



Workplace Preparedness Plan

Building Access for Employees and Essential Visitors	
General public/visitors/vendors	<ul style="list-style-type: none"> ● Only essential visitors are allowed into the building (example: water leak, plumbing, facilities related approved vendors). ● During phases 1-3, essential visitors will perform a self- check prior to entering the office, if possible, and self report to the school. <i>Anyone who has a temperature of 100.4 or higher, has any COVID-19 like symptoms, or had close contact with an individual who tested positive for COVID-19 or displays COVID-19 symptoms may not enter the building.</i> <ul style="list-style-type: none"> ○ School leaders will determine the logistics of conducting the health screening for essential visitors ○ Essential Visitor Health Screen Checklist Link: COVID-19 Essential Visitor Health Questionnaire ○ Refusal of screening will deny that essential visitor access to the facility ● A sign-in/out system for essential visitors, contactless sign-in/sign-out will be utilized <ul style="list-style-type: none"> ○ Google Form -or- ○ QR code check-in/check-out <ul style="list-style-type: none"> ■ QR Code Generator Create Your Free QR Codes
Current school staff	<ul style="list-style-type: none"> ● A sign-in/out system for staff members, contactless sign-in/sign-out will be utilized. <ul style="list-style-type: none"> ○ Google Form ○ QR code check-in/check-out <ul style="list-style-type: none"> ■ QR Code Generator Create Your Free QR Codes ● Employees should not bring visitors or helpers with them to the building under any circumstances. ● Avoid surprise drop-ins. ● School employees are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction.



<p>Entry to the School Building</p>	<ul style="list-style-type: none"> ● All school employees are required to enter through one entry point designated by the school leader. During phases 1-3, employees will perform a self check prior to entering the office and self report to their supervisor. <i>Anyone who has a temperature of 100.4 or higher, has any COVID-19 like symptoms, or had close contact with an individual who tested positive for COVID-19 or displays COVID-19 symptoms may not come to work.</i> The employee must notify their supervisor of their situation. ● Staff will complete a health screening survey and will continue to contact their supervisor prior to going to the building. <ul style="list-style-type: none"> ○ Please make a copy before using the following: <ul style="list-style-type: none"> ■ TLG Midwest COVID-19 Health Screening ■ Electronic Version of TLG Midwest COVID-19 Health Screening ○ The supervisor will confirm with the staff member that they have filled out the survey and that they haven't answered yes to any of the questions <ul style="list-style-type: none"> ■ All responses will go directly to the Vice President of Human Resources and they will be the only person that has access to them. ● Each school leader will designate an area for everyone who enters the building to sign in/out, in case contact tracing is needed. <ul style="list-style-type: none"> ○ For signing in/out, each school will have a google form that will be filled out by a designated person to collect the name, date, and time of someone entering the building to limit contact that would come from each person signing themselves in. If the designated person is not present at that time there will be a sign in sheet and sanitization protocols will be followed during this process. ○ Social distancing practices will be utilized at the designated area: Six feet distancing and/or a barrier to protect the designated person.
<p>Social distancing</p>	<ul style="list-style-type: none"> ● Social distancing must be followed throughout all areas of the building, maintaining a minimum of six feet of space between employees. <ul style="list-style-type: none"> ○ Six feet on floor will be indicated with tape at areas like the front office desk, copiers, and printers as a guideline ● Masks are required in all common areas of the building at all times.



	<ul style="list-style-type: none"> ○ Employees may wear their own masks or the school will provide a mask if necessary ● Maintaining social distancing in the school buildings: <ul style="list-style-type: none"> ○ The number of staff in all restrooms and break rooms will be limited, with signs posting those limits. The limit will be based on the size of each room. ○ Restrooms - if the main door to the bathroom is closed the bathroom is occupied, if it is available the door will be propped open. ○ The size of in-person meetings will be limited to ensure that proper social distancing guidelines can be practiced.
In-person meetings	<ul style="list-style-type: none"> ● When staff meetings are necessary in-person, then they must be held in an area large enough to maintain social distancing. <ul style="list-style-type: none"> ○ In-person meetings will be limited ○ It is recommended that video conferencing be used in lieu of in-person meetings.
Delivery areas	<ul style="list-style-type: none"> ● Every effort will be made to ensure all deliveries to each building will be a contactless process: All supplies, packages, including mail will be left at a designated location at each school. All packages shall be sanitized before being distributed to the appropriate person. ● Individuals expecting delivery of food or other personal items should meet the delivery service outside of the building.
Common areas	<ul style="list-style-type: none"> ● Masks are required to be worn in common areas. ● “Clean-in and clean-out” is required in all areas. <ul style="list-style-type: none"> ○ Gloves will be provided for disinfecting common areas for the “clean-in, clean-out” rule. ● Please maintain social distancing protocols at all times in all common areas. ● The number of people using bathrooms, teacher’s lounge, conference rooms and break rooms will be limited. ● All high touch surfaces and common areas will be sanitized regularly and often. ● Touchless hand sanitizer stations will be available throughout each building.
Equipment Use and Work Space	<ul style="list-style-type: none"> ● All shared equipment will be sanitized before and after use. (clean in, clean out procedure)



