



COVID-19

Preparedness and
Response Plan

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I. Introduction

A pandemic is a global disease outbreak. A pandemic outbreak occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily from person to person, causing serious illness, and can sweep across the country and around the world in a very short time. It is difficult to predict when the next influenza pandemic will occur or how severe it will be.

On March 11, 2020, the novel coronavirus, COVID-19, was declared a worldwide pandemic by the World Health Organization. Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus, distinct from other diseases caused by coronaviruses, such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). COVID-19 is reported to be extremely contagious.

The state of medical knowledge is evolving but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces, objects and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown and there is no known treatment, cure, or vaccine for COVID-19.

Purpose

Michigan Connections Academy (“MICA”) is committed to providing a safe and healthy workplace for all staff-members. To ensure we have a safe and healthy workplace, MICA has developed the following COVID-19 Preparedness and Response Plan (“Plan”).

The purpose of this Plan is to provide a framework of policies, procedures, guidelines, and organizational structure to prevent against, prepare for, respond to, and recover from infectious disease and pandemics such as COVID-19. This Plan outlines steps the school should take to safeguard the health and well-being of staff-members during a pandemic while ensuring the school's ability to maintain essential operations and continue providing essential services to students and families.

Scope

This plan is intended for use by school administration, faculty, staff, and community health agencies. It is also intended to inform parents and community leaders of the school’s planned actions in response to emergencies as a way of preparing families and local officials.

Facility Overview

MICA’S facility is located at: [3950 Heritage Avenue Okemos, MI 48864](#). All activities take place in the office areas. This Plan shall be applicable to all buildings and grounds for all events that occur, regardless of the time of day or day of the week.

School Population

Since MICA is a school of excellence that is a cyber school therefore, no students are in attendance at this location and many staff members work remotely.

Organizational Roles and Responsibilities

Worksite Supervisor

The Worksite Supervisor or designee is responsible for implementing this plan in accordance with Governors [Executive Order No. 2020-161](#) (formerly, [2020-114](#) and [2020-145](#)) and any subsequent orders that may follow:

- Implement, monitor, and report on the COVID-19 control strategies;
- Remain on-site at all times when staff are present;
- Provide COVID-19 training to employees that covers, at a minimum:
 - Workplace infection-control practices.
 - The proper use of personal protective equipment.
 - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - How to report unsafe working conditions.
- Conduct **a daily entry self-screening protocol**¹ for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Ensure non-medical grade face coverings are provided as needed to staff.
- Maintain a record of these requirements
- Work with local health officials as necessary
- Maintain a line of communication with the COVID-19 Response Committee.

COVID-19 Response Committee

In order to maximize support and resources to ensure the safety, well-being of staff and students and maintain compliance with the rapidly changing state, local and federal guidelines, Pearson Online and Blended Learning (“POBL”) has developed a COVID-19 Response Committee. The Committee will:

- Act as a partner to provide guidance and resources to prepare for and respond to situations as they relate to the COVID-19 Pandemic;
- Provide advice and guidance on how to address staff questions or issues;
- Work with state and local health agencies to provide information in the event of a COVID-19 outbreak in the workplace;
- Monitor emergencies and facilitate major decisions which need to be made.;
- Provide guidance and assistance with release of information to the media if necessary;
- Monitor the rapidly changing COVID-19 regulatory environment and provide updates as appropriate.

¹ See Appendix A for Sample COVID-19 Screening Questionnaire

COVID-19 Response Committee Roster

	Name/Title	Organization	Contact
Health, Safety & Risk Management	Jeff Budny, Health & Safety Manager	Pearson- North America Organizational Risk and Resilience	Jeff.budny@pearson.com
OBL School Compliance	Tara Burns, Senior Compliance Analyst	OBL-HRC Compliance Services	Tara.burns@pearson.com
Facilities	Dion Golatt, Specialist Facilities/Real Estate	OBL-School Facilities Management	Dion.Golatt@pearson.com
Benefits	Jennifer Schmidt, Director, Systems and Rewards	OBL HRC	jennifer.schmidt@pearson.com
General HR	Jenny Dukek, Director Student Services	OBL-Partner School Leadership Team	Jenny.dukek@pearson.com
Communications	Sarah Fiedler, Strategic Communications Manager	GCAM- Strategic Communications & Operations	Sarah.fiedler@pearson.com

II. Prevention

Preventative Measures Overview

In order to prevent the transmission of COVID-19, the following protocols are recommended:

- Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- Turn off water fountains.
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- Institute cleaning and communications protocols when employees are sent home with symptoms.
- Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- Suspend all nonessential visitors.
- Restrict all non-essential travel, including in-person conference events.

