

ROMULUS COMMUNITY SCHOOLS
PARENT/COMMUNITY RETURN TO SCHOOL NOTICE

PARENT/COMMUNITY NOTIFICATION

In accordance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-161 and any Executive Order that may supersede it, Romulus Community Schools (“the School District”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

The School District aims to protect its employees by enacting all appropriate prevention efforts to reduce the risk of worker exposure of the novel coronavirus (“COVID-19”). The School District is continually monitoring guidance from the local, state, and federal government and health officials and will implement modifications or revisions to the workplace and/or the Plan, where necessary.

HOW COVID-19 SPREADS

The COVID-19 virus is thought to spread mainly from person to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread of the COVID-19 virus might be possible before people show symptoms.

The spread of COVID-19 in the workplace can come from the following sources:

- Co-workers;
- Guests – visitors, vendors, or family members; and
- The general public.

To limit exposure and minimize risk of COVID-19 the Romulus School District will follow the procedures outlined here. Additionally, students and their families will have compliance responsibilities while in our buildings. For questions regarding your responsibilities, consult your work site supervisor for the student’s school.

COVID-19 WORKSITE SUPERVISORS

In accordance with Executive Order 2020-161 and any Executive Order that may supersede it, the School District has designated the following staff as its COVID-19 Worksite Supervisors:

Nicole Crockett, Romulus High School
Nelson, Henry, Romulus Middle School
Kimberley Calloway, Wick Elementary
Gretchen Notaro, Romulus Elementary
David Thompson, Barth Elementary
Yolanda Bloodsaw, Halecreek
Dijani Dagle, Romulus Early Childhood Center
Angela Rudolph, Board of Education Office

The Supervisors' responsibilities include the following:

- Implementing, monitoring and reporting on the School District's COVID-19 control strategies as set forth below; and
- Remaining on-site at all times when employees are present on-site.

RECORDKEEPING

The School District requires that records of the following are kept:

- The COVID-19 training provided to employees that covered at a minimum: (1) workplace infection-control practices; (2) the proper use of personal protective equipment; (3) 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; and (4) how to report unsafe working conditions.
- The daily entry self-screening questionnaire for all employees and contractors covering symptoms and suspected or confirmed exposure to people with possible COVID-19; and
- When an employee is identified with a confirmed case of COVID-19, the notices to the local health department and any co-workers, contractors, or suppliers who have come into contact with the person with a confirmed case of COVID-19.

PROTECTIVE SAFETY MEASURES

All employees and students allowed on the premises of any Romulus Community School building must adhere to the safety protocols of the district.

- Non-medical grade face coverings are required on the bus and during school hours. If the student arrives to the bus without a mask, it will be provided as needed. Those unable to wear a mask must provide medical documentation. Anyone refusing to wear a mask will

not be allowed entry or will be removed from the building. Students will be eliminated from the on-site learning on the third notice of non-compliance and placed in the virtual learning environment.

- Face coverings are required to be worn when students/employees cannot maintain six feet of separation from other individuals. Face shields will be available to all staff and should be considered when employees cannot consistently maintain three feet of separation from other individuals.
- Cleaning supplies will be available to every classroom/worksite. Posters will be placed in encouraging employees to stay home when sick and communicating cough and sneeze etiquette and proper hand hygiene practices. Employees and students shall be instructed to wash their hands frequently, cover their coughs and sneezes with elbow or tissue, and avoid touching their faces. All school members will be provided with access to places to frequently wash hands or to access hand sanitizer. Students and staff will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms and sanitizing stations will be available in all classrooms. School staff have been trained on the required cleaning protocols, cleaning materials, and safe storage of supplies.
- School staff are to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Barriers will be provided in areas where close contact is necessary. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment.
- The number of employees and/or students permitted in any class room, break room, or lunch room will be limited to ensure social distancing restrictions can be followed. Employees and students will remain in their assigned work area or classroom as much as possible. Classroom desks and other high frequency surfaces will be cleaned after each class has exited with EPA approved disinfectant.
- Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed on a daily basis or during periods of time in which employees are in the School District's buildings using products containing EPA-approved disinfectants. All deep cleaning of school buildings will be conducted in accordance with the recommendations of EO 142 or any Executive Order that may supersede it.

IDENTIFICATION/ISOLATION OF SICK AND EXPOSED STUDENTS/EMPLOYEES

An employee or student with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the building. The parent will be contacted/notified continuously until the student is removed from the building. Students will remain in quarantine and monitored until they are transported home. Students in quarantine cannot be transported with other students.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the School District will immediately notify the Wayne County Health Department and, within 24 hours:

- Notify any and all students, faculty, staff or contractors who may have come into contact with the person with a confirmed case of COVID-19;
- Keep confidential the identity of the diagnosed/symptomatic person; and
- Conduct deep cleaning of the diagnosed/symptomatic person's classroom/workstation, as well as those common areas potentially infected by the person.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee will also be removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, as defined below.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from an employee's personnel record.

The following employees should **not** report to in-person work and, upon notification to the School District, will be removed from in-person work and operations:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, muscle aches (myalgia), and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

EMPLOYEE AND CONTRACTOR DAILY SCREENINGS

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the School District screens employees and contractors on a daily basis.

Employees and contractors are asked a series of questions before entering the worksite, including:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, muscle aches (myalgia), and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via internationally or domestically in the last 14 days?
 - a. If yes, access may be denied, and the employee is advised to self-isolate/self-quarantine at home, for 48 hours or acquire a negative COVID-19 test result before returning to work after the international or domestic travel.

Employees or contractors who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

RETURN TO WORK

Employees/Staff who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in other symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in other symptoms (e.g., cough, shortness of breath); and

- At least ten days have passed since symptoms first appeared or since the swab that yielded a positive test was taken.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, the School District may accept written statements from employees confirming all the factors supporting their release.