



**Midland Public Schools**  
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# PREPAREDNESS AND RESPONSE PLAN

**RETURN-TO-WORK GUIDANCE**

EXECUTIVE ORDER: 2020-59



# GUIDING PRINCIPLES:

This plan has been developed to provide staff with information, guidelines and best practices to prepare for return to on-site operations. A more thorough plan on return –to-classroom student logistics, practices, and procedures will be released in early August. Updates to guidance will be ongoing as CDC and state/county recommendations evolve.

All guidance delivered by the Midland Public Schools aims to:

- **Keep MPS students, staff, and stakeholders safe and healthy**
- **Maximize opportunities for student and staff well-being**
- **Increase the likelihood that MPS will remain open and operational**
- **Promote academic growth**

Any questions can be directed to the Director of Human Resources *or* Associate Superintendent of Administrative & Student Services:

- Kyle Kowalski, [KowalskiKT@midlandps.org](mailto:KowalskiKT@midlandps.org) 989-923-5016
- Jeff Jaster, [JasterJD@midlandps.org](mailto:JasterJD@midlandps.org) 989-923-5018

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# COVID-19 INFORMATION:

- COVID-19 is a novel coronavirus easily spread communally
- Vaccination is under development, but not yet available
- Symptoms range from asymptomatic to severe in all age ranges
- Higher risk individuals include:
  - Older Adults (65+)
  - Immunocompromised
  - Those with underlying health conditions such as:
    - Diabetes
    - Kidney Disease
    - Heart Disease
    - Asthma or Respiratory Ailments
    - Body Mass Index over 40

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# COVID-19 INFORMATION:

- Symptoms may appear 2-14 days after exposure to the virus.
- Symptoms Include:
  - Fever greater than 100.4 F
  - Chills
  - Body aches/muscle pains
  - Chronic cough
  - Difficulty breathing
  - Sore throat
  - Diarrhea
  - Loss of taste and/or smell

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# COVID-19 INFORMATION:

- COVID-19 is suspected to mainly spread from person-to-person
  - Primarily through contact of respiratory droplets
    - Coughing, sneezing, talking
- The virus will spread (*but is less likely to*) in other ways
  - Touching surfaces or objects with the virus on it and then touching the face, mouth, or eyes.
- Exposure risks are categorized by employee classification per health expert guidance
  - See next page

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# RISK CLASSIFICATIONS:

<u>EXPOSURE RISK</u>		
<u>Employee Group</u>	<u>When Students Present</u>	<u>When Students Not Present</u>
Administration Building Staff	Low	Low
Building Administrators	Medium	Low
Maintenance	Medium/High	Low/Medium
Custodial	Medium/High	Low/Medium
Administrative Assistants/Office Professionals	Medium	Low
Teachers/Counselors/Student Support Personnel	Medium	Low
Paraprofessionals	Medium	Low
Nurse/Health Professionals	High	Low

**ALL EMPLOYEES SHOULD PRACTICE ALL MEASURES OUTLINED IN THIS GUIDE REGARDLESS OF RISK CLASSIFICATION.**

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# COVID-19 INFORMATION:

- All employees should view three training videos
  - GCN COVID-19 Training Modules
    - <https://site.gcntraining.com/user-admin/login/7403m/>
    - Organization ID: 74034m
    - USER ID: Typically: Last Name followed by first and middle initial: ALL CAPS – no spaces
      - Contact Human Resources if you need your User ID
  - Videos are located in the 'Optional Tutorials' tab
- #1: COVID-19 Video: How to Wear a Mask (OSHA)
  - 3 minutes
- #2: COVID-19 Video: Proper Handwashing (CDC)
  - 3 minutes
- #3: COVID-19 Workplace Guidelines (No Audio)
  - 10 minutes

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# MITIGATION:

- MPS is emphasizing the following areas of focus for **all** employees:
  - Personal Hygiene/Care
  - Frequent Disinfection of Common Surfaces
  - Social Distancing
  - Health Protocols
- MPS Employees are encouraged to practice the following:
  - **Personal Hygiene/Care:**
    - Wash your hands with soap and water as often as possible
      - Before coming to work
      - Before/after restroom usage
      - Before/after eating
      - Before/after assisting or colleague or student inside of a 6 ft. distance
    - If soap and water is not available, substitute with hand sanitizer of at least 60% alcohol content
    - Avoid touching your face, mouth, or eyes
    - Eat a healthy diet, exercise regularly, and get adequate sleep to promote immune system integrity