How COVID-19 Spreads

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

There is more to consider than whether you were less than 6 feet away from an infected person for 15 minutes. Additional factors include the intensity, frequency, and duration of exposure to someone contagious with COVID-19. Were you exposed to enough virus that your immune system couldn't fight it off and you end up getting sick?

Intensity of Exposure

The intensity of exposure refers to the quantity of virus fragments you were exposed to. Was the sick person actively contagious when you were with them? Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you kiss them? Did you share personal items like a drink or a vape pen? Did you sit right next to them and have a face-to-face conversation or were you 6 feet away with your back to them? You can see how some situations can cause you to be exposed to a lot more virus than other situations. The more virus you are exposed to, the more likely you are to get sick.

Frequency of Exposure

The frequency of exposure refers to how often you had contact with someone who was contagious. If you had a brief face-to-face conversation with a teacher each day for several days while the teacher was contagious with COVID-19, those exposures may add up to be enough to overwhelm your system and lead to an infection.

Duration of Exposure

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

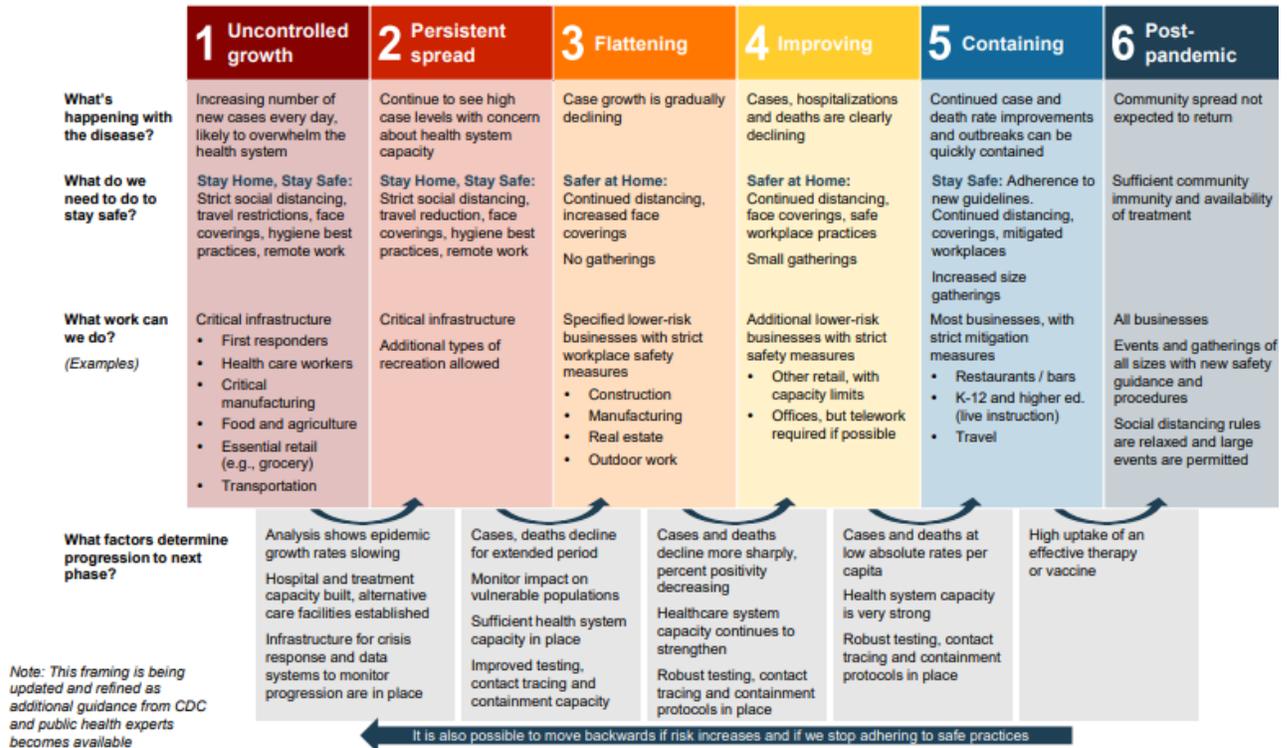
Personal Health

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

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur. The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

