

## Niles Community Schools Reopen Safely Plan

3/1/2021

This plan is based on the best current understanding of COVID-19 and what is required for continued containment and mitigation. At the same time, this dynamic public health situation requires adaptive planning and the acknowledgement that the plan will evolve as the situation evolves. This plan will require modifications based on future guidance from national, state, and local health officials.

Plan Goal: To provide employees a safe work environment

Implementation Schedule:

The mitigation factors stated in this plan remain in effect for the duration of the COVID19 pandemic.

Plan Elements:

- Any employee who requests a change in work hours must have prior supervisor approval.
- School buildings remain closed to the public. Meetings will be scheduled by appointment and limited to certain areas.
- Employees are responsible for cleaning their lunch and break areas. While eating employees are expected to social distance at least six feet.
- Employees enter their building via designated entrances only.
- The employees must go through the self check in before swipe carding into their respective buildings:

### COVID-19 DAILY EMPLOYEE SURVEY QUESTIONS

#### PRIOR TO SWIPING YOUR KEY CARD

- It is IMPERATIVE that you answer each health statement honestly.

Due to symptoms have you:

- Been screened for COVID-19 in the last 48 hours?
- Been in close contact with a person who tested positive for COVID-19 or been in close contact with a person who displays one or more principle symptoms of Covid-19?

If new, different, or worse than any long standing conditions for any of the following:

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (shortness of breath)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache
- Loss of taste or smell

If you answered YES to any of the questions above, you may NOT report to work for the next 72 hours. Immediately contact your health care provider and the district Covid-19 Preparedness Coordinator, Tracy Hertsel, [covid.hotline@nilesschools.org](mailto:covid.hotline@nilesschools.org) or (269) 262-4510.

As a valued employee, NCS is putting this process in place in an attempt to keep you and those you work with safe and healthy. Thank you!

**BY SWIPING YOUR KEYCARD YOU ARE CONFIRMING THAT YOU ARE SYMPTOM FREE.**

Please remember to:

- Wash your hand frequently with soap and water for at least 20 seconds. Use hand sanitizer or wipes when you are unable to wash your hands with soap and water.
- Avoid touching your face.
- Cover your mouth and nose with a mask or cloth face covering when around others.
- Practice social distancing - 6 feet between you and other people.
- Monitor your health - watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

All employees must swipe their card before entering a building even if the door is open or unlocked. This includes days in which students are not in session.

- Sick employees must stay home and report their absence.
- Hand sanitizer will be made available.
- Restrooms facilities will be open for handwashing.
- Sanitizing protocols remain in place.

## Mask Protocol:

Masks are available and employees are encouraged to bring their own masks. Due to limited availability, employer-provided masks should be reused as long as possible.

1. Staff and the public will be required at all times to wear a face mask covering nose and mouth when entering any Niles Community Schools building, except for eating.
2. Staff and the public will be required at all times to wear a face mask covering nose and mouth at all Niles Community Schools buildings and school associated activities, except for eating.

Any employee who cannot report to work should contact Tracy Hertsel, Covid-19 Preparedness Coordinator, 269 683-6662 x10005, [tracy.hertsel@nilesschools.org](mailto:tracy.hertsel@nilesschools.org)

## Responsibility of Employee:

Once finalized, adopted and approved, employees must review the Niles Community Schools Pandemic Preparedness Plan prior to reporting to their worksite. Where this guidance and the Preparedness and Reopening plan differ, the Preparedness and Reopening plan takes precedence during the school year.

Pandemic Preparedness Plan: Please click [this link](#) to view NCS plan.

## District Note:

The nature of our response to the COVID19 pandemic is fluid. Organizations like the Center for Disease Control (CDC), American Pediatric Association, National Federation of High Schools, Michigan High School Athletic Association, our athletic conference, and other relevant organizations provide guidelines that we will use as resources to build our response plans, however, Niles Community schools will comply and implement all current MIOSHA, MDHHS, and Executive Orders in consultation with local health officials.