



COVID-19: KEEPING OUR WISD FAMILY SAFE

Your health is our top priority as we prepare to return to our classrooms and workplaces. The Occupational Health and Safety Administration (OSHA) recommends workplaces take precautions to reduce health and safety risks in the following order of most effective to least effective. WISD has followed OSHA's recommendations, along with public health recommendations, by putting the following processes and procedures in place to prioritize health and safety.

OSHA RECOMMENDS:

WHAT WISD IS DOING:

MOST EFFECTIVE

ELIMINATE THE RISK

Remove the hazard

- Encourage remote work or remote learning when feasible.
- Only allow on-site building access when necessary.

ENGINEERING CONTROLS

Isolate people from the hazard

- Barriers or partitions to separate employees from public/building occupants (i.e. plexiglass, hazard warning tape).
- Hands-free trash receptacles and other similar equipment such as paper towel dispensers.
- Sanitation, including disinfection procedures and frequency, use of EPA-registered disinfectants, and protocols for restrictions using shared machinery such as the copy machines and fingerprinting machine.

ADMINISTRATIVE CONTROLS

Change the way people work

- Risk assessment by position (Limited in-person work).
- Staggering arrivals at the office and classrooms.
- Physical distancing procedures and guidance.
- Employees' Daily Health Screener using Script.
- Train employees on safety protocols.
- Employee health monitoring.
- Intake procedure for visitors.
- Guidelines for deliveries.
- Restrictions on business travel, in-person meetings, and non-essential close contact.
- Signage to communicate and promote physical distancing, good hygiene, and other critical procedures.
- Contact tracing of employees at work.
- HR Fingerprinting Office by appointment only.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protect the worker with PPE

- Require masks or face shields in shared spaces and when 6 feet of separation cannot be maintained. Cloth or non-medical grade face coverings will be provided if needed.
- Hand sanitizer at all entries.
- Gloves provided as necessary.

LEAST EFFECTIVE



COVID-19: COMING TO & FROM WORK

Aligned with Governor Whitmer's Reopening Plan
Effective July 1, 2020 until further notice.

1.) CHECK WITH YOUR SUPERVISOR

Before coming to the your workplace, you must:

A.) Have a designated day and time to come on-site as part of your department's Return to Work plan.

OR

B.) Get permission from your supervisor to visit your workplace for a specific purpose.



2.) COMPLETE THE HEALTH SCREENER (via Script)

Your supervisor will send an online screener form that must be completed between 24-36 hours in advance of coming to the office.

This must be completed in advance of each visit to the office.

Submit the screener to the head of your department for review and approval.



3.) ARRIVE AT DESIGNATED TIME

Prior to leaving home, please do a self-check to reassess if you are experiencing any symptoms, including re-taking your temperature.

Arrive at your site at your approved time. Remember to wear your mask over your nose and mouth when you enter.

Your desk or office will have blue tape indicating it has been cleaned. Please remove the tape each day you use your work area so our Facilities team knows to clean and sanitize your work area.



4.) PRACTICE HEALTH AND SAFETY MEASURES

Wear a mask when you are in common areas, such as hallways and restrooms.

Masks are *not* required if you are at your desk **AND** more than 6 feet apart from someone else.

Maintain physical distancing (6 feet apart).

Wash your hands frequently.



OTHER KEY NOTES AS OF JULY 1, 2020:

1. Remote work should be promoted to the fullest extent possible.
2. WISD facilities are still closed to the public, including non-essential visitors.
3. WISD's Return to Work plan will be updated as our community, region, and state adapts updated guidance from public health officials.



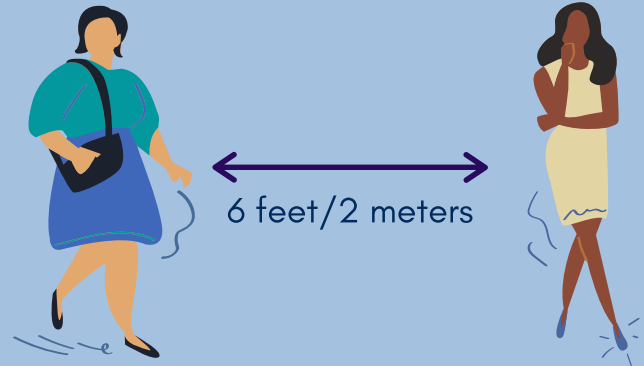
COVID-19: OFFICE HEALTH & SAFETY TIPS

Effective July 1, 2020 until further notice.



WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.



MAINTAIN PHYSICAL DISTANCING

Maintain at least 6 feet (2 meters) distance between yourself and others.



WEAR A MASK

Face coverings should be worn over your nose and mouth when in common spaces or when physical distancing cannot be maintained.

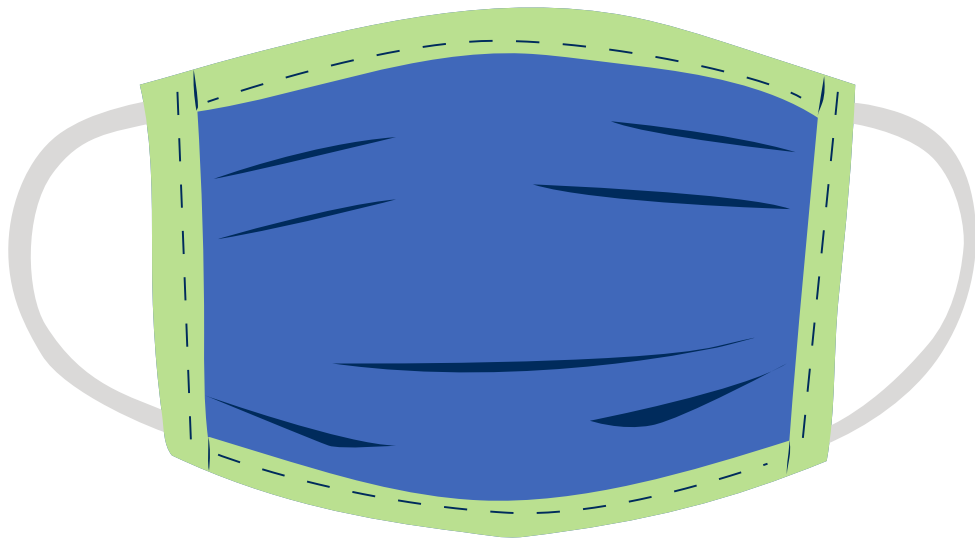


IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

W WAIT!

DO YOU HAVE YOUR MASK?



Help us keep WISD safe for our students, staff and visitors by wearing your mask **over your nose and mouth** when walking around the building.
Thank you!

WAIT!

ALL VISITORS:

**Did you follow these procedures
before visiting today?**

- 1.) Schedule and receive confirmation for an appointment to visit.
- 2.) Complete a health screener and receive approval to enter.
- 3.) Arrive at your scheduled time wearing a face mask over your mouth and nose.

If **yes**, thank you for helping us keep our students and staff safe!

If **no**, please do not enter the facility and contact the teacher or supervisor to schedule a visit in the future.