

TO: LCS Staff Members and Other Individuals Assigned to Work on LCS Property

FROM: Kim Seifferly

DATE: July 17, 2020

SUBJECT: REVISED -- COVID-19 Return to Work Guidelines

*On June 11, 2020, the Return to Work Guidelines outlined below were disseminated to all LCS staff members detailing the necessary actions that are required of staff members to return to work as we reopen district facilities. Since the time of that communication, Executive Order 2020-147 Masks has adjusted the requirements previously communicated. Therefore we are reissuing this memo to update the face covering section to reflect current requirements (*changes are shown below in RED*). Please note that all other requirements continue to remain in place as previously communicated until further notice.*

Following the shut-down related to COVID-19, all district school facilities are scheduled to reopen to staff for regular office hours on June 15, 2020. Also, effective June 15, 2020, outdoor facilities will be open to students and staff. In order to ensure the health and safety of our staff, students, and visitors, while being in compliance with current executive orders, it is necessary for all staff to follow safety procedures (outlined below) upon returning to work in a school facility.

All items listed below are contained in the District's COVID-19 Preparedness and Response Plan. A copy of the plan will be available on the district website in the near future. As a part of this plan, building administrators and custodial staff will be designated as COVID-19 worksite supervisors and will assist with implementing and monitoring components of the plan.

Please review each of the following six (6) items carefully as action is required prior to June 15, 2020.

1) Complete all required training prior to entering an LCS facility

Effective June 15, 2020, prior to entering a school facility, all LCS employees and other staff regularly assigned to work in an LCS facility, must complete 4 Training modules related to COVID-19. Once you have completed the online training, you will be asked to print a certificate of completion and forward to Becky Ellis at A&SC. The total length of time to complete all 4 modules is 24 minutes. In order to access and complete the online training, follow the steps listed at the bottom of the memo.

2) You are prohibited from entering any school district facility for the following reasons until the time period or other criteria listed below has been met.

- a. You display "principal symptoms" of COVID-19 including fever over 100.3, atypical cough, or atypical shortness of breath or you have tested positive for COVID-19. You may not enter a district facility until three days have passed since symptoms have resolved and seven days have passed since symptoms first appeared or since swabbed for a test that yielded a positive result. You may enter if you received a negative COVID-19 test.

- b. You have had close contact (within six feet of an individual for a prolonged period of time) with a person who is known or suspected to have contracted COVID-19. You may not enter a district facility until 14 days have passed since the last close contact with the sick or symptomatic individual or until the symptomatic individual receives a negative COVID -19 test.

On April 8, 2020, a detailed communication was sent to all staff regarding employees self-reporting situations related to COVID-19. Self-reporting allows the school district to ensure compliance with requirements to quarantine and clean as well as provide support for individuals who may need to access leave provided through the Families First Coronavirus Response Act (FFCRA). This communication is still in effect and applicable, a copy of the memo is attached.

3) Respond to self-screening daily prior to entering any LCS facility

Employees are required to screen themselves and report those findings prior to starting work each day until further notice. In order to facilitate this process in as easy and convenient manner possible, the district is using an electronic screening tool created by the Michigan Department of Labor & Economic Opportunity to collect responses to the mandatory questions. Each day prior to reporting to a district facility, employees are required to complete the screening. If an employee is unable to complete the screening electronically prior to arriving to work, it must be the first thing completed before beginning to work. ***Keep in mind that if you are in fact exhibiting symptoms, as outlined above you should NOT report to a district facility but rather self-report.***

The directions for setting up an account can be found at the bottom of the page. Once your account is set-up, each morning prior to the start of work you will go to the same link, enter your email and password and respond to the daily screening questions.

If you are unable to complete and submit the online self-screening, you will need to complete and submit a paper copy screening tool prior to beginning work each day. You can obtain a paper copy screening tool from the box labeled "PPE Equipment" located in the main office of each school building. Paper copy self-screening tools must be turned in to the building supervisor prior to beginning work.

