



WORKPLACE SAFETY PLAN

AUGUST 10, 2020

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At WSC Academy (WSC), it is our priority to keep our staff and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our academy. This work place preparedness plan details how we plan to reopen our academy and still keep all of our staff' safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of staff and outlines the steps WSC is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it is up to you and your co-workers to execute these protocols daily. By releasing this Work place preparedness plan, WSC hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our staff as we ask you to return to work.

We understand that every staff's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary and/or available.

This is working document that will be updated regularly to reflect changes in directives and introduce new recommended practices as they become available.

2.1 Work Place Safety Team

WSC has an established Work Place Safety Team which will be taking the lead on responding to the coronavirus pandemic. The team will be responsible for implementing the plans to prevent and limit the spread of the infection in each of our locations. The response plan and revisions will be reviewed by WSC's Medical Director.

The School Leader will convene the Work Place Safety Team as necessary and will serve as the overall response coordinator. The School Leader will be kept informed of all response activities.

Members of the Work Place Safety Response Team Include:

- **WSC Academy** School Leader, Principal, Office Manager, Guidance Counselor, Facilities Supervisor and Maintenance Coordinator
- **WSC Medical Director**

Contact Information: P:\ADMIN\Front Office Support\Phones\Cell_list.doc

2.2 Communication & Awareness

2.2.1 Communication Process

- The School Leader will initiate the communication protocols throughout the organization during the Pandemic Emergency.
- The Work Place Safety Team will determine the content of the communication response, the urgency of the response or timely notice parameters, as well as the appropriate components to be activated. The School Leader will be the primary liaison with staff, students, stakeholders and community partners in reporting and coordinating responses. The School Leader will be responsible for communication on the WSC Academy website and social media sites.
- The School Leader will make any decisions to close building and services. The Office Manager will initiate emergency messages to parents/guardians, students and staff via social media, television and Bright Arrow text messaging.

2.2.2 Communication Components

WSC's emergency communication response plan is comprised of the following communication components in which any or all may be utilized:

- Telephone calls to home and cellular telephones
- Text messaging to cellular telephones
- Email to all parents/guardians, students and staff
- Telephone paging to staff work stations
- Message posting on WSC websites and other social media sites
- On site signage which may include reminders on processes, physical distancing cues, etc.

2.2.3 Follow Up

Following an emergency, the School Leader will reconvene the Work Place Safety team.

2.3 Safe Entrance Procedures

2.3.1 Site Entry Process

1. People Flow

Prior to entering WSC academy, all students, staff and visitors must follow all applicable national and local COVID-19 isolation/quarantine protocols.

Note that these protocols may differ in timing and terms and conditions.

At each entrance, all staff and visitors will be required to comply with the following protective measures:

- Maintain a physical distance of six feet (two meters) from other people, as reminded by numerous visual cues
- Sanitize hands
- Face masks are required to enter WSC academy—anyone who requires entry and does not have a face mask will be provided with a mask.
- Answer a simple COVID-19 questionnaire
- Have temperature screened
- Awareness of and cooperation with signage

- **Site-Specific Entrance Locations:** Entry into the building will be limited to entry points that can be monitored. Signage at each location will indicate the designated entry point for students, staff and visitors.

- WSC Academy—Main office atrium entryway

2. Wellness Checks: All staff, students, visitors or others seeking entrance to the academy must complete the following:

- Temperature screening upon entrance
- Wellness Questionnaire Paper or Electronic:
 - Absence of symptoms consistent with COVID-19 for at least the last 72 hours including, fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, gastrointestinal symptoms including: diarrhea, vomiting, abdominal cramps or nausea, conjunctivitis (pink eye), loss of taste or smell.
 - No known contact with anyone diagnosed with COVID-19 or with symptoms consistent with COVID-19 for the last 14 days.
 - No travel in the last 14 days (as defined by the most recent travel restrictions under the Governor’s Executive Order).
 - Compliance with current recommendations on social gathering sizes (updated as new information is provided by the state government).

- In the event that someone seeking entry to the academy has a temperature above 100 degrees or answers any of the screening questions in such a way to that suggests an exposure risk, the staff member monitoring the entry location will initiate the “Response to a suspected infection on-site” described below.
- The identity of staff/students exhibiting fever or other COVID-19 symptoms will only be shared with staff members who have a true need to know.
 - Assertion that all staff have washed or sanitized their hands prior to beginning work.

