



COOR ISD COVID-19 PREPAREDNESS AND RESPONSE PLAN

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), the Michigan Department of Health and Human Services (MDHHS), and Michigan Occupational Safety and Health Administration (MiOSHA). It is subject to change based on further information provided by the CDC, OSHA, MDHHS, MiOSHA, and other public officials. COOR Intermediate School District (COOR ISD) may also amend this Plan based on operational and educational needs.

Responsibilities of COOR ISD:

Exposure Determination by program/department:

- **Lower exposure risk job tasks and procedures.** These job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 nor frequent close contact (e.g., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - COOR programs or positions: Administration building
- **Medium exposure risk job tasks and procedures.** These job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with 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 locations with widespread SARS-CoV-2 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, high-volume retail settings).
 - **COOR programs or positions:** C.O.O.R. Educational Center, Adult Transition Center, Career & Technical Education, Custodial, Transportation, Ancillary services, Early On, Great Start Collaborative, Regional Resource Center, R.O.O.C., Inc., Early Literacy Coach
- **High exposure risk job tasks and procedures.** These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID19. Workers in this category could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, school nurse, or mortuary workers.
- **Very high exposure risk job tasks and procedures.** These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category can include: Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients. (ii) Health care or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g.,

manipulating cultures from known or suspected COVID-19 patients). (iii) Morgue workers performing autopsies, which generally involve aerosol generating procedures, on the bodies of people who are known to have or are suspected of having COVID-19 at the time of their death.

Preparedness Plan

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

- COOR ISD will provide notice regarding the Plan for each employee through COOR ISD communications, and post it on the COOR ISD web page, under the COVID-19 tab.
- COOR ISD will 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.
- COOR ISD will mandate that individuals who are on-premises will practice social distancing to the maximum extent possible.
- COOR ISD 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 case in the workplace. Staff members are encouraged to wipe down their work area before and after their shift. COOR ISD discourages the unnecessary sharing of office supplies.
- COOR ISD 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. COOR ISD will 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.
- COOR ISD staff will be encouraged to limit the sharing of tools and equipment to the maximum extent possible and encourage frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.
- The Superintendent may designate administrative and supervisory staff to be responsible and will inform them to immediately isolate any person who shows symptoms of COVID-19 while at work.
- COOR ISD will establish COVID Safety Coordinators. These staff should be made aware of any safety concerns and/or workplace exposure concerns.

COVID Safety Coordinators:

- Admin building: Shawn Petri, Backup: Jill Radosta.
- COOR Ed Center: Melisa Akers, Backup: Brenda Vaughan-Ide.
- Early On: Michele Cochrane, Backup: Jill Radosta.
- ROOC, Inc: Somer Quinlan, Backup: Lori Bowler.
- Career & Technical Education: Natalie Dean, Backup: Dean VanWormer
- Transportation: Jared Socia, Jill Radosta.
- Great Start Collaborative, Great Start to Quality Northeast Resource Center: Katie Keith, Backup: Desiree Lipski
- Special Ed: Jill Radosta, Backup: Melisa Akers

Responsibilities of Employees:

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

- 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 with crook of arm).
 - If you are sick, please stay home. You may use personal illness leave if available. If you believe your illness is related to the Covid-19 pandemic, please contact your supervisor and Kurt Loll, Human Resources, lollk@coorisd.net or 275-9584. See Workplace Flexibilities and Protections Plans in this document.
 - Refrain from using other workers' desks, phones, offices or other work tools when possible.
 - Adhere to social distancing guidelines established in this plan.
 - Masks are required to be worn by all staff and students/clients at the COOR Educational Center, Adult Transition Center, and ROOC, Inc.
- If a particular employee needs ADA accommodations to adjust any of these Employee Responsibilities, please provide immediate notice to your supervisor.

Response Plan: Identification and Isolation of Sick Individuals

COOR ISD 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:
 - Atypical cough (non-productive or dry)
 - Shortness of breath, or difficulty breathing
 - Or, if two or more of the following symptoms are present:
 - Fever (over 100.4 degrees F)
 - Uncontrolled cough
 - Shortness of Breath
 - Loss of taste or smell
 - Muscle aches ("myalgia")
 - Sore Throat
 - Severe Headache
 - Diarrhea
 - Vomiting
 - Abdominal Pain

Employees who experience a cough and/or shortness of breath and/or any two of the other noted symptoms, 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>.

If COOR ISD learns that an employee has tested positive on the premises, COOR ISD will notify the Health Department. Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work should be separated from other staff and visitors and sent home.

COOR ISD Guidelines

[COVID Quarantine/ Isolation Guidelines for COOR ISD Staff and Students as of January 19, 2022](#)

Health Department Guidelines

Please reference the [January 10, 2022 Updated COVID Recommendations for K-12 schools](#) from Central Michigan District Health Department, District Health Department #10, and Mid-Michigan District Health Department

Leave Time

Provisions for paid leave time will be made according to the Paid Medical Leave Act, the Family Medical Leave Act, any applicable COOR ISD provided leave benefits, and in accordance with collective bargaining agreements and board policies. Human resources staff are directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. Staff 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. Please contact Kurt Loll in human resources as the first step; lollk@coorisd.net

Overall Workplace Safety and Contingency Plans

While there is no specific OSHA standard covering exposure to COVID-19, existing MiOSHA/OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and COOR ISD 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, COOR ISD will work with the local health department for guidance to determine if it meets the criteria for recording and reporting under OSHA's rules. COOR ISD will follow federal, state, and local government recommendations regarding the development of contingency plans for situations that may arise as a result of outbreaks.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent allowable 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, COOR ISD reserves the right to inform other employees and stakeholders that an unnamed COOR ISD 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 their County Health Department.

Effective Date

This plan became effective on June 25, 2020. COOR Intermediate School District may also amend this Plan based on operational and educational needs. Updated October 19, 2020; Updated May 27, 2021; **Updated Jan 19, 2022.**