



**OSTC** Oakland Schools  
TECHNICAL CAMPUSES

# COVID-19 Safety Protocols

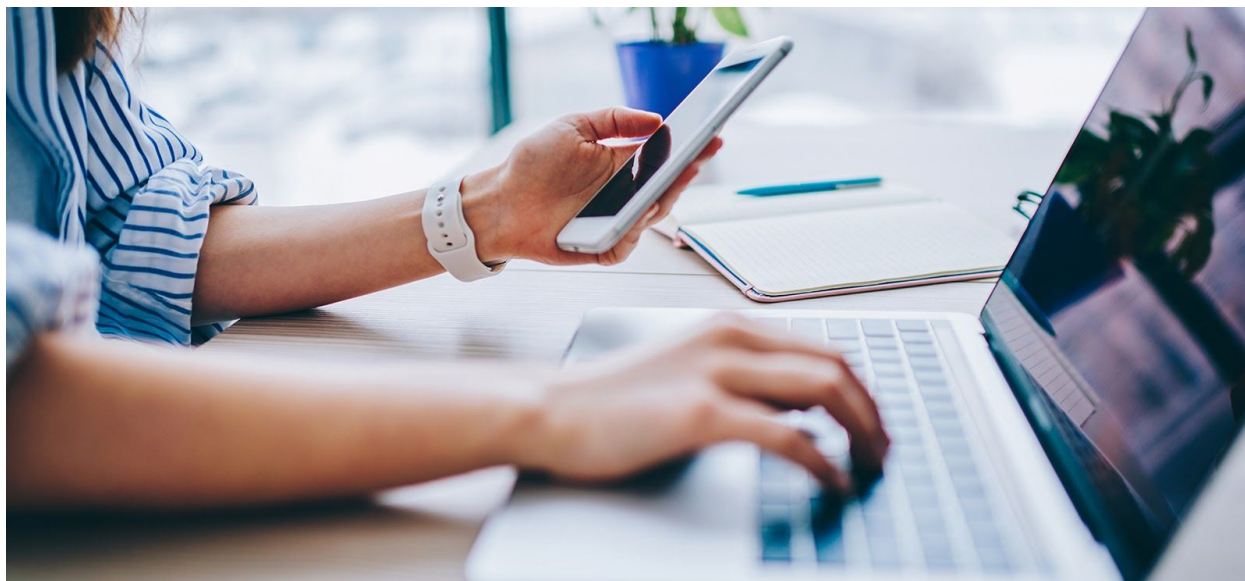
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## Purpose

Oakland Schools is putting the following safety and health practices and measures in place at its Oakland Schools Technical Campuses (“Campuses”) as a part of its plan to prevent the spread of COVID-19 to students and Employees for the duration of what is now referred to as the COVID-19 pandemic. These safety, health practices and measures are based upon applicable Emergency Orders issued by the, Michigan Department of Health and Human Services or other authorized state agency, U. S. Department of Health and Human Services Center for Disease Control and Prevention (“CDC”), and U. S. Department of Labor’s Occupational Safety and Health Administration (“OSHA”) requirements and/or recommendations, as related to building and personal safety and security and any other applicable federal, state and local laws and regulations. This document is subject to change based on further information provided by or promulgated by these entities and/or public officials. Oakland Schools also reserves the right to amend this document based on operational needs.

Visitors and Invitees (including but not limited to parents/guardians) are NOT permitted to enter into a Campus except under extenuating circumstances as solely determined by Oakland Schools and its Superintendent or their designee(s).



## Notification Methods (*All or a combination of most of the following*)

- **Letter:** The approved Oakland Schools Technical Campuses COVID-19 Campus Safety Protocols (“Campus Safety Protocols”) will be sent to parents/guardians (“Parents”) of enrolled OSTC students.
- **School Messenger:** Oakland Schools may communicate immediate changes to *Campus Safety Protocols* to Parents using School Messenger.
- **Campus Signage:** Signs listing *Campus Safety Protocols* will be posted at the main entrance and main office of each Campus as well as cluster/program main entrance doors.
- **Exterior Campus Signage:** Outdoor sign holders displaying the *Campus Safety Protocols* will be placed immediately outside Campus main entry doors.
- **Corridor TV Monitors:** TV monitors will display the *Campus Safety Protocols*.

## COVID/Worksite Supervisor

The COVID/Worksite Supervisor (“COVID Supervisor”) is the Dean and the Campus Operations Supervisor. The COVID Supervisor is responsible for implementing, monitoring and reporting on the Campus Safety Protocols. The COVID Supervisor is to contact the local health department in the event of a suspected COVID-19 student and the Executive Director of Student Services.



## Campus Safety Precautions

- **Face Coverings:** Everyone on a Campus property is required to wear a face covering as defined below and meets the CDC guidelines.
  - The face covering must cover the mouth and nose at all times.
  - Homemade face coverings must be washed daily.
  - Disposable face coverings must be properly disposed of at the end of the day by placing in a trash receptacle when exiting a Campus.
  - If a student is concerned about their ability to wear the required face covering for medical or other reasons, the student must contact the OSTC office. Employees unable to medically tolerate a face covering will follow the [Oakland Schools Welcome Back Guide](#).
  - Clear face coverings will be provided as needed for the provision of instruction.
  - Face shields cannot be used as an alternative to face coverings but may be used in addition to face coverings.
- **Social Distancing:** Where possible, students and Employees as well as Visitors and Invitees authorized to enter a Campus shall adhere to CDC social distancing standard of 6' spacing and/or as governed by state laws and regulations.
- **Hygiene:** Upon entering a Campus, students and Employees must use hand sanitizer or wash their hands. Healthy hygiene practices include the 20 second hand washing standard or use of sanitizer until hands can be washed. Every 2-3 hours students and Employees must wash their hands. Sanitizer stations are conveniently placed throughout each Campus.



- **Screening Checks**

- **Employees:** Follow the [Oakland Schools Welcome Back Guide](#) practices and measures.
  - **Parents:** Should check their students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
  - **Parents:** Should monitor their student for symptoms of COVID-19. The presence of any unexplained symptoms, including but not limited to fever or chills, cough or shortness of breath or difficulty breathing, fever or chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea and vomiting, and or diarrhea, should prompt the Parent to keep the student home from school and to follow up with their primary care provider.
  - **Students:** COVID-19 symptomatic students will be placed in a COVID-19 isolation room with a face covering in place until arrangements are made by their Parent or emergency to transport the student home safely. Symptomatic students sent home from a Campus should be kept home until they have tested negative or completely recovered according to CDC guidelines.
    - **COVID-19 Isolation Room:** A designated COVID-19 isolation room has been identified in each Campus.
  - **Mandated Visitors:** Visitors and Invitees are NOT permitted in a Campus except under extenuating circumstances as solely determined by Oakland Schools. On these limited occasions, the Visitor or Invitee must report directly to the Campuses main office and must have the Dean's approval to access any other location within the Campus. If permission is granted, the Visitor or Invitee must be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Students will meet with their Parent in the Campuses main office. Parent requests to observe a classroom must be received a minimum of two school days in advance of the visit and must be approved in writing by the Dean.
    - Local school district staff are Invitees for purposes of the *Campus Safety Protocols*.
  - **Contractors:** Contractors access to a Campus shall follow the protocols in the Oakland Schools Welcome Back Guide.
- **High Health Risk Students:** High risk students and their Parent should contact their Campus Dean to discuss possible accommodations to reduce health risks.

## **Campus Safety Provisions (*provided by the Campus Facilities Department*)**

- **Campus Main Office:** Installation of clear Plexiglas for each Campus office assistant(s).
- **Office Spaces:** Installation of Plexiglas barrier in office spaces as necessary subject to Dean's written approval.

## **PPE Distribution (*available for free upon request in the campus main office*)**

- **Face Coverings:** Oakland Schools will provide a disposable face covering, for free, to any student or Employee to access the Campus. Face coverings not issued by Oakland Schools must not violate *Oakland Schools Board Policy 8240 - Student Appearance and Policy and Administrative Rule 8350 - Student Code of Conduct*.
- **Gloves:** Nitrile gloves will be provided upon request (no latex gloves).
- **Full face shield:** Face shields are not an alternative to a face covering but may be worn in addition to a face covering.
- **Sanitizer:** Pump dispensers will be available for all students and Employees and portable/wall mountable stands will be provided inside each main program entrance and Campus main office. Replacement/refills will be available upon request to Campus Facilities.
- **Disinfectant:** Disinfecting wipes and spray will be provided to each program. When using disinfectant spray there must be no one in the immediate area and the student or Employee must wear a face covering. Replacement/refills are available upon request to Campus Facilities.

## **Campus Building Safety**

- **Fresh Air:** The energy management system is programmed to maximize outside air exchange based on outside air temperature to ensure maximum fresh air into the building to reduce any COVID-19 virus that may be airborne.
- **Filtration:** HVAC filters will be increased from MERV 10 to 11 for increased filtration.
- **Drinking Fountains:** Use of drinking fountains is prohibited and will not be accessible. Bottle filling stations will be operational with disposable cup dispensers next to them.
- **Lockers:** Lockers will be sanitized at the end of the morning and afternoon sessions.
- **Restrooms:** To the extent possible, doors to gang restrooms will be propped open to reduce door contact. To maintain social distancing, restroom occupancy limits will be designated at each restroom entrance. Hand dryers will be shut off to prevent the airborne spread of germs. Certain sinks will be shut off to support social distancing.
- **Student Belongings:** Students are not to share any personal belongings with other students.
- **Students Congregating:** Students are not permitted to congregate in hallways, classrooms or any other location in the Campus.
- **Fundraising:** Fundraising at a Campus compliant with Policy and Administrative Rule 8705 – Fundraising and approved by the Dean shall adhere to applicable social distancing and safety guidance.
- **Deliveries:** Mail and packages shall be deposited in the designated plastic bin located at the main entrance of each Campus. A notice will be prominently posted instructing large deliveries such as equipment to be delivered to the shipping and receiving area of each Campus.

## Student Exhibits COVID-19 Symptoms

- If a student exhibits COVID-19 symptoms prior to coming to Campus, the student must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
- Students who report to a Campus with symptoms or exhibits symptoms during the school day will be placed in an isolation room or area while continuing to wear their facing covering until they are able to be transported home or for offsite testing by their Parent or emergency contact, or ambulance if clinically unstable. The student may return to their Campus when they are symptom free for 72 hours (3 full days). Employees in the isolation room area are will continue to wear their face covering and may request a N95 mask.
- The COVID Supervisor may review a student's symptoms with the designated Oakland Schools' nurse.

## Student Tests Positive for COVID-19

- Students that tested positive but are symptom free may return to their Campus when at least ten (10) days have passed since the date of their first positive test, and they have not had a subsequent illness, unless otherwise directed by their healthcare provider.
- Students who test positive and are directed to care for themselves at home may return to their Campus when:
  - At least 72 hours (3 full days) have passed since recovery; and
  - At least ten (10) days have passed since symptoms first appeared; and
  - The student receives a negative COVID-19 test.
- Students who test positive and have been hospitalized may return to their Campus when directed to do so by their healthcare provider. The student must present a negative COVID-19 test. Oakland Schools may require a student to provide documentation clearing their return to Campus.
- Once learning of a COVID-19 case in someone who has been in a Campus, the COVID Supervisor will notify the Oakland County Health Department and the Executive Director of Student Services.
  - Oakland Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified.
  - A COVID Supervisor will coordinate with Oakland County Health Department, the Executive Director of Student Services and the Oakland Schools Communications Department on messaging to be communicated with Employees, students, and Parents regarding the possible COVID-19 exposure.
  - If a confirmed case is established (by testing or confirmed clinically by the student's healthcare professional) Oakland Schools will implement specified cleaning Campus safety protocols to clean and disinfect affected areas.



## Non-Suspected COVID-19 Health Concerns/Illness

- Any student who has been absent from Campus for five (5) or more consecutive days, for health concerns/illness, may not return to their Campus until **at least one of the following is met:**
  - At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement of respiratory symptoms (e.g., cough, shortness of breath); AND at least 10 days have passed since symptoms first appeared.
  - If a student did not feel feverish (e.g. body aches, chills, etc.) and/or did not have a documented fever (>100.4F), the student may return to Campus if their symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since the students symptoms first appeared and tested negative for COVID-19.
  - If a student has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to Campus will be based on the diagnosis. A physician's note may be required for a student's return to their Campus.

## Confidentiality

Employees will adhere to Oakland Schools Board of Education policies and administrative rules governing student records and confidentiality to prevent the disclosure of protected health information of students and other Employees.



## Disinfection Process

- **Daily (between sessions or every four hours):** Utilizing electrostatic sprayers, an EPA-approved disinfectant or diluted bleach solution, Campus Facilities will disinfect the main office, all doors, light switches, benches, shared lockers, conference room chairs and table (if used), keyboards, and restrooms. Rooms cannot be occupied during the disinfection process but are safely accessible within 5 minutes afterwards. Facilities will also provide disinfecting spray bottles and wipes to the instructors in the event they would prefer to do any additional disinfecting on their own. Face coverings are required while using disinfectant spray bottles and will be provided upon request.
- Each night classrooms, conference/meeting rooms, offices, restrooms, and all commonly touched hard surfaces will be disinfected.
- Employee's desks, hand tools, power tools, and large power equipment are to be cleaned by Employees and students (if appropriate) at the end of each session. Cleaning products will be provided. Students and Employees are to minimize to the extent possible the sharing of any equipment and instructional supplies. Students and Employees must wear gloves, face covering, and face shield when performing all cleaning activities. Campus occupancy hours are 6:30 am to 5:00 pm unless a limited exception such as a special event or activity is pre-approved by the Executive Director of Student Services consistent with Oakland Schools Board of Education policies and administrative rule.
- To eliminate the COVID-19 contact spread of the virus, non-instructional animals are not allowed in the campus unless permitted pursuant to *Policy and Administrative Rule 7485 – Inclusion of Animals in Instructional Program* and *Policy 8015 – Assistance Animals for Students*.
- If a confirmed case is established (by testing or confirmed clinically by the student's healthcare professional) Oakland Schools will implement specified cleaning Campus safety protocols to clean and disinfect affected areas.

## Signage for Campuses

The following signage will be provided at each Campus:

- Proper social distancing for meeting rooms, restrooms, corridors, shops, and classrooms
- Restroom occupancy, social distancing, and hand hygiene techniques
- Social distancing reminders throughout each Campus
- Provide social distancing floor/seating markings for Campus main offices
- Proper hand washing, coughing and sneezing etiquette, and nose blowing
- Conference room layouts
- Reminder not to touch the face, nose, and mouth

The *Campus Safety Protocols* are in place to protect everyone. Anyone not adhering to the *Campus Safety Protocols* can/may be disciplined or required to leave a Campus with pre-approval of the Dean. The COVID Supervisors in each Campus are responsible to monitor *Campus Safety Protocols*. We appreciate your partnership in complying with *Campus Safety Protocols*.

## Definitions As Defined By Oakland Schools

- **Face Coverings:** A facial covering is cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and may be factory-made or made by hand.
- **Medical Intolerance of Facial Covering:** Students, Parents and Invitees who should not wear facial coverings include the following:
  - Children younger than 2 years old
  - Anyone who has trouble breathing
  - Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
- Oakland Schools requires documentation from a medical professional in the same manner as other types of accommodations.

## Signature of Student and Parent

I and my student understand the contents and agree to abide by the *Oakland Schools Technical Campuses COVID-19 Safety Protocols*. I and my student further understand that violation of the Oakland Schools Technical Campuses COVID-19 Safety Protocols may result in disciplinary actions as outlined in the *Oakland Schools Student Code of Conduct*.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

**If student is a minor:**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date

## Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://www.mistartmap.info/>

[https://www.michigan.gov/documents/whitmer/MI\\_SAFE\\_START\\_PLAN\\_689875\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

[https://www.michigan.gov/documents/whitmer/MI\\_Safe\\_Schools\\_Roadmap\\_FINAL\\_695392\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf)

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