

Workplace Plan



Old Redford Academy (K12)

Updated: July 2020

Introduction

Old Redford Academy takes the health and safety of all employees seriously. We are living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into the workplace because they are critical workers or because they are needed to conduct minimum basic operations for our Academy in preparation of opening to the public. We are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for all employees, students, and visitors.

Our plan is based on information and guidance from the Centers for Disease Control (CDC), State of Michigan, and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 pandemic is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. Old Redford Academy is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place
2. Cleaning, disinfecting, and sanitizing all areas
3. Requiring appropriate personal protection equipment including masks, face shields, etc.

* Old Redford Academy may amend this Plan based on changing requirements and the need of our Academy.

The spread of COVID-19 in the workplace can come from several sources including but not limited to:

- Co-workers
- Students
- Guests - visitors/vendors
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 Workplace Coordinators

Old Redford Academy has designated the following staff as its COVID-19 Workplace Coordinators:

Kyle W.G. Alston
Chief Operating Officer
kalston@oldredford.org

Roz Ayers-White
Administrative Assistant to the Superintendent
rayerswhite@oldredford.org

The Chief Operating Officer will work in collaboration with the Employee Leasing Company, Midwest School Services, Inc to ensure HR policies and practices are consistent with this Plan and existing local, state and federal requirements.

The Coordinators responsibilities include:

- Staying up to date on federal, state, and local guidance.
- Incorporating those recommendations into our workplace.
- Training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify the Academy of any COVID-19 symptoms or suspected cases of COVID-19.

Responsibilities of Old Redford Academy Supervisors and Managers

All Old Redford Academy managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, Old Redford Academy expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and worksite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Old Redford Academy will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Old Redford Academy will:

- Keep everyone on the worksite premises 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.
- Provide face coverings to employees, upon request.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when

employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 1. The local public health department, and
 2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.

Responsibility of Employees

We are asking each of our employees to help with our prevention efforts while at work. Old Redford Academy understands that in order to minimize the impact of COVID-19 at the Academy, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. All employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to immediately report to their manager or supervisor if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor, Chief Operating Officer, or the Midwest School Services HR Department.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult your healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

Health and Safety Measures for Old Redford Academy

Old Redford Academy has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

Minimizing exposure from co-workers

Old Redford Academy takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

General Education

- Posting CDC information, including recommendations on risk factors
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

Social Distancing

- Limit in-person meetings
- Restrict the number of employees present on-site to no more than necessary
- Promote remote work as much as possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Utilize masks and gloves
- Do not share food utensils and food with other employees
- In areas where employees work within 6 feet of each other, computer stations should be moved or repositioned to increase distance

Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify the HR department.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
 - If yes:
 - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
 - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
 - If no:
 - Notify employee’s manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
 - Regardless of yes or no:
 - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
 - Not required to notify other Academy buildings unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known visitors, students, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Arrange for a professional cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Communicate potential exposure with local health department and respond to inquiries as received.

Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work along with visitors, they will complete health assessments (temperature checks) and/or questionnaires prior to entry into an Academy building. \
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:

- Old Redford Academy will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

If an employee has a confirmed case of COVID-19, Old Redford Academy will ensure the following:

- We will communication with co-workers
- We will work with local health department to provide them with the name of any identified employees that may have been exposed
- Old Redford Academy will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
 - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
 - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Old Redford Academy provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
 - Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
 - Monitor and respond to absenteeism

Minimizing exposure from those outside of the Academy including visitors, vendors, etc.

- Old Redford Academy business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- Social distancing practices to be observed:
 - 6-foot distances are marked in areas where customers might gather/wait
 - In-person meetings, if absolutely necessary, are to be made by appointments only
 - Limit the number of employees allowed in the workplace
 - Limit the number of visitors allowed in the workplace
 - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering an Old Redford Academy building may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between Old Redford Academy employees and visitors will be considered in high volume areas (i.e. shielding at the front desk areas).
- Old Redford Academy will provide masks to employees as well as appropriate disinfectants so that individuals can clean work areas before and after use.

Minimizing exposure from the visitors/vendors

- All business partners that work within Old Redford Academy will have access to this Plan.
- When possible, Old Redford Academy will limit the number of visitors in the buildings.
- Any individual entering one of Old Redford Academy buildings may have their temperature checked and/or a questionnaire completed prior to entry.

Office Regulations

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f. Turn off and/or tape off water fountains.
- g. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
- i. Post signs about the importance of personal hygiene.
- j. Disinfect high-touch surfaces throughout the building and minimize shared items when possible .
- k. Institute cleaning and communications protocols when employees are sent home with symptoms.
- l. Notify employees if the employer learns that an individual (including a visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.