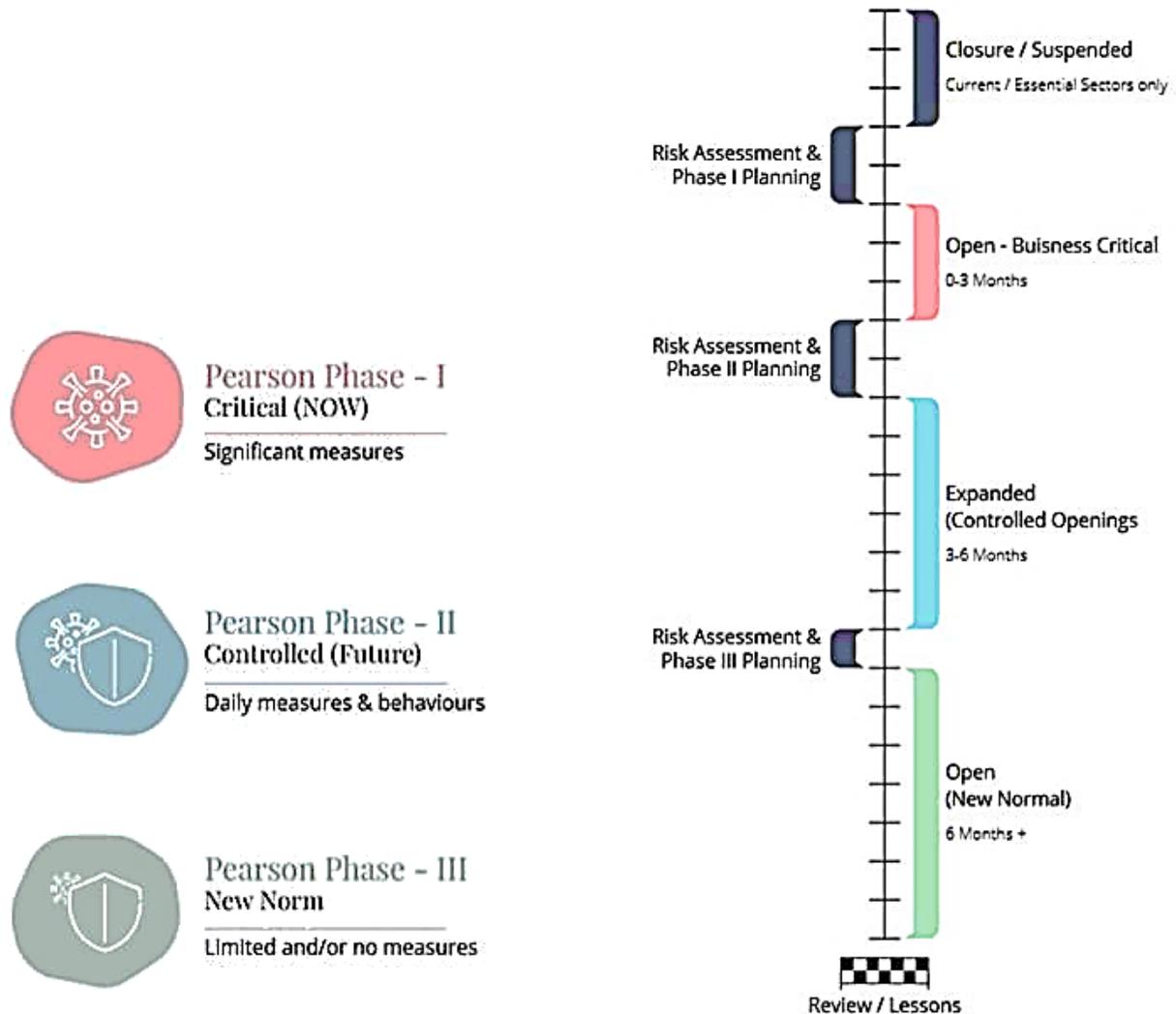
MI Safe Start Plan

Governor Whitmer implemented a six-phase approach to reopening the state in order to mitigate the impacts of COVID-19 and to protect the wellbeing of all Michiganders. On May 15, 2020, Governor Whitmer through Executive Order 2020-88, established the Return to School Advisory Council to develop recommendations for a safe return to in-person instruction. The Advisory Council included educators, administrators, elected officials, parents, students, and public health experts from across the state. Additionally, representatives from departments across Michigan state government assembled as a Task Force to support the development of the Roadmap.



