

KRESA PREPAREDNESS AND RESPONSE PLAN FOR INFECTIOUS DISEASE AND COVID-19

Kalamazoo RESA (“KRESA”) takes the health and safety of our employees, students, and clients seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work, either because they are critical infrastructure workers or they are needed to conduct minimum basic operations for KRESA, KRESA is committed to reducing the risk of exposure to COVID-19 at the KRESA workplace(s) and to providing a healthy and safe workplace for our employees and students.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. KRESA may also amend this Plan based on operational needs. Guidelines for gatherings, such as meetings, professional development, and public board meetings, will be taken from the CDC and Health Department recommendations.

The purpose of this Plan is to address the following issues related to pandemic responsiveness, including the COVID-19 pandemic and any occurring seasonal influenza pandemic:

- Working with appropriate authorities to amend KRESA’s Emergency Response Plan
- Creating a culture of infection control in the school and workplace that is reinforced during the annual influenza season and upon notice of pandemic or other widespread threat to public health by disease
- Establishing contingency plans to maintain appropriate staffing levels and delivery of educational services during times of significant and sustained worker absenteeism
- Establishing critical partnerships with federal, state, and local authorities, including the other intermediate school districts and local school districts, to provide mutual support and maintenance of essential services during a pandemic

KRESA’s Pandemic Response Team shall consist of the following: Superintendent, Assistant Superintendents, Communications, and the KRESA Incident Command Team.

This Team shall be responsible for the following:

- Monitor issues and information related to pandemics to keep KRESA’s Plan up to date.
- Monitor public health communications about COVID-19 recommendations and relate such information to employees as may be appropriate.
- Post appropriate materials about any current pandemic on KRESA’s website.
- Revise relevant portions of KRESA’s Emergency Operations Plan as needed with Board action where required.
- Implement relevant portions of KRESA’s Emergency Operations Plan as needed.

- Develop and implement a continuity of learning plan in the manner and form dictated by existing law, executive order, or emergency order or, absent such guidance, in a manner that is consistent with the exigencies of the situation.
- Maintain updated knowledge of KRESA's Emergency Response Plan and this Plan so that they may reinforce and support a culture of safety in the district generally and in each of the KRESA facilities in particular.
- Publicize the Plan so that all employees in the facilities and/or departments under their supervision, students, and clients are informed of relevant procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees to be vaccinated annually for influenza and other infectious diseases, as necessary.
- Maintain a list of contacts in the health profession, including the County Public Health Officer, to provide consultation and advice regarding this Plan and its implementation.
- Provide as needed information to all staff regarding those practices that are recommended by public health officials that will reduce the spread of the infection.
- Develop a list of recommended infection control supplies (hand soaps, tissues, and so on) and ensure that each location has a sufficient supply of them.
- Ensure that handwashing signs are posted in all restrooms.
- Review and recommend as appropriate an emergency sick leave policy to be adopted or implemented in the event of a pandemic.
- Take appropriate steps to help ensure that the Assistant Superintendent for Technology has the resources to maintain, if needed, sufficient IT infrastructures to support employee and, potentially, student telecommuting, tele-schooling and remote access to agency services.

In addition, the Pandemic Response Team shall address the following policies, practices or procedures as needed:

- Guidance for employees and students returning to the United States from affected areas, which shall be the implementation of the Travel Notification and Daily School Building Screening Form to be completed before reentry to the school environment;
- Special procedures/accommodations for employees and students with special needs or disabilities;
- Amendments to policies related to facility use;
- Ensure the development of a plan to keep students, employees and families informed of developments as they occur, including those students and employees who remain at home.

KRESA has identified the following potential sources to spread COVID-19 in the workplace:

- The general public
- Customers/clients
- Co-workers

- Vendors/visitors

Our employees fall into one or more the following categories:

- Lower exposure risk (the work performed does not required direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATOR

KRESA has designated the following individual as its COVID-19 Workplace Coordinator: Garrett Meade. The Coordinator is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into KRESA’s workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state, and local requirements.

