

## **L'Anse Area Schools COVID-19 Preparedness and Response Plan**

L'Anse Area Schools ("Agency") institutes this COVID-19 Preparedness and Response Plan ("Plan"), effective August 31, 2021. This plan is consistent with recommendations in [Guidance on Preparing Workplaces for COVID-19](#), developed by the Occupational Health and Safety Administration.

The Agency aims to protect its workforce by enacting all appropriate prevention efforts. The Agency is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Susan Tollefson, Superintendent, via phone at 906-524-6000 ext 1 and/or email at [stollefson@laschools.us](mailto:stollefson@laschools.us).

### **1. Prevention Efforts and Controls in the Workplace**

#### **A. Scheduling On-Site Work**

All employees have returned to their usual schedules.

Prior to reporting for on-site work, employees must complete the daily screening process described in Section 3 below. An employee who fails the screening process (i.e., answers "yes" to having at least one listed symptom, had close contact with someone diagnosed with COVID-19, and/or traveled internationally), **shall not** report for on-site work. The employee must contact his/her supervisor or administration immediately.

***Any employee who develops symptoms during an on-site shift must immediately report this to his/her supervisor and/or Central Office.***

#### **B. Agency Activities and Social Distancing**

Employees reporting to work are required to abide by social distancing and other safety measures established by the Agency as follows:

- Large gatherings are minimized whenever possible;
- Employees are encouraged to maintain physical distance even when on breaks, as well as before and after working hours;

- Employees are required to maintain physical distance when reporting to work and when leaving work;
- Employees' interactions with the general public are allowed as needed but should be modified to allow for additional physical space between parties
- Business travel and in-person conferences are permitted unless there is a rise in local cases.
- As an additional preventative measure, all water fountains will remain turned off except the ones designed to fill water bottles.

### **C. Face Coverings**

Employees are encouraged to wear face coverings when less than 6' apart from other employees or public. The Agency will provide employees with, at a minimum, non-medical grade face coverings. The Agency-provided face coverings are available in Central Office and the elementary/nurse's office and the Maintenance Supervisor's office. Employees are permitted to wear their own face coverings, rather than an Agency-provided face covering, if they prefer.

### **D. Cleaning and Disinfecting of Facilities and Office Equipment**

The Agency's procedures for facility disinfection are aligned with the [Cleaning and Disinfecting Your Facility](#) guidelines developed by the [Centers for Disease Control and Prevention](#) (CDC).

Measures instituted by the Agency include:

- Increase in routine environmental cleaning and disinfection, especially of common areas, high-touch surfaces (e.g., door handles) and shared equipment (e.g., copiers);
- Installation of no-touch hand sanitizer dispensers throughout the building (by entrances, offices, and classrooms); and
- Supplying disinfecting wipes in service areas for worksite use.

### **E. Employee Expectations for Minimizing Exposure When at the Workplace**

To minimize COVID-19 exposure when on-site, employees are expected to:

- Clean work stations at least twice daily (e.g., at the beginning and end of each shift);
- Avoid, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently wash hands with soap and water for at least 20 seconds;
- Utilize hand sanitizer when soap and water are unavailable;
- Avoid touching their faces with unwashed hands;
- Maintain social distancing;
- Avoid handshakes or other physical contact;
- Avoid close contact with sick people;
- Practice respiratory etiquette, including covering coughs and sneezes;
- Comply with Agency's daily screening processes;
- Seek medical attention and/or follow medical advice if experiencing COVID-19 symptoms;
- Notify your supervisor of any international airline travel to determine if you need to self isolate for 14 days upon return;
- Comply with self-isolation and quarantine orders; and
- Immediately report unsafe or unsanitary conditions on Agency premises to your supervisor.

Signs about the importance of personal hygiene (on Pg 6) have been posted throughout the buildings.

## **F. Visitors**

The building doors will remain locked during the school day and public access will be allowed via the door buzzer. Drop baskets outside offices or at the entrance are encouraged to be used. If a visitor must enter Agency facilities, the visitor must follow the established protocol that employees follow. This includes documenting their presence on a sign in log.

## **2. Required Employee Training**

Employees are required to complete COVID-19 online training through Set Seg as assigned.

<https://lanse-mi.safeschools.com>



Username: full email address

Password: first 5 characters of username, all lowercase

In addition, Employees are required to review the COVID-19 training slides to become familiar with Agency-specific protocols and processes.

[https://docs.google.com/presentation/d/1WIAmXyCamiP\\_qIN-QeHutVYglZwirly58WPoZtb5ZWm/edit#slide=id.p1](https://docs.google.com/presentation/d/1WIAmXyCamiP_qIN-QeHutVYglZwirly58WPoZtb5ZWm/edit#slide=id.p1)

Both of these must be completed before September 7, 2021.

### 3. Daily Screening

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Agency requests employees to complete a daily Health Self-Screening. The screener is available here:

[https://docs.google.com/forms/d/1I5Z7oxsvq7ou-6\\_81MvqoTDZIO4nRsQ67S\\_SQQ1lw9A/edit](https://docs.google.com/forms/d/1I5Z7oxsvq7ou-6_81MvqoTDZIO4nRsQ67S_SQQ1lw9A/edit)

An employee who fails the screening process (i.e., answers “yes” to having at least one listed symptom, had close contact with someone diagnosed with COVID-19, and/or traveled internationally recently), ***shall not*** report for on-site work. Employees must contact his/her supervisor or human resources immediately.

Visitors will also sign in at the building entrance and complete a paper screening questionnaire.

***Any employee who develops symptoms during an on-site shift must immediately report this to his/her supervisor and/or Human Resources.***

### 4. Agency Response and Communication Plan for Sick and/or Exposed Individuals

Any employee or visitor with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms and under advisement from the WUPHD, Agency:

- Informs all employees who were close contacts with whom the diagnosed/symptomatic individual worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic individual; and
- Conducts deep cleaning of the diagnosed/symptomatic individual's workspace, as well as those common areas potentially infected by the individual.

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and/or documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separately from employees' personnel files.

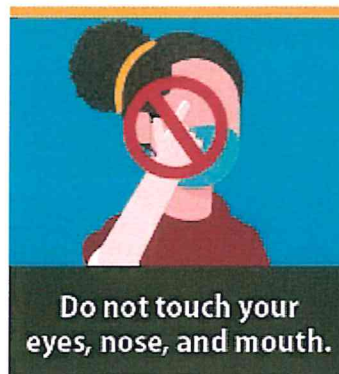
## **5. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Agency will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Agency and in accordance with guidance from local, state, and federal health officials.

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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