OBL Facilities Management-Phased Approach to Re-Entering the Workplace

In addition to State guidelines the OBL Facilities Team has implemented a phased approach to assist the school in safely returning to the office facilities as outlined below:



Phase I

- Local COVID response site planning
 - ✓ Reporting
 - ✓ On-site point of contacts needs to be identified
 - ✓ Plan for a possible exposure or reported exposure
 - ✓ Impact/Exposure Assessment plan
 - ✓ Cleaning Plans and response
 - ✓ Employee communications
- Technology readiness support
- Supplies and PPE
 - ✓ Legal review to ensure all requirements are being met
 - ✓ Availability of cleaning suppliers i.e. sanitizer, wipes, etc.
 - ✓ Face coverings (may be required, highly recommended, personal choice)
 - ✓ Gloves (likely limited to specific tasks and available for self-cleaning where appropriate.)
 - ✓ Temperature checks – If appropriate/required - may be cost associated
 - Other
 - ✓ Costs to maintain facility (e.g. cleaning) suspend operations from an exposure

- ✓ Employee readiness to return (childcare, health concerns, public transportation)
- ✓ Certain Cities and building landlords may require PPE and have additional building access controls (i.e. elevator capacity, social distancing, temperature screening).

Prepare office

- Implement site startup check list
- Start-up Cleaning
- Post Signage
- Building systems start ups
- Check AV equipment
- Check copiers
- Prepare workspaces for Physical distancing
- Storage furniture
- Distribute supplies- wipes, sanitizers, etc.

Entering Building (Landlord) Guidelines

- Contact Landlord and confirm building restrictions and confirm the following:
 - if landlord provides cleaning service:
 - If yes request office cleaning prior to return to office date
 - If no, coordinate cleaning service
 - Parking changes
 - Lobby requirements
 - Elevator protocol

Common Area Guidelines

- Coffee Service/kitchen Areas are closed
- Conference/Meeting rooms remain closed with seating modifications to comply with social distance guidelines during phase 2
- Group meetings in Phase 1 highly discouraged, most conference rooms closed
- In Phase II**, conference room use may expand but remain limited
- Large rooms 8+ will be posted at ½ or no more than 10 capacity and chairs removed
- No large meetings over 10 people
- Signage for wiping AV equipment before and after will be posted

Site Services

- All reusable cups will be stored, only disposables to be used for water.
- Non-automatic ice machines will be turned off
- Cleaning of high touch points
- Packages/mail
 - Shipping and Receiving Areas: Before reopening operators and building managers should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers, etc.) and develop a revised plan to align to COVID-19 safety precautions. These may include:
 - ✓ Routine instructions and plans to avoid deliveries through employee or main entrance and instead reroute through areas that will minimize contact with the larger building population.
 - ✓ Separating shipping and receiving areas from the general population.
 - ✓ Require staff handling mail and parcels to wear PPE, face-covering or other protective gear to receive parcels, mail and other deliveries and provide training on proper use and disposal of PPE.
 - ✓ Sanitize the exterior of packaging
 - ✓ If appropriate, remove items from boxes and discard accordingly
 - Employees should use every precaution- wipes and wash hands if using refrigerators.

Phase II

- Slowly" expand operational scope and head count not to exceed 50% capacity.
- Timeline: 3 to 6 months

Phase III

- Transition to 'new normal' use of the office
- Timeline: 6 months+

Ongoing Virus Transmission Prevention Strategies:

- Where possible, increasing ventilation rates and circulation throughout the facility;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement such as:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.

Spatial Changes

In order to prevent the spread of infection, it may be necessary to temporarily alter workspaces in order to facilitate maintenance of social distancing and physically separating staff-members. Some strategies may include:

- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Discourage handshaking.
- Shift site visits by vendors to off-peak or after hours, when possible.
- In order to minimize risk when planning staff meetings and gatherings:
 - Staff-members are strongly encouraged to avoid in-person meetings and gatherings when possible and instead to utilize videoconferencing or teleconferencing.
- If in-person meetings are unavoidable, please consider the following:
 - How many staff-members will be in attendance?
 - Does the meeting room have adequate space to allow for proper social distancing?
 - Is there proper ventilation?
- If the answer is "no" to any of these questions, an alternative meeting location should be considered.

Staff are expected to minimize COVID-19 exposure by:

- Cleaning workstations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Company's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders.