The Coordinator can be reached at the following:

Phone numbers: 269-250-9299

Email address: garrett.meade@kresa.org

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and job site safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

KRESA is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. As set forth below, KRESA has instituted various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices at all times for them to be effective. Beyond these best practices, KRESA requires employees to report immediately to their managers

or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their manager or supervisor or contact the Human Resources Department.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- While there is community spread of COVID-19, maintain an appropriate social distance of six feet, unless fully vaccinated, to the greatest extent possible.

In addition, employees and families must familiarize themselves with the symptoms and exposure risks of COVID-19. According to the CDC, the symptoms of COVID-19 may include the following which are not explained by a known medical or physical condition:

- Dry cough (or cough that is growing more severe with time);
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing
- Fatigue
- Chills
- Repeated shaking with chills
- Body/muscle aches
- Sore throat
- Severe headache
- Diarrhea
- Vomiting or nausea
- Abdominal pain
- Loss of taste/smell
- Runny nose or congestion

These symptoms may become more severe in some people. Call emergency services if you or someone you care for have any of the following symptoms:

- Trouble breathing
- Blue lips or face
- Persistent pain or pressure in the chest
- New confusion
- Excessive drowsiness/inability to wake or stay awake

If employees or students develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not to report to work/school, notify their supervisor/building administrator immediately, and consult their healthcare provider. Likewise, if

employees or students come into close contact with someone showing these symptoms, they must notify their supervisor/building administrator immediately and consult their healthcare provider. KRESA will also work to identify any employees/students who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Close Contact is defined as an individual who was within 6 feet of a person (3 feet for students) for at least 15 minutes over the course of a day. For positive cases, close contact includes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated; or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

WORKSITE PREVENTATIVE MEASURES

Minimizing exposure from co-workers. KRESA will take the following steps to minimize exposure from co-workers to COVID-19:

- Educate employees and students on protective behaviors that reduce the spread of COVID-19 and provide employees and students with the necessary tools for these protective behaviors, including:
 - Posting CDC information, including recommendations on risk factors at home and in the community
 - Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions
 - Inform employees and students of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees and students should use an alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
 - Discourage handshaking and instead encourage the use of other non-contact methods of greeting
 - Avoid other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use
 - Avoid sharing food utensils and food with other employees
 - Consider boxed meals for meetings
 - Encourage social distancing to the greatest extent possible while in the workplace while being aware that not everyone has been vaccinated.
 - Encourage employees to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation unless it is known that all passengers have been vaccinated.

- Masks are recommended in shared spaces, public areas and in private offices. This is subject to change based on updated guidance from the Health Department.
- Consider the use of gloves and other PPE in the course of working with students with special needs
- Consider an assessment of air filtration system
- Restrict employees and students from the workplace if they display symptoms of COVID-19
 - Consider temporarily implementing health assessments and/or questionnaires prior to entry into the workplace
 - Immediately separate any employee and students with symptoms from other individuals and send the individual home
- Actively encourage sick employees and students to stay home
 - Apply available paid time off options and flexible attendance requirements
 - Follow state and federal guidance for return to work/school
 - Implement protocol for return to work/school after symptoms of COVID-19
- Actively encourage unvaccinated employees and students to stay home if they have been in close contact with a confirmed or suspected case of COVID-19
 - Implement protocol for return to work/school after potential exposure to COVID-19
- Develop a protocol to follow if an employee or student has a confirmed case of COVID-19
 - Communication plan with co-workers/families
 - Work with the local health department
 - Evaluate OSHA and MDHHS reporting/recordkeeping requirements
 - Implement protocol for return to work/school, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Perform increased routine environmental cleaning and disinfection
 - Encourage employees to sanitize the work areas upon arrival, throughout the workweek
 - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Maintain Safety Data Sheets of all disinfectants used on site
- Consider improving the engineering controls using the building ventilation system
 - Increase ventilation rates
 - Increase the percentage of outdoor air that circulates into the system
- Evaluate options for employees and students at a higher risk for serious illness due to COVID-19

