



# COVID-19 PREPARADNESS AND RESPONSE PLAN

## Updated December 15, 2020

This COVID-19 Preparedness and Response Plan (hereinafter, "Plan") was developed in accordance with the requirements of the [Michigan Occupational Safety and Health Administration Emergency Rules related to COVID-19 dated October 14, 2020](#), which requires employers to develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control ("CDC") and recommendations in "Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration ("OSHA").

The primary purpose of this Plan is to assist in the mitigation of COVID-19 and to protect the employees, students, contractors, and visitors of the Britton Deerfield School District (hereinafter, "BD"). The Britton Deerfield School District is comprised of the following campuses and buildings:

Britton Deerfield Schools—Britton Building  
201 College Ave.  
Britton, MI 49229

Britton Deerfield Schools—Deerfield Building  
252 Deerfield Hwy.  
Deerfield, MI 49238

This Plan was developed through the use of OSHA's Guidance on Preparing Workplaces for COVID-19 and is intended to comply with the requirements of all applicable laws, orders, and rules related to preventing and controlling the spread of COVID-19. The Plan is subject to amendment by the district.

The Plan will be available on the district's website at [www.bdschools.us](http://www.bdschools.us) and a print copy can be made available for review in the district's business office located at 201 College Ave., Britton, MI 49229.

## **About Coronavirus (COVID-19)**

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the United States Centers for Disease Control and Prevention (hereinafter, "CDC"), symptoms of COVID-19 may appear in as few as two (2) days or as long as 14 days after exposure.

For additional information about COVID-19, please visit the [CDC COVID-19 webpage \(www.cdc.gov/coronavirus/2019-ncov/index.html\)](http://www.cdc.gov/coronavirus/2019-ncov/index.html).

## **Britton Deerfield Schools Job Duties and Procedures: COVID-19 Risk of Exposure**

The majority of BD employees are classified as **medium exposure risk** to COVID-19 based on the nature of the employee's job duties as described in the employee's job description. This is because performance of the essential duties of the job require the employee to be in frequent close contact with other individuals who may be, but are not known to be infected with COVID-19. This would include BD employees who are working directly with or in close proximity to BD and/or local school district students such as (this is not intended to be an exhaustive list) teachers, teaching and learning assistants, itinerants, school bus drivers, bus assistants, health care assistants, therapists, psychologists, social workers, custodial/maintenance workers, and school-building level administrators. This would also include non-instructional staff who are engaged in frequent and/or close face-to-face interactions with colleagues, members of the public, vendors of the district, and others who may be, but are not known to be infected with COVID-19, such as the Superintendent, assistant superintendents, executive directors, directors, coordinators, administrative assistants, secretaries, staff accountants, receptionists, and other similar positions.

BD employees that do not engage in frequent and/or close face-to-face interactions with colleagues, students, or others and who are able to perform their duties independently and away from other people such as those who work in a closed office environment would be classified as **low exposure risk** to COVID-19.

## **Responsibilities of Britton Deerfield Schools**

The district has implemented the following practices to protect employees, contracted service providers, students, and visitors from the spread of COVID-19:

### *Communication*

The district has created a specialized location for all COVID-19 information on the BD website. This information is located under the PARENTS tab, and is titled Covid-19. Additional information about the pandemic is located on this publicly available and accessible website.

The Britton Deerfield Superintendent has engaged in frequent written updates to all employees informing them of the district's plans and actions related to COVID-19. This includes providing public notice of school-associated cases of COVID-19 as required by the Emergency Order issued by the Michigan Department of Health and Human Services dated October 6, 2020. As these plans and actions change, additional information and guidance will be provided.

The district has developed and encouraged all staff to reach out to the business office or the Office of the Superintendent should questions or concerns arise related to COVID-19.

### *Planning*

Members of the BD Leadership and Management Teams have been, and continue to be, actively engaged in monitoring all guidance and regulatory requirements and taking action accordingly.

### *BD Building Access*

The district will limit the number of individuals who are present on campuses and within BD buildings to the extent feasible while still performing necessary and essential educational and operational functions.