	<ul style="list-style-type: none"> ○ Sanitizing wipes will be available at all equipment locations. ● No work space and/or personal equipment shall be shared with other employees. Avoid sharing other personal items as well. ● If a work space is shared, then the work space must accommodate the social distancing requirement including movement in the office at all times. <ul style="list-style-type: none"> ○ Where possible, employees will be relocated to avoid shared work spaces. ○ Masks will be worn at all times in shared work spaces.
PPE and other resources	<ul style="list-style-type: none"> ● Masks are to be worn in all common areas. Masks will be provided, however employees may wear their own masks if they choose to do so.
Symptom monitoring	<ul style="list-style-type: none"> ● Anyone who is ill, becoming ill or who has had close contact with someone who is ill WILL NOT be permitted to enter the building. See below for more details. ● Temperature checks will take place at home when following the procedure of the health screening. <ul style="list-style-type: none"> ○ Please make a copy before using the following: <ul style="list-style-type: none"> ■ TLG Midwest COVID-19 Health Screening ■ Electronic Version of TLG Midwest COVID-19 Health Screening
COVID-19 Exposure, Work-from-Home, and Return-to-work	
Exposure or possible exposure to positive COVID-19 cases	<ul style="list-style-type: none"> ● Anyone who has a possible exposure should notify their school leader immediately. School leaders will notify the Vice President of Human Resources. ● Individuals with significant exposure to a POSITIVE or SUSPECTED POSITIVE COVID-19 case should actively monitor symptoms and should work-from-home for 14 calendar days from last exposure. “Significant exposure” is GREATER than 10 minutes or LESS than six feet apart. ● Other exposures to individuals with symptoms of illness will be asked to work-from-home, away from others for seven calendar days. ● Exposure or possible exposure applies to anyone at work, home or in from the employee’s personal life.
Recovered POSITIVE COVID-19 cases	<ul style="list-style-type: none"> ● If an employee tests positive for COVID-19, they are requested to notify their school leader. The school leaders will notify the Vice



	<p>President of Human Resources.</p> <ul style="list-style-type: none"> • Anyone who has tested positive for COVID-19 cannot return to work until they have been at home, away from others and <u>symptom-free for seven calendar days from the date of testing</u> without the use of drugs or medicine to suppress fever or symptoms. • Anyone who is symptom-free for at least three consecutive days AND has two negative COVID-19 test results taken at least 24 hours apart may return to work.
<p>NEGATIVE COVID-19 with symptoms or untested with symptoms</p>	<ul style="list-style-type: none"> • Anyone who has any symptoms of illness, should notify their school leader immediately. School leaders should notify the Vice President of Human Resources. • Anyone who has <u>tested negative</u> for COVID-19 AND has any symptoms of illness (fever, cough, shortness of breath), should stay home, away from others and can return after they have been <u>symptom-free for seven calendar days</u>. “Symptom-free” includes not using drugs or medicine to suppress fever and/or symptoms. • Anyone who has any symptoms of illness should stay home, away from others and can return after they have been <u>symptom-free for seven calendar days</u>. “Symptom-free” includes not using drugs or medicine to suppress fever and/or symptoms. • At this time, a healthcare provider’s note for employees who are sick with acute respiratory illness is not required to validate their illness or to return to work.
<p>Displaying symptoms at work.</p>	<ul style="list-style-type: none"> • Anyone displaying any symptoms of illness, should notify their school leader immediately. School leaders should notify HR. • Anyone displaying any symptoms of illness in the workplace, should be isolated until they can be sent home. • Anyone displaying any symptoms of illness should stay home, away from others and can return after they have been symptom free for seven days from the date symptoms first appeared; and have three consecutive days without fever and improvement in respiratory symptoms. • People with significant exposure to this person will be notified and sent home.



	<ul style="list-style-type: none"> • Areas where this person worked, including common areas, will be closed for cleaning/sanitization.
<p>Procedure if someone in the office tests positive for COVID-19 after returning to work</p>	<ul style="list-style-type: none"> • HR will send out a notice to those exposed without identifying the individual who tested positive, unless consent is received • Anyone who has a possible exposure should notify their school leader immediately. School leaders will notify HR. • Individuals with significant exposure should work-from-home for 14 calendar days from last exposure. “Significant exposure” is GREATER than 10 minutes or LESS than 6 feet apart.
<p>Request to Work from Home/Alternate Accommodation</p>	<ul style="list-style-type: none"> • If the employee wants to request to work from home they need to contact their school leader who will then contact the Vice President of Human Resources who will initiate the necessary paperwork.
<p>Return to Work concerns</p>	<ul style="list-style-type: none"> • The school leader should contact the Vice President of Human Resources who will then contact the employee to discuss their reasoning for not wanting to return to work. A plan will be developed on an individual basis.