



Michigan School Business Officials

## **COVID-19 Preparedness and Response Plan**

June 7, 2021 Updated

NOTE: In compliance with the Department of Labor and Economic Opportunity and the Michigan Occupational Safety and Health Administration General Rules/Emergency Rules Coronavirus Disease 2019 (COVID-19) (*Dated May 21, 2021*), many precautions are being implemented at Michigan School Business Officials (MSBO) to ensure the safety of staff members.

The MSBO COVID-19 Preparedness and Response Plan is available to employees electronically and will be available to all employees at the MSBO office entrance. It is posted on a dedicated employee webpage. *MIOSHA Emergency Rule 2 (3)*

**Resources:**

- Department of Labor and Economic Opportunity and the Michigan Occupational Safety and Health Administration General Rules/Emergency Rules Coronavirus Disease 2019 (COVID-19) *May 21, 2021*
- Occupational Health and Safety Administration (“OSHA”) COVID-19 Guidance
- Centers for Disease Control COVID-19 Guidance
- Barry/Eaton County Department of Health and Human Services

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## **Remote Work**

MSBO will physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to, assigning known or suspected cases to work alone at a remote location (for example, their home) as their health allows. *MIOSHA Emergency Rule 5, 3 (c)*

## **Worksite Supervisors**

MSBO's designated COVID-19 worksite safety coordinators (Nancy Hawkins and Scott Little) will implement, monitor, and report on the COVID-19 control strategies. *MIOSHA Emergency Rule 6 (1)*

The worksite safety coordinators will help facilitate any necessary corrective actions for the MSBO suite or MELG building, including any reported unsafe working conditions reported to them.

## **COVID-19 Training**

MSBO employees will receive workplace infection-control training including the proper use of personal protective equipment (PPE), the requirement to notify MSBO Executive Staff of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and the requirement to report unsafe working conditions to supervisors. This training will occur through reading training guides, which will be posted on the dedicated [MSBO COVID-19 Staff webpage](#) and through virtual meetings. *MIOSHA Emergency Rule 7*

MSBO will provide updated training if it changes its Preparedness and Response Plan. *MIOSHA Emergency Rule 7 (4)*

## **COVID – 19 Screening Protocol for Employees and Contractors: MSBO Suite**

*MSBO has implemented a mandatory health screening assessment (e.g. questionnaire) before employees/contractors proceed past the office entry way each day. (Adapted from Barry-Eaton District Health Department COVID-19 Essential Workplace Screening Form) MIOSHA Emergency Rule 5 (1)*

- Employees/Contractors will conduct a daily entry self-screening protocol upon entering the MSBO suite, including completing a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. *MIOSHA Emergency Rule 5 (1)*
- Employees/Contractors who are experiencing symptoms of COVID-19 are required to not report to work or work in an isolated location. *MIOSHA Emergency Rule 4 (2)*
- Employees/Contractors will promptly report any signs or symptoms of COVID-19 to the MSBO Executive Team before or during their work shift. *MIOSHA Emergency Rule 5 (2)*

## **Face Covering Requirements & Social Distancing**

*Masks are an additional step to help slow the spread of COVID-19 when combined with [every day preventive actions](#) and [social distancing](#) in public settings. CDC recommends that **non-vaccinated people** wear masks in public and when around people who don't live in your household." ([Centers for Disease Control](#))*

*Social distancing, also called "physical distancing," means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, **non-vaccinated people** will stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces. ([Centers for Disease Control](#))*

- Employees, except fully vaccinated persons, must remain at least 6 feet from one another to the maximum extent feasible while in the workplace. *MIOSHA Emergency Rule 6 (2)*
- Face coverings will be provided if needed for **non-vaccinated people**. *MIOSHA Emergency Rule 6 (3)*
- Face coverings shall be worn when **non-vaccinated people** cannot consistently maintain six feet of separation from other individuals in the worksite, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace. *MIOSHA Emergency Rule 6 (4)*
- Face coverings are required for **non-vaccinated people** in shared spaces, including during in-person meetings and in restrooms and hallways. *MIOSHA Emergency Rule 6 (4)*
- **Non-vaccinated people** will remain at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite. *MIOSHA Emergency Rule 6 (2)*

## **EMPLOYEE IDENTIFIED WITH COVID-19**

MSBO will notify any co-workers, contractors or suppliers who may have come into contact with the person with a known case of COVID-19 within 24 hours. *MIOSHA Emergency Rule 5 (4)*

## **RESPONSE PLAN FOR DEALING WITH CONFIRMED COVID-19 INFECTION**

An MSBO employee with a known or suspected case of COVID-19 will be allowed to return to the MSBO office only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control (CDC) *Rule 5 (5)*

## **Cleaning and Disinfection of the MSBO Office**

MSBO promotes frequent and thorough hand washing in the workplace and provides antiseptic hand sanitizers. *MISOHA Emergency Rule 4 (1)*

- MSBO has increased facility cleaning and disinfection to limit exposure to SARS-CoV-2, in accordance with the latest CDC guidelines. *MIOHSA Emergency Rule 4 (3)*
- MSBO's contracted cleaning service will use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. *MIOSHA Emergency Rule 4 (4)*

### *CDC Cleaning and Disinfecting Your Facility*

- When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility. [\*CDC Cleaning and Disinfecting Your Facility\*](#)
- Clean high-touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks. [\*CDC Cleaning and Disinfecting Your Facility\*](#)

## **COVID-19 Engineering Controls**

MELG has upgraded to MERV 13 Filters in all HVAC units. These filters are recommended for their efficiency at capturing airborne viruses. *MIOHSA Emergency Rule 3 (2) (a)*