



COVID –19 Workplace Preparedness & Response Plan

This Plan is intended to comply with the Michigan Occupational Safety and Health Administration (“MIOSHA”) and guidance for COVID-19 from the Centers for Disease Control and Prevention (“CDC”), and Occupational Safety and Health Administration (“OSHA”). It is subject to change based on further information provided by MIOSHA the CDC, OSHA, based on operational needs of the Agency.

This plan shall be posted on the Agency’s website to ensure it is readily available to any interested individual.

Basic Infection Prevention Measures:

- Face Masks covering the nose and mouth are required to be worn by any worker in the Early On, Early Childhood Special Education, or Pathway program when engaging with students or families. Additionally, workers assigned to locations that require the wearing of face masks are expected to comply. All students shall wear face masks unless an appropriate exemption is in place.
- Workers shall frequently and thoroughly wash their hands for at least 20 seconds or use hand sanitizers or alcohol-based hand towelettes when soap and running water are not available.
- Facilities shall be cleaned in accordance with the latest CDC guidance and the use of disinfectants rated to be effective against SARS-CoV-2.
- Unvaccinated workers shall be provided with non-medical grade face coverings at no cost.

Health Surveillance:

- Workers who are experiencing symptoms of COVID-19 are not to report to work. If the employee develops symptoms at work, they are to promptly notify their immediate supervisor.
- Known cases of COVID-19 in the workplace shall be communicated within 24 hours to those individuals known to have come into contact with the infected person. The Agency shall maintain a record of all such communications for at least 6 months.
- Employees with a known or suspected case of COVID-19 shall be permitted back into the workplace only after they are no longer infectious according to the Livingston County Health Department guidelines, which are available [here](#).

Training Requirements:

- The Agency shall provide training to workers on SARS-CoV-2 and COVID-19 in accordance with MIOSHA requirements.
- The Agency shall maintain a record of workers who complete the COVID-19 training for at least 6 months.

Conference Room & Lounge Use:

- Workers may use conference rooms and lounges in accordance with the guidelines set forth in this plan.
- External groups that use an Agency conference room must provide the Agency with the name and phone number of all individuals that attended the event to aid in contract tracing efforts (data to be retained for 28 days and then destroyed).
- Catering services and serving of food and beverages are permitted.

Paid Leave Time Provisions:

Provision for paid leave time will be made according to the Paid Medical Leave Act (PMLA) and Family Medical Leave Act (FMLA).

Worksite COVID-19 Safety Coordinators:

Should any employee of the Agency have questions regarding this COVID-19 Preparedness and Response Plan please contact:

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