3. Visitor, Vendor, and Volunteer

- Visitors, Vendors, and Volunteers are required to wear the provided face masks upon site entry.
- All visitors, vendors, and volunteers will receive a temperature screen prior to entering WSC premises.
- A regular cleaning schedule will be maintained and tracked authorized entryways including entry/exit doors and handles, waiting area tables, etc.
- All individuals in the buildings should always try to maintain a six-foot (two meters) physical distance, even while wearing a mask.

2.4 Risk Mitigation

2.4.1 Focus on Health

- **When to Stay Home:**
 - Any staff who is sick is encouraged to contact their school leader and stay home and contact their medical provider for additional information.
 - Additional resources for what to do when you are sick are available through the CDC.
Link: [What to Do if You Are Sick](#)
 - Any staff who is well but has had close contact with someone diagnosed with or having one or more symptoms of COVID-19 should notify their supervisor, remain at home and follow CDC guidelines. A close contact includes: a household member, intimate partner, providing care to a sick individual without use of recommended infection control precautions, or being within close contact (less than 6 feet) for a prolonged period of time (operationally defined as greater than 15 minutes by the CDC).
Link: [Caring for Someone Sick](#)
 - Any staff who believes that they have been exposed to someone with symptoms consistent with COVID-19 should contact HR for further instructions which will be based on the most current recommendations for self-quarantine of the CDC or local health officials.
Link: [Recommendations for Community Related Exposure](#)
 - As the safety of our staff, students and persons’ served is our upmost concern, staff are encouraged to voice needs, or potential needs, related to *When to Stay Home*, without concern of negative employer consequences. Should staff believe they or others have experienced negative consequences as a result of

voicing concern or sharing a potential need to stay home, they are to contact HR immediately at: 810-534-6113.

Link: [HIPAA and COVID-19](#)

- **Staff Support**

- WSC is committed to providing flexible leave policies for staff who are impacted by COVID-19.
- WSC will not discharge, discipline or otherwise retaliate against an staff for staying at home or place of residence due to diagnosis or symptoms of COVID-19 or who has a close family member at whom who is positive for COVID-19 or has one or more symptoms of COVID-19.
- In addition, staff who are impacted in other ways such as, caring for a sick family member or children who are home from school or day care will not be penalized.
- Staff are not required to provide a COVID-19 test result or a healthcare provider's note to validate their illness, qualify for sick leave or return to work (For more information on returning to work after an illness see Section 4).
- Any staff with questions regarding time off policy is encouraged to contact HR for further information.

2.4.2 Physical Distancing: All staff and students are encouraged to consider strategies to increase the space between individuals. A recommended distance is 6 feet.

- Individuals should be aware of and follow physical distancing cues provided by signage, floor markers, etc.
- Workstations, desks or tables:
 - Seating at desks or tables areas are arranged to provide for 6-foot (2 meters) distance between students.
 - Staff are not to reposition tables, work stations, chairs, etc. to a physical distance of less than a minimum of 6 feet.
 - Tables, desks or work stations should be arranged facing the same direction to avoid having individuals facing each other.
- Lunch
 - Staggered start/stop times for lunch breaks to help prevent congestion in normally high traffic areas.
 - Individual box lunches will be available to reduce risk
 - Chairs will be spaced out at a minimum of 6 feet per person.
 - Water refill stations and drinking fountains to be used to fill personal containers only, community coffee pots will be closed and covered.
 - Buffet style and self-serve food options will be suspended to reduce touchpoint risk and support physical distancing.
 - All students must following hand-washing procedures prior to returning to their classroom.
- Discourage physical contact by encouraging other contactless greetings.

- Work schedules may be staggered to reduce the flow of staff in the building at the same time
- Meetings are to be held electronically when possible. If a face to face meeting is required, it must be held in a space large enough to accommodate 6 feet of distance between all students and masks must be worn. WSC is equipped for teleconferencing and video conferencing.
- No large work-related gatherings (e.g., staff meetings, after-work functions).
- All non-essential work travel is on hold until further notice.
- As a precaution, WSC is making efforts to limit and reduce the number of visitors at the academy

2.4.3 Handwashing & Hygiene Etiquette: Staff and students are to wash their hands upon arrival for work, after each restroom break, prior to and after eating, , after touching of the face, sneezing or blowing nose etc. Staff and students will be reminded to wash hands using the proper technique through the use of visual guides.