BD employees and contracted service providers are only allowed to visit/access BD buildings as is necessary to perform the duties of their job as directed by the employee's supervisor or the contracted service provider's primary point of contact with the District. Employee and contracted service provider access will be limited to only those persons necessary and must be coordinated with the building and/or program supervisor in accordance with the requirements of this Plan and the district's physical distancing requirements.

To the extent feasible, some BD employees may be permitted to perform their work from home or another off-site location. This may include having employees work part of the time remotely and part of the time on-site at BD. The determination of whether an employee will perform his/her duties on-site, remotely, or through a combination of the two will be made by the employee's/contracted service provider's supervisor and/or the district Superintendent.

Community members and other visitors, including students and parents/guardians are permitted to visit the buildings as necessary to conduct school business and/or participate in school and school-sponsored activities provided that the individual adheres to the District's physical distancing, gathering, wearing of personal protective equipment, and other requirements. These include:

1. Not visiting a building if you are experiencing any signs or symptoms of COVID-19, which include:
  - a. one or more of the following: an uncontrolled cough (excluding chronic cough due to a known medical reason or allergies), new onset of shortness of breath or difficulty breathing, or a fever of 100.4 degrees or higher;
  - b. two or more of the following: loss of taste or smell, abdominal pain, muscle aches, severe headache, sore throat, vomiting, or diarrhea.

2. Not visiting a building if you have been in close contact (within six feet of the individual for a period of 15 minutes or more) with someone who has tested positive for COVID-19 within the last 10 days.
3. To the extent feasible, maintaining at least six feet of distance between yourself and other persons.
4. Wearing a reusable cloth or disposable face covering that covers your mouth and nose at all times while present in district buildings unless you are medically unable to do so or you are engaged in eating a meal and at all times while outside if you are unable to maintain at least six feet of physical distance from other persons (BD staff must wear a face covering at all times while both inside and outside).
5. Following all posted guidance.
6. Engaging in frequent hand washing and/or the use of hand sanitizer if hand washing is not an option.

Any individual who fails to adhere to these standards may be asked to leave district property at the discretion of a BD administrator.

The district will identify and provide appropriate signage for dedicated points of entry for employees, contracted service providers, and other individuals as necessary for the purpose of reducing congestion at primary points of entry to BD buildings.

#### *BD Buildings*

To the extent feasible, the district has or will install high-efficiency air filters in all buildings. Ventilation rates will be increased within buildings and physical barriers will be installed to minimize close, personal contact and reduce the potential spread of COVID-19 through coughing/sneezing.

The district will, to the extent feasible, provide tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizers and/or sanitizing wipes, disinfectants, and disposable towels for use in cleaning work and other surfaces.

Handwashing signs will be posted in all restroom facilities.

#### *On-site Work Performance*

In accordance with the [Governor's Return to School Roadmap](#), the [BD's 2020-2021 School Year COVID-19 Preparedness and Response Plan](#) and, the [Extended COVID-19 Learning Plan](#), the district opened the 2020-2021 school year with in-person school. The district will continue to monitor activities surrounding COVID-19 within Lenawee County and southeastern Michigan and will adjust its instructional plans as necessary. All employees whose job duties require the employee's physical presence in BD buildings will be required to perform their work on-site. In limited circumstances, the Superintendent may determine that an employee's job duties can feasibly be completed remotely, in which case the employee may be permitted to perform his/her job from a remote location.

## *Personal Protective Equipment*

### *Face Coverings*

District employees, contracted services providers, and students are strongly encouraged to provide their own properly sized, reusable, cloth face mask that is capable of being washed. Disposable face masks will be provided for all employees, contracted service providers, and others who forget or are otherwise unable to provide their own face mask. Disposable face masks will be provided at no cost to the employee, contracted service provider, student, or visitor.

Face masks must cover the individual's mouth and nose at all times.

In preparation for the school year, students and staff should become comfortable wearing a face mask and should familiarize themselves with proper techniques for placing and removing face masks. This is especially important for younger students. Parents should have their children practice placing and removing the face mask from their face at home before the start of the school year.

The CDC has provided the following guidance related to wearing a face mask. For additional information, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>.

