fully vaccinated (meaning at least two weeks have passed since your second vaccine if you received the Pfizer or Moderna vaccine or since your single vaccine if you received the Johnson and Johnson vaccine) are not required to quarantine after close contact with a COVID-19 positive or probable person, provided that the fully vaccinated person is not experiencing any signs or symptoms of COVID-19.

Individuals who are fully vaccinated against COVID-19 (meaning that at least two weeks have passed since the individual's second vaccine if having received the Pfizer or Moderna vaccine or since the individual's single vaccine if having received the Johnson and Johnson vaccine) are not required to wear a face mask at anytime while present on LISD property.

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

All LISD 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 signs or symptoms of COVID-19 must stay home from work (or work in an isolated location with the approval of the employee's supervisor) and should contact their healthcare provider to determine if COVID-19 testing is indicated.
- 6. All individuals who are not fully vaccinated against COVID-19 who enter a LISD building and who are medically able to tolerate wearing a face covering must wear a covering over his or her nose and mouth in accordance with the section on face coverings above. To the extent feasible, the LISD will provide non-medical grade face coverings to its employees and contracted service providers who are required to perform work within a LISD building and who do not wish or are unable to provide their own face covering. If you are an LISD 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 LISD building, must complete a screening questionnaire by answering the following statements with a yes or no answer:
  - A. Have you been in close contact of another person who has tested positive (or is probable) for COVID-19 within the past 14 days? "Close contact" is defined as being within six feet for a period of 15 minutes or more during a 24-hour period, which may include multiple interactions of less than 15 minutes which cumulatively equal 15 minutes or more. \*\*\*Individuals who are fully vaccinated (meaning at least two weeks have passed since your second vaccine if you received the Pfizer or Moderna vaccine or since your single vaccine if you received the Johnson and Johnson vaccine) are not required to quarantine and

may select no after close contact unless experiencing symptoms that are confirmed or suspicious of being of COVID-19.

- B. Do you currently have any signs or symptoms of COVID-19, which are one (1) or more of the following: an uncontrolled cough (excluding chronic cough due to a known medical reason or allergies), new onset of shortness of breath or difficulty breathing, or a fever of 100.4 degrees or higher; OR two (2) or more of the following: loss of taste or smell, abdominal pain, muscle aches, severe headache, sore throat, vomiting, or diarrhea?
- C. Have you recently been tested for COVID-19, have not yet received a negative result, and the testing was not part of a routine or regular testing protocol for a job or for any other reason that does not include being in close contact with a COVID-19 positive or probable person or having signs or symptoms of COVID-19?

If the answer to any of these questions are yes, the individual is prohibited from accessing an LISD campus/building.

LISD employees and contracted service providers must complete the COVID-19 screening daily using the LISD's electronic screening questionnaire. LISD students and their parents/guardians must self-monitor for signs and symptoms of COVID-19 and must also screen themselves daily by asking the screener questions. At the direction of the Lenawee County Health Department, parents/guardians and LISD students and/or LISD students who are 18 years of age or older were required to sign a COVID-19 screening agreement indicating that the parent/guardian and/or eligible student would conduct the daily COVID-19 screening and that the student would not come to school if the response to any of the screening questions was yes.

Visitors to LISD buildings, including parents/guardians will be asked to complete a paper screening questionnaire.

All individuals must report any changes to their responses to their direct supervisor (if an LISD employee) or to the LISD employee who has coordinated your access to the LISD building as soon as the change in your response occurs.

### **Responsibilities of LISD Contractors Performing Work On-Site at a LISD Campus/Building**

All LISD contractors performing work on-site at a LISD campus/building must adhere to the following:

1. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
2. Create dedicated entry point(s) at every worksite, if possible, for daily COVID-19 screening, or, in the alternative, issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

3. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
4. Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
5. Identify choke points and high-risk areas where employees 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.
6. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.
7. Notify contractors (if a subcontractor) and the LISD of any confirmed COVID-19 cases among employees at the worksite.
8. Restrict unnecessary movement between project sites.
9. Create protocols for minimizing personal contact upon delivery of materials to the worksite.
10. Require all employees, contractors, suppliers, and any other individuals that will be present at a LISD campus/building to follow all LISD safety measures, including, but not limited to, all COVID-19 related precautions.

Contractors must work with the appropriate LISD employees to implement these procedures.

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

LISD 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 signs or symptoms of COVID-19, or who have been around someone who has tested positive for COVID-19 within the past 10 days (unless fully vaccinated) are strictly prohibited from visiting LISD campuses and buildings. 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.