- Handwashing
 - Use soap and water
 - Wash for 20 seconds
 - Scrub all surface of hand – between fingers, backs of hand, fingernails
- Hand Sanitizer
 - Use when soap and water are unavailable
 - Sanitizer should be ≥60% alcohol
- Hygiene Etiquette
 - Avoid touching your eyes, nose, and mouth at work and outside of work.
 - Cover your mouth and nose with tissue
 - If you don't have a tissue use your upper sleeve NOT YOUR HANDS
 - Remember to wash your hands afterward

2.4.4 Personal Protective Equipment & Supplies:

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

PPE Available

Staff are permitted to bring in higher levels of respiratory protection, such as an N95 mask, provided WSC requirements for optimal use are followed.

- Masks
 - Reusable Fabric
 - Surgical
 - N95
 - Face Shields

All types of PPE must be:

- 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.

Sanitizing Supplies

- Hand Soap
- Hand Sanitizer
- Cleaning Products approved by the Environmental Protection Agency

Reference: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

2.4.6 Cleaning & Sanitizing::

1. Touchpoint Sanitization and Cleaning: Increase the frequency of high touchpoint area cleaning with approved cleaning products which can be found at:

- Commonly touched items include:
 - Entry/Exit Points including: doorknobs, handrails and push-plates
 - Restrooms
 - Desk-tops, tables and chairs
 - Counters and cupboard doors, refrigerator handles
 - Keyboards and remote controls
 - Telephone receivers, touch pads and time clocks
- Additional janitorial staff may be provided for additional sanitizing and cleaning responsibilities depending on the location.

2. Disinfection Frequency: The table below provides specific information on the cleaning and disinfection frequency for WSC facilities.

Disinfection Frequency in WSC Plants, WSC Academy, WSC Residential and Offices

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work station common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with hand held sprayer or wipe	Minimum at the end of each shift
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day

3	General items often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms
4	Lunch/Break Area	Table and chair surfaces, dispensers, vending machines, etc.
5	Tableware	Disinfection of tableware
6	Vending machines	Interface surfaces (pay, selection and vending surfaces)
7	All floors and walls	All general floors and walls at site
8	Restrooms	Wipe areas of common human interaction

https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

Spray with hand held sprayer or wipe	At least four times per day
Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
Sanitize in dishwasher on setting with a temperature higher than 60°C for longer than half an hour	After each use
Spray with sprayer	Generally 3 or more times per shift to include after all breaks and meals
Mop	Periodic, where frequently touched; mop <u>hard surfaces daily</u>
Spray with sprayer	Periodic, where frequently touched; generally 3 or more times per shift

3. Cleaning/Sanitizing Posting for Shared Work Spaces

- Shared work spaces such as, offices are to be cleaned between uses.
- These areas will be marked with a “Clean” sign indicating that the area has been sanitized.
- Upon entering a shared work space, the occupant will remove the “Clean” sign and place it inside the office to indicate to the custodial crew that the area needs to be sanitized.
- This process is to be followed regardless of the period of time the area was occupied.

4. Enhanced Cleaning & Disinfection:

- In the event that a person is suspected/confirmed to have COVID -19 has been to a WSC facility, custodial staff will be informed by a member of the Work place Safety Team. Areas where the person visited or will be closed and marked to prevent others from unknowingly entering the area.
- The area will be ventilated by opening any outside windows or doors and ventilating fans may be used to increase airflow.
- After a 24 hour waiting period (or as long as is practical) cleaning will begin.
- Cleaning of the area will follow the most current recommendations of the CDC [Link: CDC cleaning and disinfection recommendations.](#)
- An outside cleaning company may also be utilized to provide enhanced cleaning & disinfection as needed.

5. Sanitization and Touch Reducing Resources:

- Staff will be provided with areas where they can access personal sanitizing resources such as, hand soap and hand sanitizer ($\geq 60\%$ alcohol).
- Approved disinfectants will be available to staff for the cleaning of their personal work surface (desk, work station, etc.).
- All staff with a work station are encouraged to wipe down the station at the start of the shift and at the end of the shift.
- Other supplies provided include tissues, no-touch trash cans and disinfectants for staff to clean their work surfaces will be provided.

6. Reporting Unsafe or Unsanitary Situations: Staff who observe an unsafe or unsanitary condition are to report this to the member of the Work Place Safety Team for the location.

Site-Specific Response to an Infection On-Site

Section 3

3.1 General Response Procedures

3.1.1 Health Monitoring

- In addition to the health screening questions at the start of the shift, all staff, students or students are encouraged to attend to any changes in their overall health that may occur during the day and in hours and days following their last visit onsite.