### *Placing your Face mask*

1. Wash your hands before putting on your mask
2. Put it over your nose and mouth and secure it under your chin
3. Try to fit it snugly against the sides of your face
4. Make sure you can breathe easily

### *Removing your Face mask*

1. Untie the strings behind your head or stretch the ear loops
2. Handle only by the ear loops or ties
3. Fold outside corners together
4. Place mask in the washing machine
5. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

### *Washing your Face mask*

Reusable, cloth face masks must be washed between each daily use.

The following information was taken from the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

### *Washing machine*

1. You can include your mask with your regular laundry.
2. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

### *Washing by Hand*

1. Prepare a bleach solution by mixing:  
5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
2. Soak the mask in the bleach solution for 5 minutes.
3. Rinse thoroughly with cool or room temperature water.
4. Allow the mask to completely dry after washing.

### *Drying your Face mask*

#### *Dryer*

Use the highest heat setting and leave in the dryer until completely dry.

#### *Air dry*

Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

### *School Bus*

All district employees, contracted service providers, and students are required to wear a face mask at all times while on a school bus or in any other BD vehicle. In some instances, drivers may be allowed to wear a clear face shield as opposed to a face mask, if it is determined that the use of a face mask will make operation of the vehicle unsafe.

### *Hallways, Restrooms, Libraries, Offices, and Other Common Areas*

All BD employees, contracted service providers, and students are required to wear a face mask at all times within all common areas of BD buildings, and within non-BD buildings while participating in a BD-sponsored educational program or activity. Common areas include, but are not necessarily limited to, all hallways, restrooms, school offices, and libraries.

### *Classrooms*

All BD employees, contracted service providers, and students who are five years of age or older must wear a face mask at all time while in the classroom, laboratory, and/or other instructional areas.

Pre-K students (four years of age and younger) and older students for whom a face mask is not developmentally appropriate based upon the student's disability are not required to wear a face mask while in the classroom and/or laboratory, but may, provided that the student is comfortable wearing the mask and is capable of putting on and taking off the mask themselves.

### *Outside*

BD employees and contracted service providers must wear a face mask at all times, including while outside. District students are not required to wear face masks when outside, provided that the students can remain at least six feet apart from one another. If students are unable to maintain safe distancing of at least six feet while outside, face masks must be worn.

### *Meals*

No individual is required to wear a face mask while eating a meal.

### Medical Exemption

The district understands that some students, employees, and/or contracted service providers may be medically unable to wear a face mask that covers his or her mouth and nose. To receive a medical exemption to the requirement to wear a face mask, students and staff members must provide the school with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student or staff member is medically unable to wear a face mask. A face mask medical exemption form is available by contacting the school office (student) or your supervisor (employee or contracted service provider).

When necessary and appropriate for the work being performed and to the extent feasible, the district will provide protective clothing/covering/gloves and will provide training on how to use/wear it, remove it, and dispose of or launder/disinfect it correctly.

The district will provide training for its employees and contracted service providers on the proper use of personal protective equipment.

### Meetings

In-person meetings will be eliminated, to the extent feasible. Meetings will be by Teams or Zoom (video conferencing), telephone, or other electronic means where possible. If meetings must be conducted in-person, attendance will be collected verbally, and the meeting chair will sign-in each attendee. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. Individuals will be seated at least six feet apart of one another and all persons must wear a face covering at all times. All in-person meetings must be held in a manner that complies with any then-applicable laws, orders, rules, or other authority governing the gathering of individuals.

For information about public meetings of the Britton Deerfield Board of Education please visit: <https://www.bdschools>.

### *Cleaning and Disinfecting BD Facilities*

The BD has instituted frequent cleaning and disinfecting of BD facilities, tools and equipment, and other elements of the work environment, where appropriate. District employees should regularly do the same in their assigned work areas. Common areas will be cleaned at least once per day absent special circumstances. Employees performing cleaning will be issued proper personal protective equipment (PPE), such as nitrile or vinyl gloves and gowns as may be recommended by the CDC. Trash in district buildings will be collected daily and disposed of properly by someone wearing nitrile or vinyl gloves. Restrooms will be cleaned daily and disinfected. Frequently touched items (i.e. door pulls and counters) will be disinfected regularly.

