

**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, Operations, 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](mailto: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.

## **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.
  - 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
  - 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
  - Actively encourage sick employees and students to stay home
    - Follow state and federal guidance for return to work/school
    - Implement protocol for return to work/school after symptoms of 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.

### **SYMPTOMATIC AND/OR EXPOSURE SITUATIONS**

#### Employee/Client Exhibits COVID-19 Symptoms or has Tested Positive for COVID-19

Based on CDC and Kalamazoo County Health Department guidelines, if an employee/client exhibits COVID-19 symptoms or has tested positive for COVID-19:

The employee/client must remain at home until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication). Note that depending on the length of symptoms, this period could be shorter, the same, or longer than the previous guidance for COVID-19.

If an employee/client has tested positive for COVID-19, they must mask while at KRESA sites upon their return until their symptoms have completely resolved.

#### Student Exhibits COVID-19 Symptoms

Based on CDC and Kalamazoo County Health Department guidelines, if a student exhibits COVID-19 symptoms or has tested positive for COVID-19:

The student must remain at home until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication). Note that depending on the length of symptoms, this period could be shorter, the same, or longer than the previous guidance for COVID-19.

If a student has tested positive for COVID-19, they must mask while at KRESA sites upon their return until their symptoms have completely resolved.

Some students may face barriers to completing antigen tests and wearing masks on a case-by-case basis. In these instances, please contact site supervisor and KRESA’s Health Resource Advocate for further instructions.

Please contact the school with any antigen 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.

### **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:

[CDC updates and simplifies respiratory virus recommendations | CDC Online Newsroom | CDC](#)

[Respiratory Virus Guidance Update FAQs | CDC](#)