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# MITIGATION:

- **Frequently Disinfect Common Surfaces:**

- MPS cleaning services will:
  - Use disinfectant regularly on touchpoints in high traffic areas
    - Workstations, keyboards, telephones, copiers, doorknobs, etc.
- To assist, please supplement district cleaning services with your own efforts
  - Supplies (disinfectant, gloves, etc. will be provided upon request)

- **Social Distance:**

- Maintain a 6 ft. distance from others
- Avoid large gatherings (meet digitally if 6 ft. distance cannot be maintained)
  - Avoid 'lunch/break' rooms.
- Avoid sharing work tools and equipment
- Wear a face covering when working in an enclosed public space if 6 ft distance cannot be maintained.
  - We encourage employees to bring their own mask as personal comfort/fit is often desired. One will be provided to you upon request if you do not bring your own.
  - Note: Some employees may not be able to wear a face covering for medical reasons. It is a best practice for employees that can to err on the side of caution and wear a face covering to protect those that may not be able to.

- **Follow Health Protocols:**

- Self Screen Daily (*See next slide*): QR Code and link will be posted at primary entrances to buildings
- Avoid non-essential travel
- Report illness *or* symptoms to supervisor **and** Human Resources
  - [KowalskiKT@midlandps.org](mailto:KowalskiKT@midlandps.org) or 989-923-5016
  - Human Resources will guide efforts to inform stakeholders that may have been exposed through 'contact-tracing' efforts. Exposed facilities will be deep-cleaned by MPS service staff.
  - Human Resources will guide each individual on return to work protocols as each situation is different. In all cases, the local health department will guide MPS decision making.

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# SELF-SCREENING

- Mandatory for all employees of MPS daily.

To ensure the safety of all those working and visiting Midland Public Schools, you are required to complete a COVID-19 Self-Assessment prior to entering your building.

The survey can be accessed by visiting [www.midlandps.org](http://www.midlandps.org) and selecting "Building Visitor Check-in" at the top of the navigation menu (click ☰ on mobile site to open navigation menu )

The QR Code below will also take you directly to the survey from a smartphone. Simply open your smartphone's camera application, point the camera at the QR, then follow the link that appears



**DO NOT COME TO WORK IF YOU ARE SICK!**

Have you been diagnosed with COVID-19 in the last 14 days? \*

Yes

No

Have you been in close contact with anyone diagnosed with COVID-19 in the last 14 days? \*

Yes

No

Are you currently experiencing COVID-19 symptoms, including any of the following: cough, respiratory illness, shortness of breath, sore throat, loss of taste or smell, or other cold/flu symptoms? \*

Yes

No

Do you have a fever of 100.4 degrees Fahrenheit or higher? \*

Yes

No



# ACTION STEPS:

- All Employees should read these guidelines thoroughly and watch the prescribed videos. Direct any questions you may have to:
  - Kyle Kowalski, [KowalskiKT@midlandps.org](mailto:KowalskiKT@midlandps.org)  
989-923-5016
  - Jeff Jaster, [JasterJD@midlandps.org](mailto:JasterJD@midlandps.org)  
989-923-5018
- Routinely practice the guidelines discussed in the four emphasis areas:
  - Personal Hygiene/Care
  - Frequent Disinfection of Common Surfaces
  - Social Distancing
  - Health Protocols
- Remember to complete the self-screening report daily **BEFORE** reporting to a physical MPS site.
- Monitor district e-mail and communications regularly for modifications to this guidance. As stated previously, a more thorough plan on return-to-classroom student logistics, practices, and procedures will be released later in the summer.

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# ACKNOWLEDGEMENTS:

- The Midland Public Schools would like to acknowledge and extend our gratitude to the following organizations and individuals for allowing us to utilize language, guidance, and ideas from their response plans.
  - CDC
  - Central Michigan University
  - Clare Public Schools
  - Global Compliance Network
  - Michigan Chamber of Commerce
  - Michigan School Business Officials Association
  - MIOSHA
  - Oakland University
  - Rob Vallentine

Any organization wishing to utilize portions of this guidance may do so without written permission from the Midland Public Schools. We value and encourage collegial collaboration and pooling of resources as we forge through these unprecedented times together.

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# STAY SAFE & HEALTHY!

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