



**Uplift Michigan Online School's
Workplace Preparedness District Plan
2020-21**

Symptoms of Covid-19: fever, cough, shortness of breath, loss of taste, sore throat, gastrointestinal issues

Exposure: symptoms can show in as little as 2 days and as long as 14 days

Employee Risk Classification: Low Risk – employees who do not frequently and/or closely interact with the general public and maintain social distancing (six (6) feet) from coworkers.

Medium Risk – Employees who frequently and/or closely interact with the general public or coworkers in confined spaces.

In accordance with Executive order 2020-70, Summit Management Consulting institutes this COVID-19 Preparedness and Response Plan.

Summit Management Consulting aims to protect its workforce by enacting all appropriate prevention efforts. Summit Management Consulting is continually monitoring guidance from local, state, and federal health officials and implementing workplace and plan modifications where appropriate.

As the COVID-19 situation evolves, the EO's and CDC guidance will be periodically updated. Debby Wilton, Danielle Shannon and Gina Miller will be responsible for visiting the EO webpage and CDC guidance webpage regularly. The EO's are found at:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html. The CDC guidance documents are found at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>.

Summit Management Consulting has designated one or more supervisors to implement, monitor and report on the COVID-19 strategies developed in this plan. The supervisors are Debby Wilton and Danielle Shannon..

Employees with questions should contact Human Resources at 810-982-7210 ext. 3309 or hr@fromthesummit.com

1. Prevention Efforts and Workplace Controls



a. Cleanliness and Social Distancing

For those employees required to be in the buildings working on site, the company recommends the following safety measures and guidelines:

- Large gatherings are minimized whenever possible; staff meetings held via zoom or google meet when available;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees should try their best to maintain social distancing when entering and leaving work;
- Company may utilize flexible work hours, whenever and wherever possible, to limit the number of employees simultaneously working on-site;
- Employee interactions with parents and outside vendors should be kept to phone calls or zoom meetings when possible. When not possible, maintain a 6-foot distance;
- Non-essential travel is postponed or cancelled.

Summit Management Consulting will be providing employees with, at minimum, non-medical grade face coverings.

In addition, Summit Management Consulting is instituting the following cleanliness measures:

- Facilities will be cleaned daily, should you become aware of a possible exposure from a student, please notify your immediate supervisor so that deep cleaning measures can be instituted.
- Where available, providing hand sanitizer in high-traffic areas.
- Gloves will be provided to our food service and maintenance staffs.
- Installation of an IWAVE-C air ionizer that will eliminate almost all airborne viruses.

Employees are expected to help minimize COVID-19 exposure by:

- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer, especially when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;



- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Summit Management Consulting's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID 19 symptoms
- Reporting COVID 19 symptoms to HR as soon as possible along with a listing of employees in contact with for the prior 48 hours and
- Complying with self-isolation and/or quarantine orders.

b. Supplemental measure upon notification of employee's COVID-19 diagnosis and/or symptoms

An employee with a COVID 19 diagnosis or who displays symptoms consistent with COVID 19 must be immediately removed from the workplace.

In response to a confirmed diagnosis or display of COVID 19 symptoms Summit Management Consulting:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's work area/classroom, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the workplace for at least 14 days; however, should these exposed employees later develop COVID 19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, as defined below.

Summit Management Consulting will complete OSHA Form 300, as well as Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g. medical treatment or days away from work) is met.



c. Worker Exposure Classification

Employees will be classified as either lower risk by the Occupational Safety and Health Administration guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers. Should an employee in the category have an exposure, no additional controls are recommended or required by OSHA at this time.

Employees classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public. Given this classification, Summit Management Consulting will provide the following controls in addition to the above summarized prevention efforts: Installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

2. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employee's protected characteristics, as defined by local, state and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separated from employees' personnel documentation.

a. Employees' Self-Monitoring

The following employees should not report to work and, upon notification to Summit Management Consulting, may be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as: fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person or persons having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of



breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return to work requirements defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Summit Management Consulting screens employees on a daily basis.

Employees are asked the following questions before entering work:

1. Employees will be asked to fill out the following questionnaire each day. Are you currently suffering from any of the following symptoms: fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including: nausea, diarrhea and vomiting?
 - a. Employees can either take their own temperatures at home in the morning and self-report their temperature via email or note on the HR Director's door. Where unable to self-report, if a touchless thermometer is available, temperature checks are performed.
 - b. If the answer to the above is yes, employee will be advised to go home and self-isolate/self-quarantine at home, until the employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, employee should not be at work and is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you traveled via airplane internationally or domestically in the last 14 days?
 - a. If yes, employee will be asked to go home and self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms while at work, must report their symptoms to their immediate supervisor and/or Human Resources.

b. Return to Work Requirements



Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swap specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 7 days have passed since the symptoms first appeared.

Employees who came into close contact with, or live with and individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider, given the current stressors on the healthcare system, Summit Management Consulting may accept written statements from employees confirming all the factors supporting their release.

4. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Employees may be eligible for paid and/or unpaid leaves of absence.

Employees may be permitted to utilize available paid time off provided under Summit Management Consulting's policy concurrently with or to supplement any approved leave.



a. FFCRA



Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (EPSLA), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or Local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3 above is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6 above is paid at a rate equivalent to two-thirds of and employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve (12) weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two (2) weeks of leave, which concurrently with the EPSLA leave, may be unpaid; the remained ten (10) weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

b. Executive Order 2020-36



Employees who required leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted to return to work.

c. FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member, COVID-19 may constitute a serious health condition where “complications arise.”

Summit Management Consulting is mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Summit Management Consulting engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

5. Plan Updates and Expiration

This plan responds to the COVID-19 outbreak. As this pandemic continues and/or progresses, Summit Management Consulting will update this plan accordingly.

This plan will expire upon conclusion of its need, as determined by Summit Management Consulting, and in accordance with Federal, State and Local health officials.

6. Recordkeeping

Summit Management Consulting will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any co-workers, contractors or suppliers who may have come into contact with the person



who was the confirmed case of COVID-19. HIPPA compliance will be adhered to in all cases.

Gina Miller will ensure that records are kept.



Self-Reporting sheet

Date: _____

Name: _____

Temperature: _____

Have you traveled domestically in the last 14 days: _____

Have you traveled internationally in the last 14 days: _____

Are you experiencing any of the symptoms of COVID: fever, sore throat, cough, shortness of breath, loss of taste, gastrointestinal issues: _____