Social Distancing Measures

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets

can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

SOCIAL DISTANCING GUIDELINES AT WORK

	1	Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.
	2	Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.
	3	Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
	4	Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.
	5	Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
	6	Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
	7	Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.



Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with staff to designate effective means of communicating important COVID-19 information.

Training

Provide employees with training on:

- Policies to reduce the spread of COVID-19
- General hygiene
- Symptoms, what to do if sick
- Cleaning and disinfection

- Cloth face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management

Building Access for Visitors

In addition to the daily security procedures and protocols in place to ensure a safe and secure environment, prevent crime, and to deter persons from gaining unauthorized access to the building, the following additional measures shall be taken in response to and to prevent further spread of infectious disease.

Responsibilities:

School Leader/Worksite Supervisor

Shall ensure there is adequate signage alerting visitors such as vendors to the building to the office where they will sign in and out of new safety precautions which include:

- Confirming they have not had any close contact in the past 14 days with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19;
- They have not in the last month traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department;
- They do not currently experience or display, and have not in the last 14 days experienced or displayed, any of the following symptoms:
 - Fever or chills,
 - Cough,
 - Shortness of breath and/or difficulty breathing,
 - Fatigue
 - Muscle or body aches
 - Headaches
 - New loss of smell and/or taste,
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - diarrhea
- Anyone who is able to answer yes to these statements may NOT enter the building.

Staff

All staff are encouraged to be active participants in preventing the spread of infectious disease by restriction access to this facility for anyone who may have recently been exposed to the virus. These temporary security measures shall remain in place on a daily basis to ensure the safety of the school community until otherwise communicated by the school leader or a member of the COVID-19 Response Committee. Additionally, staff should:

- Ensure that everyone is aware of the new building security policy and do not permit unauthorized persons into the building.
- Report any conditions, concerns or problems that were reported to them.
- Ensure that all visitors observe the new signage when entering the building.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, *when appropriate*.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required. Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Face Coverings

In accordance with [Governor Whitmer's Executive Order 2020-145](#), staff must wear face covering when they are unable to maintain six feet of separation from other individuals in the workplace and in shared spaces, including during in-person meetings and in restrooms and hallways. Face coverings are NOT considered PPE in accordance with OSHA Guidelines.

Classifying Worker Exposure to SARS-CoV-2



Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of

being, infected with SARS-CoV-2. Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

High Risk Employees

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness.

- Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. Severe illness means that the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die.
- People of any age with [certain medical conditions](#) are at increased risk of severe illness from COVID-19.
- By understanding the factors that put you at an increased risk, you can make decisions about what kind of precautions to take in your daily life.

In general, the more people you interact with, the more closely you interact with them, and the longer that interaction, the higher the risk of COVID-19 spread. So, think about:

- How many people will you interact with?
- Can you keep 6 feet of space between you and others?
- Will you be outdoors or indoors?
- What's the length of time that you will be interacting with people?

While the American's with Disabilities Act (ADA) does not permit the exclusion of employees from returning to the office solely based on a disability that the CDC identifies as potentially placing them at "higher risk for severe illness" if they contract COVID-19, staff who are at higher risk are strongly encouraged to continue to work remotely to reduce their chances of infection.

MICA is committed to ensuring the safety and well-being of staff. Therefore, any staff-members with questions regarding reasonable accommodations under the ADA, should reach out to their supervisor or a member of the COVID-19 Response Committee for assistance.

III. Response

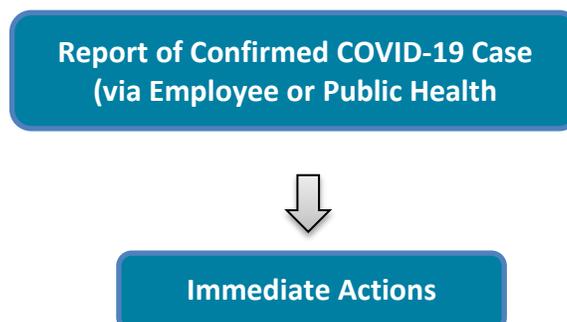
Preventing and Reducing Transmission Among Employees Who Become Sick

- **If an employee is suspected or confirmed to have COVID-19 infection:**
 - **Contact a member of the OBL COVID-19 Response Committee immediately** so they may provide additional instructions on how to proceed.
 - Employees who have symptoms should notify the worksite supervisor and be instructed to stay home.
 - Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
 - Employees who are well but who have a sick family member at home with COVID-19 should notify the worksite supervisor and follow CDC recommended precautions.
 - Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
 - In most cases, the facility will not be required to shut down. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
 - If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Determine which employees may have been exposed to the virus as you may need to take additional precautions.
- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) [see Appendix A for sample notice].
- If the employee is not on site, the worksite supervisor should complete the Initial Impact Assessment.

