

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"), and Michigan Executive Orders No. 2020-36 (April 3, 2020), 2020-32 (April 9, 2020) and 2020-39 (April 24, 2020). This plan is subject to change based on further information provided by the CDC, OSHA and other public officials. Quincy Community Schools (QCS) may also amend this Plan based on operational needs.

Quincy Community Schools has put in place the following practices as a part of this Plan to protect staff members and students from the spread of COVID-19 for the duration of the COVID-19 pandemic:

- Quincy Community Schools will provide notice of this plan by posting it in applicable locations and on the district website.
- Quincy Community Schools will restrict the number of workers present on premises to no more than is necessary to perform the in-person work necessary to maintain appropriate 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.)
- Quincy Community Schools will promote work from home when possible. The district will also promote work-related meetings, including meetings held pursuant to the Open Meetings Act, MCL 15.261 *et seq*, through telephonic conference, video conferencing applications or in person depending on current executive orders and the ability to conduct meetings safely. 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.
- Quincy Community Schools will mandate that individuals who are on premises maintain a distance of at least six feet from one another to the maximum extent possible.
- Quincy Community Schools will have 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.
- Quincy Community Schools has published protocols to prevent individuals from entering the premises or participating in activities if they display symptoms associated with COVID-19, or who have had contact with a person with a confirmed diagnosis of COVID-19.
- Quincy Community Schools encourages all staff, students, parents, and visitors to bring and use cloth masks for safety purposes. In the event that an individual does not possess appropriate PPE, Quincy Community Schools will attempt to provide non-medical grade masks for those on school premises.
- The Superintendent has designated administrative and supervisory staff to be responsible, and has informed them to immediately isolate any person who shows symptoms of COVID-19 while at work.

Responsibilities of 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).

		<p>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 without the use of fever reducing or other symptom altering medicines and at least 14 days have passed since symptoms initially appeared. Quincy Community Schools may require employees to provide medical documentation clearing them to return to work.</p>
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If Quincy Community Schools learns that an employee has tested positive, the District will notify the Health Department. The District 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, Quincy Community Schools will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had close contact with the confirmed-positive employee.

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.

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 District-provided leave benefits. HR staff is directed to work with affected employees to determine which benefits are available to use during a COVID-19-related absence. HR 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.

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 appropriate County Health Department.

Effective Date

This plan is effective on June 2, 2020.

Contact Information

Should any Quincy Schools employee have questions regarding this COVID-19 Preparedness and Response Plan, please reach out to School Administration or Human Resources.