



Workplace Plan

COVID-19 Faxon Employee Procedures

COVID-19 Workplace Coordinators

To ensure the business/entity complies with COVID-19 requirements, we will do the following:

1. Designate one or more worksite coordinators on site at all times when employees are present to implement, monitor, and report on the COVID-19 control strategies.
2. Worksite Coordinators are listed below:
 - a. Rachel Turner, Faxon Academy Principal
 - b. Debra Linford, Faxon Academy Secretary

Physical Distancing

To ensure employees comply with physical distancing requirements, we will do the following:

1. Ensure 6-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.
2. Post social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
3. Limit in-person gatherings as much as possible and use tele- or video- conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
4. Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
5. Measures below will be implemented to ensure the safety of your employees in situations when six feet of distance is not possible:
 - a. Any athletics or physical education will be closely monitored to obey social distancing when possible. All athletics unable to allow for six feet of social distance between individuals will be governed by the guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
6. Faxon Academy will regular and oversee visitors and require the use of PPE when visiting school property for any reason.

- a. Parents/adults who are not employees of the School District will be restricted from visiting the school campus face to face until further notice. Exceptions will be due to emergency situations and at administrator discretion.
7. Faxon Academy will take specific steps to manage industry-specific physical social distancing challenges, listed below:
 - a. Faxon will limit a maximum of 12 students per setting based on the classroom space and the CDC Social Distancing Guidelines. To ensure social distancing, students and staff will not congregate in the cafeterias but rather eat in their assigned classrooms. Awards, Concerts, Performances and Holiday Ceremonies will be creatively planned in alignment with social distancing guidelines.

Screening, Exclusion and Notification

To ensure the business is able to exclude potentially infectious individual, we will do the following:

1. Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about:
 - COVID-19 symptoms or positive test in past 14 days
 - Close contact with confirmed or suspected COVID-19 case in past 14 days
 - International travel in the past 14 days
2. The type and method of these health screens are detailed below. What type of screening will you implement? Will the screening be done before workers arrive to work, or on site? If on site, what PPE will be required for the parties conducting the screening? Who will be responsible for performing the screenings, and how will those individuals be trained?
 - a. GPS currently conducts a temperature screen for all employees reporting for work, and they are asked a series of basic health screen questions centered around key symptoms of the COVID-19 virus. Screening is conducted by the front desk attendance, secretary, or a designee from the COVID-19 worksite coordinator. Those conducting the screening are required to wear a mask, maintain as much distance as possible, use a touchless thermometer, and wear a glove on their hand holding the thermometer. Third party smartphone application use will be explored & implemented if deemed acceptable by Faxon administrators.
3. When an employee is identified with a confirmed case of COVID-19, within 24 hours, Faxon Academy will notify:
 - a. Oakland County Health Department by email at hotline@oakgov.com or by phone at 248-858-1000. Faxon Academy will take all acceptable steps to cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. Faxon Academy will also notify any co-workers, contractors, or

suppliers who may have come into contact with the person with a confirmed case of COVID-19.

4. If a worker tests positive for COVID-19, Mary Earhart, GPS HR Director, will be notified by Faxon staff and will be responsible for contacting and handling communications with the health department.
5. If an employee tests positive, Rachel Turner, Faxon Academy Principal, will notify all staff. Parents will be notified via call or letter. All families will be notified even if the worker does not regularly interact with students or close contacts. Ultimately, the Oakland Co. health department will dictate templates & notification strategy for families.
6. If during a health screening, employee demonstrates symptoms or answers "yes" to a screening question, they will be referred home and sent to a healthcare provider for testing.
7. If an employee demonstrates symptoms during the day, they should let school supervisors know they have developed symptoms, self-isolate in a designated room until they can safely drive or be transported to a testing center for evaluation, and or report to an on-site healthcare provider. Employees must send along documentation from testing site to GPS HR or school supervisors. Upon communication of a positive test (documentation not required) we will communicate with families of closely affected students, as well as a separate communication for all other individuals at Faxon Academy. Students will remain in their classroom and will be monitored by identified school staff prepared to aid in a transition. Identified staff will follow an advanced PPE protocol prior to entering the room while in the room, to protect themselves and minimize the likelihood of spread of the virus. Parents of children directly linked with the teacher will be notified to pick up their children from school as soon as possible. Students will follow an identified, contained route as they exit the building. Further guidance will be provided to families. Staff will follow an intensive cleaning protocol.