Process for Employee with Positive (or suspected positive) COVID-19 Test

To be used if notified by employee (or Public Health) that an employee has tested positive (or is suspected positive) for Covid-19.

Process Flow



- ✓ Immediately notify worksite supervisor and a member of the COVID-19 Response Committee
- ✓ If employee is currently on site, isolate employee, complete initial impact assessment (below), and send employee home.
- ✓ If employee is not on site, complete initial impact assessment



Initial Impact Assessment

Owner(s):

Determine/identify the following:

- Recent dates/time employee in facility
- Specific area(s) that employee accessed, and equipment used
- Staff that may have been within 6 ft of the employee for at least 10-15 min
NEED: Determine preferred method for recording daily staff attendance and work area assigned.
- Confirm employee's current contact information

Notes:



Public Health Engagement

Owner(s):

- Contact local public health office

OR

- If Public Health initiates contact, capture all guidance, ensuring below are covered.
- Advise of findings from initial assessment
- Request guidance on:
 - contact tracing
 - employee notifications
 - facility vs area closure
 - cleaning and disinfection

Notes:



Suspension of Operations

Owner(s):

- Based on risk assessment and guidance from public health, determine if partial or full suspension of operations is appropriate
- Coordinate employee communications with sarah.fiedler@pearson.com.
NEED: *Determine method of employee comms, and method for employee updates on closure status and when to return to work (Everbridge?). Consider need to develop templates.*
- Issue employee communication
- Shutdown equipment
- Isolate closure areas with signs, barricade tape
- Provide instruction to Security or other staff as to who can enter the building, adjust building access control system as needed.
- Communication to program teams and key customers, based on need.
- Refer all media requests to Sarah Fiedler (sarah.fiedler@pearson.com)

Notes:



Cleaning & Disinfection

Reference: [Cleaning and Disinfecting Your Facility \(CDC\)](#)

Owner(s):

Need: *Develop Cleaning & Disinfection Plan in consultation with service providers, including the following provisions:*

- Increase of fresh air make-up in HVAC system*
- Allowing targeted areas to sit idle for at least 24 hours, if possible. If area can be isolated for at least 7 days, no additional cleaning (beyond standard touch point/surface) is required.*
- Ensure cleaning plan includes common areas and equipment/surfaces within isolation area. Identify equipment that may be sensitive to chemicals or a cleaning method.*
- Determine scope/method of cleaning based on recommendations from Public Health
- Contact/Schedule appropriate service provider.
- Share any concerns with vendor and agree to cleaning plan.
- Ensure equipment to be cleaned is powered down (and locked out, if appropriate).
- Brief cleaning staff on any machine specific hazards.
- Execute Cleaning & Disinfection Plan
- Confirm cleaning/disinfection is complete and anticipated return to operations date with Public Health

Notes:



Return to Operations

Owner(s):

In consultation with Public Health, and COVID-19 Response Committee, determine/confirm staff that should NOT return to work and/or remain in quarantine.

Determine operational modifications that can be implemented to facilitate social distancing for those that return. Consider:

- Staggering shift times
- Staggering lunch/break times
- Increasing employee distance on production lines or within workgroups to maintain at least 6ft of space between employees wherever practical

Coordinate return communications with Sarah Fiedler and worksite supervisor.

Notes:

Return-To-Work Requirements

Staff diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- At least 10 days have passed after symptom onset AND other symptoms have improved
 - *A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset; consider consultation with infection control experts.*
- For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

Role of PCR testing² to discontinue isolation or precautions

- For persons who are severely immunocompromised, a test-based strategy could be considered in consultation with infectious diseases experts.
- For all others, a test-based strategy is no longer recommended except to discontinue isolation or precautions earlier than would occur under the strategy outlined above.

Role of PCR testing² after discontinuation of isolation or precautions

- For persons previously diagnosed with symptomatic COVID-19 who remain asymptomatic after

recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection.

