Detroit Service Learning District COVID-19

Workplace Safety Plan

2020-2021

CEO Maurice Evans		**COVID-19 WORKPLACE SAFETY PLAN**	
CORONAVIRUS (COVID-19)	Safety Plan	Issue Date:	July 24, 2020
Preparation: Safety/Security	Michael Young	Rev. Date:	
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Compliance Officer :	Ebony Walker	Next Rev.:	
School Director(s):	Deangelo Alexander / Amelia Norwood	Schools:	DETROIT REDFORD OAK PARK

COVID-19 (Coronavirus) Action Plan:

This interim guidance of this plan is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. https://www.cdc.gov/coronavirus/2019- ncov/about/index.html

Elite School Management will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at any of the Service Learning School District's properties.

Elite School Management acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order.

Protocol:

Elite School Management will cooperate with the local public health department regarding implementing protocols for screening students and staff. The Service Learning School District Security staff will screen staff and students temperatures daily. Anyone that becomes ill with symptoms of Covid-19 will be sent home immediately. Students and staff will be required to wear a mask and maintain social distancing of a minimum 6 feet on any campus. Anyone who has tested positive for Covid-19 must wait at least 72 hours after symptoms ceased (resolution of fever and improvement in respiratory symptoms) AND 10 days after symptoms first appeared. They must also be re-tested and obtain a negative result before returning and provide this documentation to Human Resources. Parents and guardians are asked to check their students' temperature at home every morning before sending them to school. An area of containment for students and staff who have a high temperature or become ill will be available at each campus.

Any staff member or student with a temperature over 100.4 is not allowed to attend school.

Elite School Management will display signage regarding Wellness Tips on all building restrooms, elevator, hallways, etc. where allowed. The Service Learning School Directors are to ask all team leaders if any member of their staff is at risk of being sick or carrying illness. The supervisors are to ask these questions:

1. Have you or anyone in your family, been in contact with a person that has tested positive for COVID-19?

2. Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?

3. Have you or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?

4. Are you having trouble breathing, have a dry cough, or have flu like symptoms?

Per CDC recommendations, if any answer is "yes", the worker is to be removed from the building immediately and will not be allowed to return to work without a doctor's letter verifying "OK to return to work" status. This information will be submitted to Elite School Management Human Resource department. The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. The School Director is to send any staff member home if there are any observed symptoms of sickness. The School Director is instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.

No large group meetings: limit all meetings to eight people or less. All scheduled meetings, etc. are to be held with personal distance between individuals and emphasize personal hygiene and the CDC's recommendations to prevent illness. Limit elevator usage when occupied with multiple people. Use stairs when possible.

COVID-19 Measures:

1. Staff who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html

2. If an employee is confirmed to have COVID-19, Elite School Management will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. https://www.cdc.gov/coronavirus/2019- nova/php/risk-assessment.html

3. If an employee is diagnosed with COVID-19, they must stay home. Elite School Management will provide paid leave (without affecting PTO) for up to fourteen (14) days, the anticipated quarantine timeframe.

4. Elite School Management will monitor and respond to absenteeism at the workplace and will implement plans to continue essential business functions if there is a pattern of higher than usual absenteeism.

5. Elite School Management will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

Travel Protocol:

Elite School Management advises employees before considering travel to take certain steps:

1. Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country or region to which you will travel. https://wwwnc.cdc.gov/travel

2. Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick. https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html

3. Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice.

4. Elite School Management will enforce a mandatory 14-day self-quarantine upon returning from travel outside the United States and potentially domestic locations to be determined.

5. Inform supervisor prior to scheduling any travel.

Cleaning:

In following state mandated requirements, the Maintenance and Facilities department must clean light switches, doors, benches, bathrooms every four hours. Libraries, computer labs, student desks, and hands on classrooms must be cleaned after every period. The cleaner for all cleanings will fulfill the EPA disinfectant specifications. All cleaning products will be safely stored and

follow all guidelines for their use. In accordance to mandated requirements, the cleaning staff must wear gloves, surgical masks, and face shields when performing all cleaning duties. Playground structures must undergo a routine cleaning that follows the same expectations as classroom cleaning standards.

Personal Protection Equipment:

In addition to following guidance around regular hand washing, hand sanitizing, daily cleaning and disinfecting of high-touch surfaces, and encouraging social distancing. Employees, students, families, and visitors must wear Personal Protective Equipment. It is the expectation that employees, students, families, and visitors provide their own masks if/when they are in buildings. Elite School Management plans to purchase and make available Personal Protective Equipment for students and staff when needed to use in buildings; this equipment will include disposable masks and gloves. Guidance will be provided to staff regarding the specific PPE that is expected for them based on their role and responsibilities. All PPE will be purchased and delivered to locations before students and staff return to school and work, this includes disinfectant wipes and hand sanitizer.

Transportation Protocol:

Elite School Management will require all bus drivers and students to wear a face covering while on the bus if medically feasible. When anyone enters the bus, hand sanitizer must be used. All busses will be cleaned and disinfected before and after every transit route. The cleaning will include frequently touched surfaces. Any student that becomes sick during the school day is not allowed to ride the bus home. Weather and safety permitting, the keep the windows open while the vehicle is in motion to help reduce the spread of the virus by increasing circulation.