Personal Protective Equipment (PPE)

To ensure employees are appropriately protected, we will do the following:

1. Supply appropriate PPE to workers. At a minimum, employers must provide workers with an acceptable face covering at no cost to the worker. Acceptable face coverings include cloth masks, as surgical masks and N95 masks should be reserved for the healthcare industry.
2. GPS and Faxon Academy will supply face masks (cloth masks), hand sanitizer (60% alcohol based). Disposable face masks must be disposed of each day, and any cloth masks should be washed daily. High volumes of soap will also be ordered for mandatory handwashing for students and staff. Nitrate gloves will be provided to janitorial staff and available to any staff member utilizing chemical agents for cleaning.
3. Faxon Academy will require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.

Consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

4. If employees or students cannot medically tolerate facial coverings, exceptions will be made to accommodate their learning using acceptable means to continue delivery of service.
5. To ensure workers are consistently wearing appropriate face coverings, school staff will monitor hallways and common areas for mask compliance throughout the school day. Signs will be posted encouraging face-mask use.
6. Any individual able to medically tolerate a face covering must wear a covering over their nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space.
7. As part of its effort to limit the spread of COVID-19, customers or visitors will be restricted from entering the school unless previously stated criteria apply. Exceptions will be due to emergency situations and at administrator discretion. For external contractors or visitors from landlords or stakeholders, we will make it mandatory for any third-party entity to wear a mask and other PPE as required in order to perform their service.
8. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
 - a. Once provided, staff will be required to maintain the cleanliness of their own PPE and may request new PPE at any time to replace worn or soiled PPE.

Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, we will do the following:

1. Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
2. Provide and maintain hand hygiene stations, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
3. Hand hygiene locations will be located at the entry, in common hallways, within classrooms and bathrooms, and in the main office. Signage placed around Faxon's space will promote good hand hygiene. The Principal and teaching team will institute 2 - 3 scheduled handwashing times per day for all students and staff. 2 - 3 song recommendations for 20+ seconds of handwashing.
4. Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed. Frequently clean and disinfect shared objects (e.g. tools, machinery) and high touch surfaces, such as door handles/push bars, light switches, credit card machines, copiers, restrooms, and common areas.
5. The janitorial team will provide rigorous cleaning and disinfection of the facility, rooms and objects utilizing identified products effective against COVID-19 . Facilities coordinator will ensure cleaning logs are complete, timely and accurate. The Principal and front office staff, along with the teaching team, will supplement building-wide cleaning by following an established protocol within classrooms and materials.

6. Limit the sharing of objects and discourage touching of shared surfaces. Ensure surfaces are cleaned and disinfected between uses. Or, sanitize or wash hands before and after contact.
7. Frequently touched surfaces include printers & scanners and will be cleaned multiple times throughout the day. Janitorial staff will assist staff in cleaning frequently touched surfaces throughout the day.
8. Staff & janitorial services will clean all areas using approved wipes & cleaning solution.
9. Cleaning will take place primarily after school hours, daily. Limiting of afterschool extracurriculars to facilitate quick cleaning of classroom spaces. Cleaning processes should be optimized with room utilization & education plan.

Policies & Training

To ensure employees are aware of COVID-19 safety measures in place at our facility, we will do the following:

1. Provide COVID-19 training to employees that covers, at a minimum:
 - Workplace infection-control practices.
 - The proper use of personal protective equipment.
 - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - How to report unsafe working conditions.
2. COVID-19 training will take place as part of PD training prior to the start of the school year. Training will be provided by Rachel Turner and the GPS HR Department. GPS HR will document attendance at this PD and ensure all staff are trained to our COVID-19 Back to School plan.
3. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
4. Restrict business-related travel for employees to essential travel only.
5. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
6. Promote remote work to the fullest extent possible.
7. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Resources

1. Faxon Academy will implement all **“Strongly Recommended”** protocols listed in Governor Whitmer’s Safe Schools Roadmap plan during Phase 4 and 5.
2. As guidelines and requirements are frequently updated, stay current on local, state, and federal guidance issued in response to COVID-19.
3. COVID-19 guidance and requirements are being continually developed. For local information, contact the Oakland County Health Department by email at hotline@oakgov.com or by phone at 248-858-1000.

4. See the Michigan COVID-19 Business Response Center for industry-specific plans and guidance.
5. For the most up-to-date guidance on COVID-19, visit the following sources of official information:
 - a. Oakland County: oakgov.com/Covid
 - b. National: cdc.gov/COVID19