- For persons who develop new symptoms consistent with COVID-19 during the 3 months after the date of initial symptom onset, if an alternative etiology cannot be identified by a provider, then the person may warrant retesting; consultation with infectious disease or infection control experts is recommended. Isolation may be considered during this evaluation based on consultation with an infection control expert, especially in the event symptoms develop within 14 days after close contact with an infected person.
- For persons who never developed symptoms, the date of first positive RT-PCR test for SARS-CoV-2 RNA should be used in place of the date of symptom onset.

Role of serologic testing

- Serologic testing should not be used to establish the presence or absence of SARS-CoV-2 infection or reinfection.

For Anyone Who Has Been Around a Person with COVID-19

Employees who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- Developed COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

Does not need to stay home.

Additional Resources:

[I Think or Know I had COVID-19, and I had Symptoms. When can I be Around Others?](#)
[I Had COVID-19, But No Symptoms. When Can I Be with Others?](#)

Benefits for Staff Affected by COVID-19

There are many resources available to school staff on the [Virtual Library](#). These resources range from information on the federal CARES Act, how to take leave under the programs, and wellness resources focused on staff mental and physical wellbeing. For specific questions regarding benefits eligibility please contact a member of the COVID-19 Response Committee.

Coping with Stress

Dealing with illness in the workplace can be challenging at any time, but it is especially so during an infectious disease outbreak such as the COVID-19 pandemic. Some employees may be anxious and fearful about contracting the virus, bringing it home to their families.

Recognize the symptoms of stress you may be experiencing:

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed

- Having trouble sleeping
- Having trouble concentrating

Know the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment
- Learning new communication tools and dealing with technical difficulties
- Adapting to a different workspace and/or work schedule

Follow these tips to build resilience and manage job stress:

- Communicate with your coworkers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
- Identify things that cause stress and work together to identify solutions.
- Talk openly with employers, employees, and unions about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
- Ask about how to access mental health resources in your workplace.
- Identify those things which you do not have control over and do the best you can with the resources available to you.
- Increase your sense of control by developing a consistent daily routine when possible — ideally one that is similar to your schedule before the pandemic.
- Keep a regular sleep schedule.
- Take breaks from work to stretch, exercise, or check in with your supportive colleagues, coworkers, family, and friends.
- Spend time outdoors, either being physically active or relaxing.
- If you work from home, set a regular time to end your work for the day, if possible.
- Practice [mindfulness techniques](#).
- Do things you enjoy during non-work hours.

Know [the facts](#) about COVID-19. Be informed about [how to protect yourself and others](#). Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.

- Remind yourself that each of us has a crucial role in fighting this pandemic.
- Remind yourself that everyone is in an unusual situation with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting and mentally exhausting
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you.
- Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
- Check on others. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help.
If you are being treated for a mental health condition, continue with your treatment and be aware of any new or worsening symptoms.

If you feel you or someone in your household may harm themselves or someone else:

- [National Suicide Prevention Lifeline](#)
 - Toll-free number 1-800-273-TALK (1-800-273-8255)
 - The [Online Lifeline Crisis Chat](#) is free and confidential. You'll be connected to a skilled, trained counselor in your area.
- [National Domestic Violence Hotline](#)
 - Call 1-800-799-7233 and TTY 1-800-787-3224

If you are feeling overwhelmed with emotions like sadness, depression, or anxiety:

- [Disaster Distress Helpline](#)
 - Call 1-800-985-5990 or text TalkWithUs to 66746
- Check with your employer for information about possible employee assistance program resources.

If you need to find treatment or mental health providers in your area:

- [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Find Treatment](#)

Mental Health Resources

- [CDC Coronavirus \(COVID-19\) Stress and Coping](#)
- [American Psychological Association](#)
- [National Alliance on Mental Illness](#)

COVID-19 Resources

- [NIOSH Workplace Safety and Health Topic](#)
- [CDC COVID-19](#)
- CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | Website: [cdc.gov/info](https://www.cdc.gov/info)

Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, MICA will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by MICA and in accordance with guidance from local, state, and federal health officials.

Appendix A-Sample Employee Questionnaire to Evaluate Employee for COVID-19

Ask employees reporting to work the following questions:

Do you have any of the following?

Fever or chills

Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Are you ill, or caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

In the two weeks before you felt sick, did you:

Have contact with someone diagnosed with COVID-19?

Live in or visit a place where COVID-19 is spreading?

Considering implementing a daily health screening check point and log for all employees entering the workplace.

If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself.