

**CARMAN-AINSWORTH COMMUNITY SCHOOLS**



**APPENDIX II  
to the  
EXTENDED COVID-19  
LEARNING PLAN**

*Adopted by the Board of Education February 2, 2021*

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## **EXPOSURE RISK CLASSIFICATION**

The Human Resource Department and the Assistant Superintendent reviewed job descriptions of the following job classifications:

- Teachers
- Administrators
- Directors
- Supervisors
- Nurse
- Para-Professionals/Aides
- Secretarial
- Food Service
- Mechanics
- Custodial
- Bus Drivers
- Maintenance
- Technology (including Media Centers)

Based on the job descriptions, the district has determined that all of the above classifications are **medium risk**.

These classifications may require frequent and/or close contact (within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

## **REMOTE WORK UNDER MIOSHA EMERGENCY RULES**

On October 14, 2020, the Michigan Occupational Safety and Health Administration ("MIOSHA") issued COVID-19 Emergency Rules that require employers to create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely. For the duration of these rules and any extensions thereof, the District shall determine whether it is feasible for employees to work remotely in accordance with this policy. Moreover, the District reserves the right to determine the method of instruction for students, and whether students will learn in-person, in a hybrid model, remotely, or virtually.

- A. The District's essential function is to educate students, which up until the time of the COVID-19 pandemic, has been done with all employees working in-person. Therefore, given the nature of school district operations and its obligation to educate students in an equal and consistent manner, it will not be feasible for many District employees to work remotely during the COVID-19 pandemic. All District employees shall continue to report to work in-person, unless the District makes a determination that it is feasible for the employee or employee group to complete their work remotely and the employee or employee group is notified in writing of this determination. This policy does not preclude any eligible employee

from enforcing their right to an accommodation or leave under state or federal law. The Superintendent will consider and decide on any specific circumstances that may make it feasible for an individual to work remotely.

B. The positions which shall report in-person include, but are not limited to, the following:

1. Teaching Staff, which includes all ancillary staff included in the teacher's bargaining unit. For the reasons discussed below, Teaching Staff are required to work on-site. To ensure the quality of instruction, the District has determined Teaching Staff may not feasibly work remotely for the following reasons: Access to Educational Resources - Teachers have access to educational resources to use in instruction and planning instruction at school that they do not have at home. This may include curriculum, books, or other supplementary resources that aid in enriching instruction for students, even in a virtual classroom. Collaboration among Teaching Staff (in accordance with health and safety orders and guidance) - Teachers frequently collaborate with colleagues to share instructional methods and ensure instruction is provided in a high quality, consistent manner. Newer teachers may particularly benefit from such collaboration. Ensuring Consistent Quality of Instruction - Teachers may not be able to provide the same quality of instruction working from their homes versus their classrooms. This could create issues with ensuring consistent, quality of instruction for all students taking those courses. Administrative and Technological Support - Administrative and technological support is easier for teachers to obtain in person, rather than remotely. It is important for such support to be provided immediately in order to prevent interruptions to virtual instruction. Classroom Setting - Students may benefit from teachers providing virtual instruction from a classroom setting, which is more consistent with the traditional instructional model. Also, some teachers may not have a home environment conducive to a virtual classroom.
2. Administrators - Cannot perform essential job functions (parent, student and staff issues, supervision of on-site staff and access to student records) remotely.
3. Directors - Cannot perform essential job functions (parent, student and staff issues, supervision of on-site staff and access to student records) remotely.
4. Supervisors - Cannot perform essential job functions (parent, student and staff issues, supervision of on-site staff and access to student records) remotely.
5. Nurse - Are generally required to work on-site. However, nurse may work remotely if they have the necessary equipment and connectivity. Access to educational resources, collaboration among teaching staff, ensuring

consistent quality of instruction, administrative and technological support and their classroom setting would be reasons to work on-site.

6. Paraprofessionals/Aides - Are required to work on-site. Access to educational resources, collaboration among teaching staff, ensuring consistent quality of instruction, administrative and technological support and their classroom setting would be reasons to work on-site.
7. Secretarial - Cannot perform essential job functions (supporting on-site teachers and on-site administrators working on site, direct phone communication with parents and students, technology and instructional materials distribution to students, access to student records) remotely.
8. Food Service - Cannot perform essential job functions (food preparation and distribution) remotely. Food for food preparation and distribution is in district kitchens.
9. Bus Mechanics - Cannot perform their essential job functions (bus repair and maintenance) remotely. Bus maintenance and repair must be performed in our transportation building with appropriate space and tools.
10. Custodians - Cannot perform their essential job functions (cleaning, snow removal) remotely. The cleaning and snow removal of district property must be performed on-site.
11. Bus Drivers - Cannot perform their essential job functions (student transportation) remotely. Transportation operations must be performed on-site.
12. Maintenance - Cannot perform essential job functions (maintenance of building infrastructure, equipment and building repair, snow removal) remotely. Maintaining district property must be performed on-site.
13. Technology (including Media Centers) – Cannot perform essential job function (student and staff technology needs) remotely. Computer repair and distribution is done in our service center and instructional buildings with access to repair equipment and parent/student pick up.

For employees that do not fit into the above classification, the District will determine the viability of working remotely on a case-by-case basis. If necessary, the District will re-deploy staff for meaningful work as needed.