OSHA has stated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, those areas of the jobsite that a confirmed-positive individual may have been in contact with will be thoroughly cleaned before any other employees/individuals access that work space. Any disinfection will be conducted using one of the following: common EPA-registered household disinfectant; alcohol solution with at least 60% alcohol; or diluted

household bleach solutions (if appropriate for the surface). Safety data sheets of all disinfectants used on site will be maintained.

The district will follow the manufacturer's instructions for use of all cleaning and disinfecting products at all times.

#### *Travel*

All nonessential travel is prohibited. Only travel which has been preapproved by the district Superintendent will be permitted. Travel does not include traveling between BD buildings or other work sites when such is necessary for the performance of a district employee's or contracted service provider's work.

#### *COVID-19 Training*

BD will provide all district employees with COVID-19 training, including training on infection control practices, the proper use of personal protective equipment, steps the employee must take to notify the district or any signs or symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions. Updated training will be provided if the district changes its preparedness and response plan or if new information becomes available about the transmission of COVID-19 or diagnosis of COVID-19.

In an effort to mitigate the risk of COVID-19 spread, training may be provided via video and/or through the provision of written materials and guidance.

#### *Worksite Supervisors*

The following individuals are considered to be worksite supervisors and are responsible for the implementation, monitoring, and reporting on the COVID-19 control strategies included in this Plan:

Stacy Johnson, Superintendent	<a href="mailto:stacy.johnson@bdschools.us">stacy.johnson@bdschools.us</a>
Jeff Scott, Elem/HS Principal	<a href="mailto:jeffery.scott@bdschools.us">jeffery.scott@bdschools.us</a>
DeAn Wuelfing, Upper Elem/MS Principal	<a href="mailto:de.wuelfing@bdschools.us">de.wuelfing@bdschools.us</a>
Dave Pizana, Transportation/Maint/Custodial Director	<a href="mailto:Dave.Pizana@bdschools.us">Dave.Pizana@bdschools.us</a>
Sue Andries, Business Manager	<a href="mailto:Sue.Andries@bdschools.us">Sue.Andries@bdschools.us</a>
Karen Scholl, Elementary Coordinator	<a href="mailto:Karen.Scholl@bdschools.us">Karen.Scholl@bdschools.us</a>
Jason Clark, IT Director	<a href="mailto:Jason.Clark@lisd.us">Jason.Clark@lisd.us</a>
Julie Klemz, Early Childhood Director	<a href="mailto:julie.klemz@bdschools.us">julie.klemz@bdschools.us</a>

In the event that none of the above-named individuals are present on-site when other workers are present, the district will designate an individual working on-site to serve as the worksite supervisor responsible for the implementation, monitoring, and reporting on the COVID-19 strategies included in this Plan.



## Responsibilities of BD Employees and Contracted Service Providers

All BD employees and contracted service providers must exercise good hygiene and infection control practices. These include, but are not necessarily limited to, the following:

1. Engage in frequent and thorough handwashing in accordance with the CDC's guidance:
  - A. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - B. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - C. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - D. Rinse your hands well under clean, running water.
  - E. Dry your hands using a clean towel or air dry them.

If soap and running water are not immediately available, use alcohol-based hand sanitizer or sanitizing wipes containing at least 60% alcohol.

2. Individuals should not use other employees/service providers' phones, desks, offices, or other work tools and equipment, when possible.
3. Individuals must maintain a distance of at least six (6) feet from one another to the maximum extent possible at all times.
4. Employees are strongly encouraged to minimize ride-sharing. If ride-sharing is necessary, while in vehicles, employees must ensure adequate ventilation.
5. Individuals who have any current symptoms of illness must stay home from work (or work in an isolated location with the approval of the employee's supervisor) and should contact their healthcare provider to determine if COVID-19 testing is indicated.
6. All individuals who enter a district building and who are medically able to tolerate wearing a face covering must wear a covering over his or her nose and mouth in accordance with the section on face coverings above. To the extent feasible, the district will provide non-medical grade face coverings to its employees and contracted service providers who are required to perform work within a district building and who do not wish or are unable to provide their own face covering. If you are a BD employee or service provider and you require a face covering, please contact your supervisor prior to coming to work.
7. All individuals who enter a district building for the first time, must complete a screening questionnaire by answering the following statements with a yes or no answer:

- A. I have been in close contact (within six feet for a period of 15 minutes or more) of another person who has tested positive for COVID-19 within the past 14 days.
- B. I currently have one or more of the following signs or symptoms of COVID-19: an uncontrolled cough (excluding chronic cough due to a known medical reason or allergies), new onset of shortness of breath or difficulty breathing, or a fever of 100.4 degrees or higher.
- C. I currently have two (2) or more of the following signs or symptoms of COVID-19 which are not explained by a known medical or physical condition: loss of taste or smell, abdominal pain, muscle aches, severe headache, sore throat, vomiting, or diarrhea.
- D. I have recently been tested for COVID-19, have not yet received a negative result, and the testing was not part of a routine or regular testing protocol for my job or for another reason that does not include being in close contact with a COVID-19 positive or probable person or having signs or symptoms of COVID-19.

If the answer to any of these questions are yes, the individual is prohibited from accessing a district building.

BD employees and contracted service providers must complete the COVID-19 screening daily using the district's electronic screening questionnaire. BD students and their parents/guardians must self-monitor for signs and symptoms of COVID-19 and must also screen themselves daily by asking the screener questions. At the direction of the Lenawee County Health Department, parents/guardians and BD students and/or BD students who are 18 years of age or older were required to sign a COVID-19 screening agreement indicating that the parent/guardian and/or eligible student would conduct the daily COVID-19 screening and that the student would not come to school if the response to any of the screening questions was yes.

Visitors to BD buildings, including parents/guardians will be asked to complete a paper screening questionnaire.

All individuals must report any changes to their responses to their direct supervisor (if a district employee) or to the district employee who has coordinated your access to the building as soon as the change in your response occurs.

### **Responsibilities of BD Contractors Performing Work On-Site at a BD Building**

All BD contractors performing work on-site at a BD building must adhere to the following:

1. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
2. Create dedicated entry point(s) at every worksite, if possible, for daily COVID-19 screening, or, in the alternative, issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

3. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.
4. Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.
5. Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
6. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.
7. Notify contractors (if a subcontractor) and the LISD of any confirmed COVID-19 cases among employees at the worksite.
8. Restrict unnecessary movement between project sites.
9. Create protocols for minimizing personal contact upon delivery of materials to the worksite.
10. Require all employees, contractors, suppliers, and any other individuals that will be present at a BD building to follow all BD safety measures, including, but not limited to, all COVID-19 related precautions.

Contractors must work with the appropriate BD employees to implement these procedures.

### **Identification and Isolation of Individuals Exhibiting Symptoms of Illness**

District employees and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, employees or contracted service providers who show symptoms of COVID-19 while at work will be immediately separated from other individuals and sent home.

Individuals who have any current signs or symptoms of COVID-19, or who have been around someone who has tested positive for COVID-19 within the past 14 days are strictly prohibited from visiting BD buildings. If you are a district employee or service provider and any of these apply to you, please contact your supervisor at your earliest possible convenience.

#### *Employee or Contracted Service Provider Exhibiting Symptoms of COVID-19*

If an employee or contracted service provider exhibits COVID-19 signs or symptoms, the employee or contracted service provider must remain at home until one of the following occurs:

- **The employee or contracted service provider has contacted his/her healthcare provider and a determination has been made by the healthcare provider that the employee or contracted service provider's signs or symptoms of COVID-19 are being caused by something other than COVID-19** (individuals should still remain home in accordance with customary practices if exhibiting signs of illness such as fever)

- **If the employee or contracted service provider tests positive for COVID-19:**  
The employee or contracted service provider must stay home from work for at least 10 days from the first day of symptoms and at least 24 hours has passed with no fever without the use of fever reducing medications and the symptoms must have improved.
- **If the employee or contracted service provider has signs or symptoms of COVID-19, but no testing is performed:**  
The employee or contracted service provider must stay home from work for at least 10 days from the first day of symptoms and at least 24 hours has passed with no fever without the use of fever reducing medications and the symptoms must have improved
- **If the employee or contracted service provider has signs or symptoms of COVID-19, but tests negative:**  
If the employee or contracted service provider was not in close contact with a person who tested positive for COVID-19, but has symptoms of COVID-19, the individual must remain home from school until they receive a negative COVID-19 test result (individuals should still remain home in accordance with customary practices if exhibiting signs of illness such as fever)

To the extent practical, employees are requested to obtain a doctor's note clearing them to return to work.

