



# White Pigeon Community Schools

*“Every Student—Every Day”*

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## WHITE PIGEON COMMUNITY SCHOOLS COVID-19 PREPAREDNESS AND RESPONSE PLAN-SUMMER PLAN

All Central Office, Building Principals, and Supervisors will be designated Worksite Supervisors, as required by EO No. 2020-97. At least one trained Worksite Supervisor must be on-site at all times during building open hours, and prepared to act in a supervisory role.

A training document will be sent out to all staff, providing training on the following:

1. Workplace infection-control practice, including a questionnaire to self-monitor for symptoms.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business office of symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe work conditions.

A questionnaire will be utilized by office personnel at the elementary, jr/sr high school, and superintendent’s office prior to allowing guest in the building.

Staff will continue to be asked to maintain at least 6 feet from one another. A sneeze guard will be added at the front desk in the jr/sr high school and elementary offices.

Masks are required in all common areas and shared offices when more than one person is present. Masks, as well as wipes, sanitizer, and gloves are available from Bill McClure.

For outside work, masks are only required when social distancing is not an option.

If staff feel ill at work, they are required to immediately self-isolate and contact HR. Thermometers are available in the building offices to self-monitor.

Custodial services are required to increase disinfection efforts on high-touch surfaces, and antibacterial wipes are available in common areas, to be used by personnel on shared equipment or space, prior to use to reduce contamination exposure.

Staff are allowed to keep devices over the summer to reduce risk of contact.

Staff with symptoms that match COVID-19 should stay home, contact their supervisor (who will contact HR), and follow-up with health experts.

If an employee is confirmed with an identified case of COVID-19, the local health department and anyone who may have come in contact with that person shall be notified within 24 hours.

Staff will be allowed to return to work after they are no longer infectious, based on the latest guidelines in the Center for Disease Control.

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All out-of-county travel for professional development and/or meetings is prohibited until further notice. In-county travel is only approved if it aligns with essential services, including, but not limited to, food and educational support.

Until additional information is available, student services over the summer will be limited to remote services only, to protect our students.

Staff will continue to be allowed to remote work to the extent possible to still ensure the work is done and the facility is open. Supervisors will work with their individual departments for customized plans and review those plans with the superintendent.

When onsite, staff with shared work spaces will be given a schedule by their supervisor to ensure appropriate distancing practices can be met. If staff need to be in the district on a day when they are not allowed in their work space due to distancing, additional rooms may be utilized to allow for appropriate social distancing. Staff are asked to wipe the area off before and after use in shared space, using antibacterial wipes available onsite.

Additionally, staff working onsite are asked to wipe off their work spaces at least twice daily.

Meetings of no more than ten staff members are allowed onsite, with social distancing practices, and masks are still required. Virtual meetings are still encouraged.

Conference rooms are closed to the public, as nonessential visitors are prohibited at this time. Additionally, these spaces are used to promote continued social distancing.

Water fountains are closed until further notice.

**Below is a draft “script” for the front desk office personnel to use before allowing visitors into the building:**

“Thanks for coming to White Pigeon Community Schools. Because of the COVID-19 pandemic, I have a couple of questions to ask you before entering our building:

- Do you have a new onset of sneezing or coughing?
- Do you have a fever of 100.3 or above?
- Do you have shortness of breath?
- Did you recently experience a loss of smell?
- Do you have a new onset of body aches?

**If the answer to all questions is “no”**, open the door for the person to enter. The person will be required to follow social distancing rules, including the use of a mask.

**If the answer to any of the questions is “yes” without an explanation (i.e., allergies)**, respond with the following:

“Because of your symptoms, I apologize that I am unable to allow you into our building today. Would you like to leave a phone number so I can ask a district employee to contact you?”

(Depending on the answer, ask the purpose of the visit so you know who to give the information to.)