We will ensure that information related to COVID-19 is safeguarded in accordance with Federal and State statutes that address confidentiality. Information will be confidentially managed and disclosed only to those with a need to know. The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

4) Social distance when on site

To the maximum extent possible, employees should remain at least 6 feet apart from other employees while in a school facility. COVID-19 worksite supervisors have reviewed work areas and completed necessary adjustments to ensure employees can appropriately social distance. If you believe that further adjustments to your work space are required, please contact your building custodian.

5) Face covering over nose and mouth must be worn in all of the following situations:

- When in any indoor public space;
- When outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household;
- When awaiting for or riding on public transportation.

This requirement does not apply to the following:

- Individuals who cannot medically tolerate a face covering (medical documentation is required to be submitted -- *For Employees this is submitted to the Human Resource office*);
- Eating or drinking while seated;
- Individuals who are receiving a service for which temporary removal of the face covering is necessary to perform the service;
- Individuals who are communicating with someone who is hearing impaired;
- Individuals who are giving a speech for broadcast or an audience.

Employees are asked to provide their own face covering if possible. The district has face coverings available for those individuals who are unable to obtain.

6) Access provided to PPE equipment available in all school facilities

A box labeled "PPE Equipment" is located in the main office of each district facility and contains supplies of face masks, gloves and disinfecting supplies. Employees are able to access these materials as needed. While you may remove individual supplies from the box as needed, the box itself should remain in the office area of each building as it will be checked and stocked daily.

In addition to the above measures, please be aware that in order to promote health and safety for students and staff, the following procedures have been put in place:

- additional signage has been added to entrances and throughout each building; and
- Daily sanitization protocols of district facilities will continue

We appreciate your cooperation with these guidelines. While we recognize that these procedures may be inconvenient, they are necessary in order to ensure we can continue to meet the educational needs of our students and families.

Directions for Accessing

Online COVID-19 Training

1. From any computer with access to the internet, go to www.gcctraining.com.
2. Once at the website, click on the link, "Login to View Trainings".
3. Enter organization ID: lapeer
4. You will be asked to enter your user ID. All employees would have likely previously created a user ID when hired. If you remember your ID, enter and proceed. If you do not remember your ID, you can enter your school email and ask that your user ID be emailed to you. If you have not been to the website previously, you will need to create a new ID.
5. You will be asked to confirm your ID.
6. Once you are in the training sessions, click the tab titled "Optional Tutorials".
7. Complete all of the following tutorials:
 - a. COVID-19 Plan, Prepare, and Respond
 - b. COVID-19 How to Wear a mask
 - c. COVID-19 Proper Handwashing
 - d. COVID-19 Workplace Guidelines
8. Once all tutorials have been completed, print a certificate. Forward a hard copy or electronic copy of the certificate to Becky Ellis (rellis@lapeerschools.org). While you must complete the tutorial prior to returning to work, you can wait to print and forward the certificate once you get to work.

If you need assistance in accessing the tutorials, contact Tammy Creason (tcreason@lapeerschools.org).

Online COVID-19 Self-Screening Tool

To access the online screening tool, go to misymptomapp.state.mi.us/login. You can do this from a smartphone or computer. The first time you go to the site, you will be asked to create an account. Employees should set-up their account prior to June 15.

Here are the steps you will be asked to complete to create an account the first time you login:

- 1) Scroll to bottom of screen and select create an account.
- 2) Type in your LCS email account.
- 3) Create a password you will remember
- 4) You will be asked to create a security check. A link will be emailed to the email you entered and you will be required to validate by going to your email account and clicking a link.
- 5) Sign in to your account.
- 6) First time sign in you will have to provide demographic information including address and phone number.
- 7) You will need to provide an employer address (the building you primarily work in).
- 8) You will also need to enter an EMPLOYER CODE 2534-4858 to ensure we receive notice that you have completed the mandatory assessment.**

If you need assistance setting up or logging into your account, please contact Becky Ellis at rellis@lapeerschools.org.