3.1.2 Development of Symptoms

- In the event that a staff or student develops symptoms consistent with COVID-19 while onsite they are safely exit the building when able. This includes safely donning their mask (if not already in place), moving to the nearest exit, avoiding all contact with co-workers or others in the area.
- The staff will report symptoms to their immediate supervisor, onsite member of the Work Place Safety Team or Human Resources by phone.
- If the individual is not able to leave the facility they will be directed to the area of WSC identified as "Limited Access - Control Space" to temporarily allow people with possible exposures to arrange for transportation to their home or doctor. These spaces will be identified with signage indicating restricted access due to having been utilized by potentially infected individuals. The designated area is:

- **WSC – Room #8**

- The suspected infection is to be reported to the Human Resources Department and/or Work Place Safety Team member assigned to each location.

- The individual reporting symptoms will be provided with the appropriate personal protection equipment which may include a mask, gloves or other items identified based on symptoms reported.
- The individual will be provided with instructions or supports to contact their physician.
- The individual will be asked to follow the direction of their healthcare provider and not return to work until they have met the criteria as described in Section 4, Return to Work Following Infection) and/or as guided by their medical provider.

3.1.3 When to Seek Emergency Medical Attention

- During routine health monitoring, look for emergency warning signs for COVID-19. If a someone is showing any of these signs, seek emergency medical care immediately
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

3.1.4 Location and Contact Tracing

- Any staff or student who experiences COVID-19 symptoms, has a sick family member at home or has tested positive for COVID-19 must notify HR as soon as practical
- Any locations that the person visited or spent time in will be closed to prevent the possibility of spreading contamination until the area can be thoroughly cleaned.
- In the event that an staff or participant has a confirmed diagnosis of corona virus, the offices or locations visited by the person will be closed and thoroughly sanitized prior to reopening (see Sect. 2.4.6).
- HR will report to the Health Department anyone with COVID19 or if 2 or more individuals or any Healthcare Personnel (HCP) that report respiratory infection within 72 hours.
- In the event of a confirmed or presumptive case of COVID-19, the staff will be asked to assist with contact tracing. This information will be tracked separately from personnel records and the names will not be released.
- Individuals will be closely monitored if s/he is potentially exposed to a positive case onsite and encouraged to self-isolate if there was a high risk of exposure or symptoms occur (while maintaining privacy of potential)
- A member of the Work Place Safety Team will notify impacted individuals of a confirmed case of COVID-19. The confidentiality of the sick individual will be maintain as required by ADA.
Link: [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- The Work Place Safety Team may elect to close the location where the exposure occurred for a period of up to 72 hours or longer.

3.4 Other Specific Considerations

3.4.1 General Statement

- The Centers for Disease Control and Prevention (CDC) has released the following considerations for ways in which schools can help protect students, teacher, administrators and staff and slow the spread of COVID-19.
- Schools can determine, in collaboration with state and local health officials to the extent possible, whether and how to implement these considerations while adjusting to meet the unique needs and circumstances of the local community.
Link: [State and Local Health Officials Index](#)

3.4.2 Risk Assessment

- **Physical Distancing Options:** The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:
 - **Lowest Risk:** Students and teachers engage in virtual-only classes, activities and events.
 - **More Risk:** Small, in-person classes, activities and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least feet apart and do not share objects/work materials (e.g. hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
 - **Highest Risk:** Full sized, in-person classes, activities and events. Students are not spaced apart, share common classroom materials or supplies and mix between classes and activities.
- **Identifying Students at Higher Risk for Severe Illness**
 - Students at higher risk for severe illness (see section 2.5.3) will be provided with options that limit their exposure risk.
 - Consistent with applicable privacy laws and expectations, the conditions or factors that place a student at higher risk for severe illness will remain private and confidential.

3.4.3 Education on Staying Home when Appropriate

- Students and families will be educated when they or their child(ren) should stay home and when they can return to school.
- Any student who is sick or who has recently had close contact with a person with COVID-19 is to stay home. A close contact includes: a household member, intimate partner, providing care to a sick individual without use of recommended infection

control precautions, or being within close contact (less than 6 feet) for a prolonged period of time (operationally defined as greater than 15 minutes by the CDC).

- Any family or student who believes they have been exposed to someone with COVID-19 as described above is to contact WSC Academy Administration as soon as feasible. According to CDC guidelines, it is recommended that the individual stay home and self-quarantine for 2 weeks and monitor for symptoms.

Link: [Caring for Someone Sick](#)

Link: [Recommendations for Community Related Exposure](#)

- Students and families are encouraged to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19 or were exposed to someone with COVID-19 within the last 14 days. Any reports are treated as private health information and will be handled as such.