*Employee or Contracted Service Provider Tests Positive for COVID-19*

An employee or contracted service provider who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with guidance from proper authorities, including, but not limited to, the Lenawee County Health Department or another local health department. Employees or contracted service providers who test positive for COVID-19 may return to work when at least 10 days have passed since the first day of the individual's symptoms and at least 24 hours has passed with no fever without the use of fever reducing medications and the symptoms must have improved.

*Employee or Contracted Service Provider Has Been in Close Contact with Someone who has Tested Positive for COVID-19*

Employees or contracted service providers who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 10 days, with monitoring days 11-14 for symptoms, from the last date of close contact with that individual. Close contact is defined as being within six (6) feet of the individual who tested positive for COVID-19 for at least 15 minutes or longer.

If the district learns that an employee or contracted service provider has tested positive for COVID-19, BD will notify the Lenawee County Health Department and will work with the Lenawee County Health Department to conduct an investigation to determine what other individuals may have had close contact with the confirmed-positive employee or contracted service provider in the 48 hour period preceding the onset of the COVID-19 positive individual's signs or symptoms and, within 24 hours from receiving notice that an employee or contracted service provider has tested positive for COVID-19, will direct those individuals who have had close contact with the confirmed-positive employee or contracted service provider to remain home from work and await further guidance from the Lenawee County Health Department and/or their local health department. If applicable, BD will also notify any students, contractors,

vendors/suppliers, or visitors who may have had close contact with the confirmed-positive employee or contracted service provider.

If an employee or contracted service provider learns that he or she has come into prolonged close contact with a confirmed-positive individual outside of the workplace, he/she must alert their supervisor or primary point of contact of the close contact and self-quarantine for 10 days, with monitoring days 11-14 for symptoms, from the last date of close contact with that individual.

### **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 BD-provided leave benefits. The district will work with affected employees in accordance with applicable law and BD policy to determine which benefits are available to use during a COVID-19-related absence. BD will explore reasonable accommodations for any employees who may have a disability that prevents them from complying with one or more of the directives in this Plan.

### **Overall Workplace Safety and Contingency Plans**

While there is no specific OSHA standard covering exposure to COVID-19, existing OSHA standards may apply to protect workers from exposure to COVID-19 while at work. To the extent that these standards apply to this Plan and BD work sites, they will be implemented to help minimize the spread of COVID-19. If a confirmed case of COVID-19 is reported by an employee or another individual who has been present within a district building, the district will determine if it meets the criteria for recording and reporting under OSHA's rules.

The district will follow federal, state, and local government recommendations regarding development of contingency plans for situations that may arise as a result of a COVID-19 outbreak.

### **Confidentiality/Privacy**

To the extent permissible and in accordance with applicable law, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Notwithstanding the foregoing, the district reserves the right to inform other employees and stakeholders that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. Any notification procedures will occur in accordance with the guidance of the Lenawee County Health Department.

## Contact Information

Questions regarding this Plan should be directed to:

Stacy Johnson, Superintendent  
Britton Deerfield Schools  
[stacy.johnson@bdschools.us](mailto:stacy.johnson@bdschools.us)  
517.451.4581

## Complaints

Individuals wishing to file a complaint about BD's non-compliance with the requirements of this COVID-19 Preparedness and Response Plan should contact:

Stacy Johnson, Superintendent  
Britton Deerfield Schools  
[stacy.johnson@bdschools.us](mailto:stacy.johnson@bdschools.us)  
517.451.4581  
AND/OR

File a complaint with the Michigan Occupational Safety and Health Administration ("MIOSHA") by visiting the following website: <https://safetyhealthhazards.apps.lara.state.mi.us/>

Additional information about how to file a complaint with MIOSHA is available here: [https://www.michigan.gov/leo/0,5863,7-336-94422\\_11407\\_15333-93835--00.html](https://www.michigan.gov/leo/0,5863,7-336-94422_11407_15333-93835--00.html)