



Pontiac Academy for Excellence

20-21 Preparedness Workplace Plan

EFFECTIVE: JUNE 1, 2020

In accordance with the expectations laid out in Executive Order No. 2020-97, “Safeguards to protect Michigan’s workers from COVID-19”, **Pontiac Academy for Excellence Schools** has developed a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. This plan will be readily available via the **Pontiac Academy for Excellence Schools** website and email communication to PAE staff.

This plan is based on information available from the U.S. Department of Health and Human Services’ Centers for Disease Control and Prevention (“CDC”), the U.S. Department of Labor’s Occupational Safety and Health Administration (“OSHA”), and Michigan Executive Orders No. 2020-32, 2020-36 and 2020-39. It is subject to change based on further information provided by the CDC, OSHA and other public officials. Pontiac Academy for Excellence (“PAE”) may also amend this Plan based on operational needs.

Responsibilities of Pontiac Academy for Excellence Schools

PAE has put in place the following practices and measures as a part of this Plan to protect staff members and students from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic:

- PAE will provide notice regarding this Plan to each employee through one or more of the Superintendent’s Coronavirus Updates, and has posted it on PAE web page, under the COVID-19 tab.
- PAE will restrict the number of workers present on premises as recommended by the CDC and required by Executive Orders of the Governor to no more than is strictly necessary to perform the in-person work necessary to maintain its operations. All persons who are approved to work on premises in-person are required to follow the on-premises health check prior to starting work. (*See Responsibilities of Employees section, below.*)
- PAE will promote work from home to the fullest extent possible. It will also promote work-related meetings, including meetings held pursuant to the Open Meetings Act, MCL 15.261 et seq, through telephonic conference or video conferencing applications. Meetings subject to the Open Meetings Act will use an option that ensures that both the general public and members of the public body are able to participate.
- PAE will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible, wear a face-covering for circumstances detailed in this plan, refrain from entering into areas of the building that are unnecessary to completing the functions of the essential duties for which the employee is present to complete.
- PAE has increased general standards of facility cleaning and disinfection to limit exposure to COVID-19 and has adopted protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- PAE has published protocols to prevent workers from entering the premises if they display symptoms associated with COVID-19, or who have had contact with a person with a confirmed diagnosis of COVID-19.

- PAE will provide personal protective equipment (“PPE”) as appropriate for the work activity to be performed, as well as soaps and disinfecting supplies for staff for routine use. Pursuant to the Executive Orders, PAE will attempt to make available non-medical grade masks for staff who must work on-premises, but all staff are encouraged to bring and use cloth masks to ensure sufficient mask supplies can be maintained at each building.
- PAE has adopted protocols to limit the sharing of tools and equipment to the maximum extent possible, and to ensure frequent and thorough cleaning of tools, equipment and frequently touched surfaces. (*See Responsibilities of PAE Employees section below.*)
- The Superintendent has designated administrative and supervisory staff to monitor and oversee the reopening of the building and the safety of PAE staff/personnel and has additionally informed them to immediately isolate any person who shows symptoms of COVID-19 while at work.

Responsibilities of PAE Employees

For the duration of the COVID-19 pandemic period, employees are expected to:

- Follow basic infection prevention measures, included but not limited to:
 - Frequent and thorough hand washing for at least 20 seconds.
 - Follow appropriate respiratory etiquette (e.g. covering sneezes and coughs with crook of arm).
 - Stay at home if sick. Please explore with the Superintendent if “Federal” paid sick leave is available to you in these circumstances.
 - Refrain from using other colleagues’ desks, phones, offices or other work tools when possible.
 - Adhere to social distancing guidelines established in this plan.
 - Wear a face covering over the nose and mouth while in the facilities and working around others in shared spaces, including during in-person meetings, and in restrooms and hallways. For most jobs, cloth and non-medical grade face masks are appropriate.
 - Refrain from social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through building areas.
- Only request to enter buildings when it is necessary to facilitate alternative modes of Instruction or to conduct business that is essential to the basic operations of the district that support the wellbeing of employees and/or students, and has been approved for that purpose by an immediate supervisor or their designee.
- Take their temperature before or immediately upon entering the building, and to complete the **Pontiac Academy for Excellence Health Screening Survey** prior to reentering the PAE building and anytime the status of their responses to the questions involving their symptoms related to COVID-19 changes.
- If a PAE employee needs ADA accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to your supervisor or the Superintendent.

- Respect the varying comfort and concern levels of your colleagues surrounding the risks associated with the COVID-19 virus and subsequent feelings of returning to the work environment. Adhere to the District Board Policy pertaining to Anti-Harassment, Discrimination and Confidentiality.