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

If an employee or contracted service provider exhibits COVID-19 signs or symptoms, the employee or contracted service provider must remain at home until one of the following occurs:

- **The employee or contracted service provider has contacted his/her healthcare provider and a determination has been made by the healthcare provider that the employee or contracted service provider's signs or symptoms of COVID-19 are being caused by**

**something other than COVID-19** (individuals should still remain home in accordance with customary practices if exhibiting signs of illness such as fever)

- **If the employee or contracted service provider tests positive for COVID-19:**  
The employee or contracted service provider must stay home from work for at least 10 days from the first day of symptoms and at least 24 hours has passed with no fever without the use of fever reducing medications and the symptoms must have improved. If the employee or contracted service provider is asymptomatic, the individual must stay home from work for at least 10 days from the date that the COVID-19 test was administered.
- **If the employee or contracted service provider has signs or symptoms of COVID-19, but no testing is performed:**  
The employee or contracted service provider must stay home from work for at least 10 days from the first day of symptoms and at least 24 hours has passed with no fever without the use of fever reducing medications and the symptoms must have improved
- **If the employee or contracted service provider has signs or symptoms of COVID-19, but tests negative:**  
If the employee or contracted service provider was not in close contact with a person who tested positive for COVID-19, but has symptoms of COVID-19, the individual must remain home from school until they receive a negative COVID-19 test result (individuals should still remain home in accordance with customary practices if exhibiting signs of illness such as fever)

To the extent practical, employees are requested 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 guidance from proper authorities, including, but not limited to, the Lenawee County Health Department or another local health department. Employees or contracted service providers who test positive for COVID-19 may return to work when at least 10 days have passed since the first day of the individual's symptoms and at least 24 hours has passed with no fever without the use of fever reducing medications and the symptoms must have improved. If the employee or contracted service provider is asymptomatic, the individual must stay home from work for at least 10 days from the date that the COVID-19 test was administered.

#### *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 10 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 at least 15 minutes or longer over the course of a 24-hour period. In accordance with [United States Centers for Disease Control and Prevention interim public health recommendations for fully vaccinated people](#), individuals who are fully vaccinated (meaning at least two weeks have passed since your second vaccine if you received the Pfizer or Moderna vaccine or since your single vaccine if you received the Johnson and Johnson vaccine) are not required to quarantine after close

contact with a COVID-19 positive or probable person, provided that the fully vaccinated person is not experiencing any signs or symptoms of COVID-19.

If the LISD learns that an employee or contracted service provider has tested positive for COVID-19, the LISD will notify the Lenawee County Health Department and will work with the Lenawee County Health Department to conduct an investigation to determine what other individuals may have had close contact with the confirmed-positive employee or contracted service provider in the 48 hours period preceding the onset of the COVID-19 positive individual's signs or symptoms and, within 24 hours from receiving notice that an employee or contracted service provider has tested positive for COVID-19, will direct those individuals who have had close contact with the confirmed-positive employee or contracted service provider to remain home from work and await further guidance from the Lenawee County Health Department and/or their local health department (unless the close contact is fully vaccinated). If applicable, the LISD will also notify any students, contractors, vendors/suppliers, or visitors who may have had close 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 close contact with a confirmed-positive or probable individual outside of the workplace, he/she must alert their supervisor or primary point of contact of the close contact and self-quarantine for 10 days from the last date of close contact with that individual (unless the employee or contracted service provider is fully vaccinated against COVID-19 and is not showing any signs or symptoms of COVID-19).

### **Workplace Flexibilities and Protections**

Provisions for paid leave time will be made according to the Family Medical Leave Act, and any applicable LISD-provided leave benefits. The LISD will work with affected employees in accordance with applicable law and LISD policy to determine which benefits are available to use during a COVID-19-related absence. The LISD 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 LISD 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 a LISD building, the LISD will determine if it meets the criteria for recording and reporting under OSHA's rules.

The LISD 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:

Mark Haag, Ed.S., Superintendent  
Lenawee Intermediate School District  
[Mark.Haag@lisd.us](mailto:Mark.Haag@lisd.us)  
517.265.2119

Daniel Garno, Executive Director of Staff Resources  
Lenawee Intermediate School District  
[Dan.Garno@lisd.us](mailto:Dan.Garno@lisd.us)  
517.265.2119

### **Complaints**

Individuals wishing to file a complaint about the LISD's non-compliance with the requirements of this COVID-19 Preparedness and Response Plan should contact:

Mark Haag, Ed.S., Superintendent  
Lenawee Intermediate School District  
[Mark.Haag@lisd.us](mailto:Mark.Haag@lisd.us)  
517.265.2119

AND/OR

File a complaint with the Michigan Occupational Safety and Health Administration ("MIOSHA") by visiting the following website: <https://safetyhealthhazards.apps.lara.state.mi.us/>

Additional information about how to file a complaint with MIOSHA is available here: [https://www.michigan.gov/leo/0,5863,7-336-94422\\_11407\\_15333-93835--,00.html](https://www.michigan.gov/leo/0,5863,7-336-94422_11407_15333-93835--,00.html)