Link: [HIPAA and COVID-19](#)

- Students are encouraged to stay home without fear of reprisal.
- Students who are unable to physically attend classes due to self-quarantine or other COVID-19 related concerns may be offered virtual learning opportunities where feasible.
- Any staff or student who tests positive for COVID-19 should also stay home and monitor their health regardless of symptoms as outlined in 3.4.8 [Returning to School after Illness](#).

3.4.4 Education on Hand Hygiene and Respiratory Etiquette

- Staff and students are to be educated on handwashing procedures and reinforce frequent handwashing/sanitizing during the day.
 - This includes handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Staff and students are encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

3.4.5 Use Masks and Cloth Face Coverings

- Face coverings are required for all staff members at work.
- Students are encouraged to wear face covering throughout the day but are most essential when physical distancing is difficult.
- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
- All staff, students and families will be educated on the proper use, removal and washing of face coverings.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

[Link: Use of Cloth Face Coverings](#)

3.4.6 Signs and Communication Systems

- Signs will be posted in highly visible locations (e.g. school entrances, restrooms, hallways) that promote everyday protective measures and describe how to stop the spread of germs.
- Regular announcements on reducing the spread of COVID-19 will occur during the day on the PA system.
- Staff, families and students will have access to additional messages on behaviors that prevent the spread of COVID-19 through email, the school website and school social media accounts.

[Link: Communication Resources](#)

- Staff, students, families and the public will be informed of school closures and any restrictions in place to limit COVID-19 exposure that may be implemented (e.g. limited hours of operation) through email, the school website and school social media accounts.

3.4.7 Gatherings, Visitors and Field Trips

- Virtual group events and meetings will be facilitated by WSC Academy where applicable and possible.
- Any group events that are held in person will promote physical distancing of at least 6 feet between people. The size of the gathering will be limited as needed based on the size of the space available.
- Any nonessential visitors, volunteers and activities involving external groups or organizations will be limited.
- Virtual activities will be held in lieu of field trips, assemblies, performances, and parent meetings as available.

3.4.8 Students returning to School after Illness

- Symptom-Based Strategy: The student who was symptomatic but not tested for COVID-19 may normal activities when each of the following has been met:
 - At least 3 days have passed since recovery defined by resolution of fever without fever-reducing medications **and**
 - Coughs and other symptoms have improved **and**
 - Ten days have passed since they first experienced symptoms
- Test-Based Strategy: The student who tested positive for COVID-19 may return to normal activities when each of the following has been met:
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g. cough, shortness of breath) **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart

- Time-Based Strategy: The student who tested positive for COVID-19 but was not symptomatic may return to normal activities when:
 - 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

Staff who test positive for COVID-19, have symptoms consistent with infection or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine until otherwise instructed by a medical professional.

4.1 Returning to Work After an Illness

- 4.1.1 Symptom-Based Strategy:** Staff who were symptomatic but not tested for COVID-19 may return to work when each of the following has been met:
- At least 3 days have passed since recovery defined by resolution of fever without fever-reducing medications **and**
 - Coughs and other symptoms have improved **and**
 - Ten days have passed since they first experienced symptoms
- 4.1.2 Test-Based Strategy:** Staff who tested positive for COVID-19 may return to work when each of the following has been met:
- Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g. cough, shortness of breath) **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart
- 4.1.3 Time Based Strategy:** Staff with laboratory-confirmed COVID-19 who have not had any symptoms
- 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

6.1 References

- OSHA Guidance on Preparing Workplaces for COVID-19: [COVID-19 RTW Resources\OSHA3990.pdf](#)
- Risk Assessment: [COVID-19 RTW Resources\OSHA3993.pdf](#)
- Cleaning Products: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- MIOSHA Enforcement Guidance: [COVID19 Interim Enforcement Plan](#)
- OSHA: [COVID-19 Information](#)
- CDC: [Coronavirus Disease \(COVID-19\)](#)
- CDC: [Interim Guidance for Academies to Plan and Respond to COVID-19](#)
- CDC: [Interim Guidance for Conserving and Extending Respirator Supply \(non-healthcare\)](#)
- Maryland Dept of Labor: [Factsheet on Respirators and Face Coverings](#)

