COVID-19 PREPAREDNESS AND RESPONSE PLAN

This following SARS-CoV-2 Preparedness and Response Plan (Plan) is established for the Saginaw Intermediate School District (SISD) in accordance with the most recent Executive Order (EOs 2020-36, 2020-97, and 2020-110) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by the Executive Orders. This plan is subject to change based on further information provided by the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), newly implemented Executive Orders issued by the Governor, and other public officials. The Saginaw Intermediate School District (SISD) may also amend this Plan based on operational needs or alterations to rules, regulations, executive orders, and laws.

Responsibilities of Saginaw Intermediate School District
The SISD adopts the following practices and measures as part of the Preparedness and Response Plan to protect employees and students from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:
● The SISD’s Preparedness and Response Plan is readily available to employees and is posted on the district website www.sisd.cc.

● The Superintendent designated administrative and supervisory staff to implement, monitor, and report on the COVID-19 control strategies developed in the Plan.

● The SISD entrance protocol must be followed by all employees. Employees must report experiencing symptoms of COVID-19 to their immediate supervisor. Those who are symptomatic may be isolated and sent home immediately. Employees sent home are not allowed to return to work until the appropriate guidelines established by the Saginaw County Health and Human Services Department (SCHHD) or CDC are met. The immediate supervisor is required to timely notify the Superintendent or designee of any symptomatic employee.

● The Superintendent or designee is responsible for contacting the local public health department and any persons who may have come in contact with the person with a confirmed case of COVID-19. Employees diagnosed positive with COVID-19 are eligible to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

● The SISD is providing COVID-19 training to employees that include the following:
  ○ Workplace infection-control practices
  ○ The proper use of personal protective equipment
  ○ Steps employees must take to notify the district of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
  ○ How to report unsafe working conditions

● The SISD will continue to support remote work when effective until Phase 5 of the MI Safe Schools. But, only in selective instances, can a person’s job be completed remotely in order to maintain district operations at full capacity. All employees approved to work onsite in-person are required to follow the onsite self-health check prior to entering the workplace.

● The SISD requires all employees who are onsite to maintain a distance of at least six (6) feet from one another to the maximum extent possible. In the event that employees cannot maintain a distance of at least six (6) feet, face coverings are required.
● Face coverings are required in all shared spaces, including during in-person meetings where social distancing practices cannot be met, and in restrooms and hallways.

● The SISD increased its general standard of facility cleaning and disinfection to limit exposure to COVID-19 to include disinfecting high-touch surfaces (door handles, office equipment, remotes, whiteboards, etc), and adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.

● The SISD makes available personal protective equipment (PPE) as appropriate for the work tasks to be performed to staff, as well as soaps and disinfecting supplies for staff for routine use. All staff are encouraged to bring and use cloth masks to ensure sufficient mask supplies are maintained at each building. Pursuant to Executive Orders, non-medical grade masks for employees who must work onsite are available from SISD.

Responsibilities of Employees
Employees are expected to adhere to the following measures in order to protect themselves, other employees, and students for the duration of the COVID-19 pandemic. Follow basic infection prevention measures, including but not limited to:

● Frequent and thorough hand washing for at least 20 seconds.

● Follow appropriate respiratory etiquette (e.g. covering sneezes and coughs).

● Avoid touching your eyes, nose, or mouth.

● Stay at home if sick.

● Adhere to social distancing guidelines by remaining six (6) feet apart.

● Wear a face covering over the nose and mouth when entering the workplace, in all common areas, hallways, and restrooms. Employees working less than six (6) feet away from others are required to wear a face covering.

● Complete the Health Department COVID-19 Health Check upon entering the workplace and complete the sign-in sheet.

Entrance Protocol of Employees
The Saginaw ISD commits to following guidelines for reporting cases and abiding by entrance protocols provided by the Saginaw County Public Health Department. Click here to view: The Saginaw ISD Entrance Protocol.
Workplace Protections
The SISD follows provisions established for paid leave time in accordance with the Families First Coronavirus Response Act (FFCRA), Michigan Paid Medical Leave Act (PMLA), Family Medical Leave Act (FMLA), and any applicable leave provided benefits afforded in employee collective bargaining agreements, employment contracts, and personnel policies. In addition, the SISD adheres to Executive Order 2020-36 and any subsequent executive orders.

Overall Workplace Safety and Contingency Plans
While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and SISD worksites, they shall be implemented to help minimize the spread of COVID-19.

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

Confidentiality/Privacy
To the extent permissible and in accordance with applicable law, the confidentiality of all medical conditions are maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons informed that an unnamed employee has tested positive is limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, Saginaw ISD reserves the right to inform other employees and stakeholders than an unnamed Saginaw ISD employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health.

Effective Date
This plan is effective beginning June 5, 2020.
Contact Information
Should any SISD employee have questions regarding this COVID-19 Preparedness and Response Plan, please contact:

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