- C. The Superintendent or his/her designee shall determine whether an employee or employee group can feasibly complete their work remotely. The Superintendent or

his/her designee shall retain the right to change this determination at any time, given the information available to the decision-maker at the time. This determination shall be fact-specific and may consider a variety of factors impacting the quality of the work being performed, including but not limited to:

- a. Nature of the work being performed (i.e. whether it must be done in-person);
- b. Ability of District to ensure quality control and that students are receiving consistent educational services to which they are entitled;
- c. Access to resources, materials, or equipment used to perform the work;
- d. Extent to which in-person interaction or collaboration is required or beneficial to the work;
- e. Access to timely administrative assistance or technological support;
- f. Access to student or other confidential records which the District has a duty to protect from release pursuant to FERPA, or any other federal or state statute, in order to protect student or staff privacy rights;
- g. Other benefits of working on-site, rather than in a remote environment; and
- h. Other legally permissible criteria identified by the Superintendent or his/her designee.

D. Nothing in this policy shall preclude employees from taking legally permissible leave or requesting reasonable accommodations under the Americans with Disabilities Act.

#### **CARMAN-AINSWORTH EMPLOYEE DAILY HEALTH SCREENING (Attachment 1)**

All employees/visitors and contractors entering the workplace are required to complete a COVID-19 DAILY screening protocol, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. Employees who are experiencing symptoms or are a close contact are instructed to call Human Resources at 810-591-8241. If employees are symptom free, they are approved to work. Employees are isolated from all others if they are known or suspected of having COVID-19.

#### **COVID-19 POSITIVE CASES, CONTACT TRACING AND EMPLOYEE NOTIFICATION**

If the District becomes aware that an employee, student or visitor was COVID-19, the Genesee County Health Department (GCHD) is notified of the positive case. In conjunction with GCHD, the district notifies the employee, student or visitor of a return date.

Contact tracing is performed by the District Nurse and Building Administrator if required for a positive student case. Contact tracing is performed by Human Resources and the Building Administrator if required for positive staff, contractor or visitor.

When an employee is identified with a confirmed case of COVID-19, the Genesee County Health Department and any co-workers, visitors or contractors whom may have come in contact with the individual will be notified within 24 hours. The District will alert employees in a particular building if there is a confirmed positive case. (Attachment 2)

To protect the health of our school community and per the Emergency Order issued by the Michigan Department of Health and Human Services [Reporting of Confirmed and Probable Cases of COVID-19 at Schools](#) on October 5, 2020, Carman-Ainsworth will use the District webpage to provide Public Notice to our School Community regarding School Associated Cases of COVID-19. Within 24 hours of being notified of a School Associated Case by the Genesee County Health Department, the District COVID-19 Dashboard will be updated to include new and cumulative COVID-19 case counts. Individuals identified as Close Contacts of School Associated Cases will be notified separately and directly by the Genesee County Health Department. Following notification of a probable or positive case, the district will disinfect applicable areas of the school building. This may include spraying classrooms, hallways, locker rooms, and common areas, as needed, with a sanitizer, along with other methods of disinfection. Carman-Ainsworth Community Schools COVID-19 Dashboard is located at [www.carman.k12.mi.us](http://www.carman.k12.mi.us).

## **INFECTION PREVENTION**

District custodians have increased their cleaning frequency of high-touch surfaces in common spaces using EPA registered disinfectants that are effective against SARS-CoV-2. Other employees should also perform additional cleaning and disinfection of high-touch surfaces and shared equipment within their work areas using approved EPA disinfectants.

Each building leader (custodian) is responsible for ensuring that employees have access to cleaning and disinfecting supplies, and hand-sanitizing stations (minimum 60% alcohol), soap dispensers and paper towel dispensers are not empty.

Hand washing signs and three (3) to five (5) hand-sanitizing stations (minimum 60% alcohol) are available in each instructional building. Other buildings have hand washing signs and hand sanitizers available. Each classroom and office in our instructional buildings has hand sanitizer (minimum 60% alcohol).

Individuals should not use other workers' phones, desks, offices, or other work tools and equipment, unless unavoidable for necessary work. When necessary these items should be disinfected prior to and after use.

## **WORKPLACE CONTROL MEASURES**

The District designates Mr. Russell Parks, Assistant Superintendent as the COVID-19 safety coordinator.

The District has placed numerous posters in each building that encourage cough and sneeze etiquette, proper hand hygiene and proper social distancing.

Employees are required to wear a face covering when they cannot consistently maintain 6 feet of separation from other individuals, as well as in shared spaces, restrooms, and hallways.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The District is requiring the use of face coverings and is providing at no cost to employees, non-medical face coverings. The District is also providing face shields, gloves, hand sanitizer (minimum 60% alcohol), cleaner and paper towels to all classrooms when students are present and to employees responsible for cleaning and have installed physical barriers where feasible. Clear face coverings are available to students with special needs, early elementary students, special education teachers and early elementary teachers.

## **EMPLOYEE TRAINING**

All employees on-site are required to participate in COVID-19 training. The District shall provide updated training when necessary as new information becomes available about the transmission of the coronavirus or diagnosis of COVID-19.

Such training shall cover the following:

- Training to employees on SARS-CoV-2 and COVID-19
- Training on COVID-19 infection control practices
- Workplace infection control practices
- Proper use of PPE
- Steps employees must follow to notify the employer of COVID-19 symptoms or a suspected or confirmed case of COVID-19 (Attachment 2)
- How to report unsafe working conditions

## **RECORDKEEPING**

The District will maintain records of all employee trainings, employee/contractor/visitor workplace screenings, and employer notices that are required by the rules for one (1) year from the time of the record's creation.