6.3 Additional Resources

Mental Health Support

Title	Description	Creator	Link
<p>Stay Home, Stay Well Resources</p> 	<p>Virtual ways to connect with emotional-support services without the need to leave home.</p>	<p>MDHHS</p>	<p>https://bit.ly/2ymfidR</p>
<p>“Stay home, stay Mindful” Michigan Headspace</p> 	<p>This special collection of meditation, sleep, and movement exercises below are designed to help you keep a strong and healthy mind in the midst of this global health crisis. <i>Also available in an app for Apple and Android devices.</i></p>	<p>Headspace/ MDHHS</p>	<p>www.headspace.com/mi</p>
<p>Coping with the stress of COVID-19 Booklet</p> 	<p>Booklet/Newsletter with resources and methods for coping with stress and anxiety about COVID-19.</p>	<p>Livingston Human Services Collaborative Body (HSCB)</p>	<p>https://bit.ly/3c8U9SO</p>
<p>Community Mental Health (CMH) Services</p> 	<p>CMH Services of Washtenaw and Livingston County is open for academy and continues to provide for the behavioral health and substance use disorder needs of our consumers and our community members.</p>	<p>CMH</p>	<p>http://www.cmhliv.org/COVID19.htm</p>
<p>CDC Daily Life and Coping Tips</p>	<p>Various sections of CDC resources and tools for stress</p>	<p>CDC</p>	<p>https://bit.ly/2YyDuEt</p>

and coping with COVID-19.

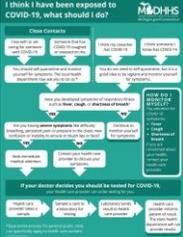
Signage

Title	Description	Creator	Link
<p>Germes are All Around You</p> 	<p>Reminder to wash your hands to reduce the spread of germs.</p>	<p>CDC</p>	<p>https://bit.ly/2W3I2Ro</p>
<p>Feeling Sick? Stay Home from Work Poster</p> 	<p>Poster about reminding people to assess their symptoms/health before entering a building.</p>	<p>CDC</p>	<p>https://bit.ly/2YHDRN3</p>
<p>Stop the Spread of Germs</p> 	<p>Poster to show how to take actions to stop the spread of germs around you.</p>	<p>CDC</p>	<p>https://bit.ly/2LoK9cF</p>
<p>Wash Your Hands</p> 	<p>Post in restrooms to remind staff and patrons the process for washing hands.</p>	<p>CDC</p>	<p>https://bit.ly/2z9qKJR</p>
<p>STOP: Face masks required/ Do not enter if you are sick</p>	<p>Poster to hang outside to remind staff and the public that they may not enter without wearing a mask or if they are symptomatic.</p>	<p>LCHD</p>	<p>https://bit.ly/2T1BqRz – 8.5x11in Landscape https://bit.ly/3bsGK71 – 8.5x11in Portrait https://bit.ly/2WtJhtq – 18x24in Portrait</p>

			
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Handouts

Title	Description	Creator	Link
<p>When is it safe to leave home?</p> 	<p>Fact sheet to explain to an staff when they can leave quarantine or isolation.</p>	<p>MDHHS</p>	<p>https://bit.ly/2W4o09A</p>
<p>Face Coverings Frequently Asked Questions</p> 	<p>Fact sheet to explain to staff the importance and reasons for wearing masks.</p>	<p>MDHHS</p>	<p>https://bit.ly/2YDvmSY</p>
<p>COVID-19 Testing Process Matrix</p>	<p>Fact sheet to explain to an staff what they should do if they think they were exposed to COVID-19.</p>	<p>MDHHS</p>	<p>https://bit.ly/2WzdAO2</p>

			
<p>How to Protect Yourself and Others</p> 	<p>All-encompassing fact sheet to provide to staff about steps they should take to protect themselves against getting COVID-19.</p>	<p>CDC</p>	<p>https://bit.ly/2zX5aIF</p>
<p>CDC Guidance for Cleaning and Disinfecting</p> 	<p>Thorough guidance about how and what to clean within the workspace environment.</p>	<p>CDC/EPA</p>	<p>https://bit.ly/35HyuyR</p>
<p>CDC Guidance for Cleaning and Disinfecting – Decision Tool</p> 	<p>Decision Tool for staff to identify the need and frequency of cleaning items they come into contact with.</p>	<p>CDC/EPA</p>	<p>https://bit.ly/3fCVrb9</p>
<p>COVID-19 Check and Record Every Day (CARE) Self-</p>	<p>A booklet staff can use for self-monitoring to track and record their symptoms and temperature.</p>	<p>LCHD</p>	<p>https://bit.ly/2znPCNM</p>

Monitoring Booklet



CARE:
Check and Record Every Day

May 2020

CONNECTICUT
Health Department