Procedures for entering buildings:

1. Prior to your next return on or after June 1, 2020 to the district building, complete the **Pontiac Academy for Excellence Health Screening Survey**.
2. Prior to your next return on or after June 1, 2020 to the district building, complete the Safe Schools Coronavirus Awareness training course related to COVID-19. Information on the training videos will be provided via email soon. The course contains a short (10) minute video and follow-up quiz to earn certification. This is a requirement for employees to return to on-site work on or after June 1, 2020.
3. Refer to your building administrator’s or immediate supervisor’s plan for employees to access the building. This includes timelines, timeframes, circumstances and procedures that may be unique to the building.
4. Enter the building through the main entrance designated and communicated by your building administrator during your approved timeframe(s).
5. At that entrance, sign in and initial in the appropriate areas, your assurance that you have completed the **Pontiac Academy for Excellence Health Screening Survey**, that the status of your responses to that survey have not changed, and that you have completed the SafeSchool training videos. Information on how to access the short training videos will be provided in an email to you soon.
6. Wear your face covering as you travel through common areas and if working around others in shared spaces, including during in-person meetings, and in restrooms and hallways.
7. Refrain from entering other classrooms or areas of the building that are not necessary for you to complete the essential duties you are in the building to engage in.
8. Adhere to the guidance of your building administrator or immediate supervisor for such things as restroom usage, copying, filing, and other necessary essential tasks.

Identification and Isolation of Sick Individuals

PAE has implemented the following procedures for the prompt identification and isolation of employees:

- Employees are to self-monitor for signs and symptoms of COVID-19. Currently, that means that employees should report through the **Pontiac Academy for Excellence Health Screening Survey** and to their immediate supervisor or the Superintendent:

- Atypical cough, shortness of breath, or difficulty breathing
- Or, if two or more of the following symptoms are present:

Fever	Chills
Repeat Shakes	Headache
Sore Throat	Loss Taste/Smell
Muscle Pain	Vomiting

Employees who experience the cough and/or shortness of breath and/or any two of the other noted symptoms must follow CDC guidelines and contact your health provider immediately. More information is available at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Exhibiting Signs:	Contact w/COVID:	Diagnosed w/COVID
<p>Employees who exhibit signs and symptoms of COVID-19 must remain home until they are symptom-free for 72 hours (3 full days) without the use of fever reducing or other symptom altering medicines. To the extent practical, these employees are required to obtain a doctor's note clearing them to return to work.</p>	<p>Employees who learn they have been in close contact with a confirmed-positive individual (at work or outside of work) must alert a supervisor or HR of the close contact and self-quarantine for 14 days from the last date of close contact with that individual. At this time, "close contact" is defined as within 6 feet for a prolonged period.</p>	<p>Employees who are diagnosed with COVID-19 are prohibited from entering any PAE facility, will be directed to self-quarantine at home, consistent with any guidance from proper medical or governmental authorities. Subject to physician orders to the contrary, employees who test positive and:</p> <ol style="list-style-type: none"> 1) are symptom free for at least 7 days since the positive test may return to work: or 2) experience the symptoms, must care for themselves at home (or be cared for in hospital) and may return to work when they are symptom free for at least 72 hours and at least 7 days have passed since symptoms initially appeared. <p>PAE may require employees to provide medical documentation clearing them to return to work.</p>

All PAE employees are required to complete the Health Screening Survey prior to returning to on-site essential work on PAE property.

If PAE learns that an employee has tested positive for COVID-19, PAE will notify the Oakland County Health Department. PAE will follow Health Department instructions to conduct an investigation to determine the identities of co-workers who may have had close contact with the confirmed-positive employee within the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, PAE will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had closed contact with the confirmed-positive employee. Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work shall be separated from other staff and visitors and sent home.

Workplace Flexibilities and Protections

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

Overall Workplace Safety and Contingency Plans

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

PAE will follow federal, state, and local government recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks. Should a PAE employee have concerns about the safety of their working conditions, they should contact their immediate supervisor and/or Superintendent with their concerns.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, PAE reserves the right to inform other employees and stakeholders that an unnamed PAE employee might have been exposed to COVID-19, so those individuals may take measures to protect their own health. Except as detailed above, staff who believe they may have been exposed to COVID-19 at work by a fellow employee may only share the details of the exposure with their personal healthcare provider or the Oakland County Health Department.

Effective Date: This plan is effective June 1, 2020
(Developed by PAE Leadership Team)