- Plan to monitor and respond to absenteeism
 - Implement plans to continue your essential business functions in case you experience higher than usual absenteeism
 - Cross-train employees to perform essential functions, so the workplace can operate even if key employees are absent
- Remind employees about KRESA’s employee assistance program (EAP) resources and community resources as needed.
- Talk with companies that provide contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

Minimizing exposure from customers/clients

- Post information on reducing the spread of COVID-19
- Evaluate options for assessing symptoms of COVID-19 and removing individuals from the workplace with symptoms
- Consider physical barriers between employees and customers
- Provide masks and hand sanitizer as options for customers/clients

Minimizing exposure from the visitors/vendors

- Provide signage for visitors and vendors that strongly discourage entry to KRESA facilities if experiencing symptoms and/or illness.
- If needed, identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- If possible, limit the number of visitors to the worksite.
- Provide masks and hand sanitizer as options for visitors/vendors

Minimizing exposure from the general public

- Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).

EXPOSURE SITUATIONS

Employee /Client Exhibits COVID-19 Symptoms

Based on CDC and Kalamazoo County Health Department guidelines, if an employee/client exhibits COVID-19 symptoms, the employee/ client must remain at home until fever-free and symptom-free for 24 hours (one full day) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) AND they do the following:

- Conduct an antigen test (rapid, home test) within the first 24 hours of symptom onset. If the test is positive, *please refer to the positive test section below*. If negative, repeat an antigen test again in the proceeding 24 hours. Finally, conduct another antigen test once employee's symptoms have fully resolved and prior to resuming work duties at employee's worksite. This antigen test can be done onsite or at home. Please send all test results to Health Resource Advocate and supervisor.

KRESA will similarly require an employee/client who reports to work with symptoms to return home until they can meet the above criteria or have a medically provided reason for their symptoms.

Student Exhibits COVID-19 Symptoms

Based on CDC and Kalamazoo County Health Department guidelines, if a student exhibits COVID-19 symptoms, the student must remain at home until fever-free and symptom-free for 24 hours (one full day) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) AND they do the following:



- Conduct an antigen test (rapid, home test) within the first 24 hours of symptom onset. If the test is positive, *please refer to the positive test section below*. If negative, repeat an antigen test again in the proceeding 24 hours. Finally, conduct another antigen test once student's symptoms have fully resolved and prior to returning to school.
- Some students may face barriers to completing antigen tests based on behavioral disabilities. In these cases, please contact site supervisor and KRESA's Health Resource Advocate for further instructions.

Please contact the school with the test results. KRESA will similarly require a student who reports to school with symptoms to return home until they can meet the above criteria or have a medically provided reason for their symptoms.

Employee/Student/Client Tests Positive for COVID-19





An employee/student/client who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any operable Executive or Emergency Orders or other guidance from proper authorities. Employees/students/clients should isolate at home for five (5) full days after symptom onset (or five full days after the positive test if they do not have symptoms). They may return to work/school on day six (6) if they have no symptoms and can wear a mask for five additional days unless otherwise directed by their healthcare provider. Employees/students/clients who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. KRESA will require an employee/student/client to provide documentation clearing their return to work as needed.

Do you have COVID-19?








Visit Michigan.gov/Coronavirus for more information.

When you are sick or when you have been infected with the virus, even if you do not have symptoms.


Regardless of Vaccination Status	
Day 0	First day of symptoms or test collection day
Day 1  Day 5	 Stay home for 5 days. Wear a well-fitting mask around others.
Day 6  Day 10	May leave your house on days 6–10 if you have no symptoms or symptoms have improved.*  Continue to wear a well-fitting mask around others and take precautions.**

* Symptoms have improved means that a person no longer feels ill, they can keep up and do their daily routine just as they did before they were ill, and any remaining symptoms are very mild, intermittent, or infrequent and do not interfere with daily living.
 ** Precautions include avoiding travel and avoiding being around people who are at high risk.

Employee/Student/Client Has Close Contact with an Individual Who Has Tested Positive for COVID-19

	Who is Impacted	Public Health Recommendations
 Isolation Has COVID-19	Any individual who tests positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) regardless of vaccination status.	 Isolate at home for 5 days (day "0" is day symptoms begin or day test was taken for those without symptoms); and  If symptoms have improved or no symptoms developed, may leave isolation after day 5 and wear a well-fitted mask, for 5 more days (ending after day 10).* If positive with no symptoms, monitor for symptoms for 10 days as well.
	 Quarantine Exposed to COVID-19	Personal or household contact , regardless of vaccination status, exposed to someone with COVID-19 (see definition below).
Other exposure (from community, social, work setting).		 Monitor symptoms for 10 days.  Test if symptoms develop.  Consider wearing a mask around others for 10 days after exposure; at a minimum, mask in settings with higher risk of exposing vulnerable individuals.***

* If a mask cannot be worn, recommend 10 days of home isolation.
 ** If a mask cannot be worn home quarantine for ten days or a Test to Stay protocol may be developed in partnership between the school and local health department.
 *** Activities with immunocompromised or other high-risk individuals, social/recreational activities in congregate settings.
Personal/household contacts include individuals who share living spaces, including bedrooms, bathrooms, living room and kitchens. It also includes those who live together, sleep over, carpool or have direct exposure to respiratory secretions from a positive individual. This would include exposure in childcare settings for those under 2 years of age.



Guidance for Close Contact:

Close contact is defined as being within 6 feet of a person for at least 15 minutes over the course of a day who has symptoms of COVID-19 (co-worker or otherwise). For positive cases, close contact includes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

Employees/students/clients who have come into close contact with an individual who has tested positive with COVID-19 (co-worker or otherwise) will be directed to monitor for symptoms in addition to the following:

Close Contact Guidance for:

For all Sites, staff and Students (**Besides Students at WoodsEdge Learning Center and West Campus*)

- Employees/students/clients who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to:
 - Test-to-stay for three (3) full days from the last date of close contact with that individual and mask indoors through day 10.

For all students at WoodsEdge Learning Center and West Campus:

- Students/Clients who attend in-person learning at WoodsEdge Learning Center or West Campus who have come into close contact with an individual who has tested positive for COVID-19 should adhere to the following guidance:
 - Close contact at Home:
 - Student/client needs to isolate at home for 3 full days and can return on day 4 if they are asymptomatic. If symptoms develop, test for COVID-19 and isolate until symptoms resolve. If the student can mask then please encourage them to, however it is not necessary to remain in school.
 - Close Contact at School or in the Community:
 - Student/Clients may remain in school and monitor for symptoms. If symptoms develop, test for COVID-19 and isolate until symptoms resolve. If the student can mask then please encourage them to, however it is not necessary to remain in school.

Additional guidance:

- ***Human Resources and Operations will evaluate each exposure situation on a case-by-case basis.***
- ***For household exposures that are ongoing, specific guidance will be provided.***

Contact Tracing

If KRESA learns that an employee/student/client has tested positive, KRESA will notify the Health Department and as directed by the Health Department, investigate to determine co-worker/students/staff who may have had close contact with the confirmed-positive employee/student/clients in the prior 2 days before symptom onset or positive test result and notify said co-workers/students/staff. If applicable, KRESA will also notify any subcontractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that they have come into close contact with the confirmed-positive individual outside of the workplace, they must alert a manager or supervisor of the close contact. Employee must monitor for 14 days total and report any developed symptoms. Documentation of close contact may be required.

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/student/client 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, KRESA 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.

Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html> \

<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/variant-surveillance/variant-info.html>

<https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>