



Hamadeh Educational Services (HES) & Universal Learning Academy (ULA)

COVID-19 Workplace Safety Plan

2020-2021

Table of Contents

Hamadeh Educational Services (HES) &	1
Universal Learning Academy (ULA)	1
COVID-19 Workplace Safety Plan.....	1
2020-2021	1
Introduction.....	4
COVID-19 Workplace Safety Plan.....	5
Scope & Application.....	6
COVID-19: Defined and Characteristics	6
What is COVID-19?	6
How is COVID-19 Spread?	6
Close Contact	7
Medium Exposure Risk: Jobs & Duties.....	7
COVID-19 Prevention and Administrative/Work Practice Controls.....	9
HES & ULA COVID-19 Workplace Safeguards	10
Medium Exposure Risk – Employees.....	10
<i>Hamadeh Educational Services (HES)</i>	10
<i>Supervisors</i>	10
<i>Training</i>	10
Health Surveillance for all Employees & Visitors.....	11
<i>Screening</i>	11
<i>COVID-19 Visitor Screening Tool</i>	13
<i>Employees Self-Screening</i>	13
<i>Contractor Screening</i>	14
<i>Non-employee Screening</i>	14
<i>Documentation / Records</i>	14
<i>Social Distancing</i>	14
<i>Personal Hygiene</i>	15
<i>Entry/Offices/Classrooms</i>	16
Engineering Controls	16
Facilities	16
<i>Busing and Transportation</i>	19
<i>Signage</i>	20
<i>Cleaning</i>	20

<i>Monitoring</i>	21
<i>Record Keeping.....</i>	21
COVID-19 Employee Suspected Cases.....	22
COVID-19 Employee Confirmed Cases.....	23
General/Conclusion.....	24

Introduction

Universal Learning Academy (ULA) is a Pre-K through 12 public school academy that is authorized by Bay Mills Community College and is managed by Hamadeh Educational Services (HES). The Academy currently operates its building in the City of Westland at: 28015 Joy Road, Westland, MI 48185

With 23 years in the lives of its students, Hamadeh educational Services (HES) has graduated about 1500 students, awarded over \$700,000 in scholarships to graduates since 2004. HES has been annually providing about 3300 students with outstanding quality education with a focus on the Michigan Common Core Curriculum, International Standards, foreign language (Arabic) and cultural teachings within a safe environment that is conducive to learning. HES set its direction for the next decade to continue to provide Universal Learning Academy (ULA) and its sister schools, a world-class education to meet the changing needs of its students; while instilling the necessary academic knowledge and skills together with the Four HES Pillars – Scholarship, Character, Culture, and Community and stressing the value of being human, having a heart and soul in all that we do.

The mission of Universal Learning Academy is to provide its students with quality education that focuses on the Michigan core curriculum and international cultures, including the study of a language, culture and history different from one's own.

The Academy shall provide an education that will enable the various ethnic traditions, values, and experiences of student to enrich and nurture one another. Moreover, the Academy shall provide an education of the whole child by integrating the different aspects of children's learning and lives to make them more meaningful. The Academy will prepare its students to be independent, lifelong learners and a productive working members of a global society though acquired diverse knowledge, experiences and skills.

The Academy shall provide an environment that encourages students to become upright responsible decision-makers, reflective of equity, respect and understanding, maximizing each individual's intellectual, physical, psychological and moral self by utilizing a unique safe and orderly environment that is conducive to learning to meet the challenges of this ever-changing world.

In support of this vision, ULA embraces as its mission:

- To provide a well-rounded education based on the Michigan Core Curriculum and the study of international cultures, with a special focus on the Arabic language.
- To inspire and educate students and instill them with the values of equity, respect, and understanding.
- To celebrate diversity, welcoming students from all backgrounds and cultures and encouraging cross-cultural learning.
- To employ professional, certified staff who are experienced, qualified, and committed to their students.

- To operate state-of-the-art learning facilities that foster a safe, innovative, world-class educational experience.

COVID-19 Workplace Safety Plan

The following COVID-19 preparedness & response plan has been established for Hamadeh Educational Services (HES) & Universal Learning Academy (ULA) in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

Hamadeh Educational Services (HES) in associations with Universal Learning Academy (ULA) is committed to providing a safe and healthy workplace for all of our employees. To ensure we have a safe and healthy workplace, HES and ULA has developed the following COVID-19 Workplace Safety Plan and COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All HES employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. A copy of this plan will be made readily available to employees and public via the Academy's website at www.ulapsa.org

The Academy's COVID-19 Preparedness and Response Plan follows Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services, and Wayne County Public Health Division guidelines related to COVID-19

The principal and/or a designee will implement, monitor and report on the COVID-19 control strategies. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. HES managers and supervisors have our full support in enforcing the provisions of this plan. Our workers are our most important assets.

Hamadeh Educational Services (HES) in associations with Universal Learning Academy (ULA) is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan and Workplace Safety Plan. We have involved our workers in this process by surveying employees on thoughts about whether they will feel safe returning to work for the Fall of 2020 and their personal suggestions about what they would like to see happen instructionally.

The Academy's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Michigan, available at the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap at https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf.

Scope & Application

The plan addresses:

1. All employees at Hamadeh Education Services and Universal Learning Academy
2. Ensuring sick workers stay home and prompt identification and isolation of sick persons
3. Social distancing – workers must be at least six-feet apart
4. Worker hygiene and source controls, including face coverings
5. Workplace building and ventilation protocol
6. Workplace cleaning and disinfection protocol
7. Drop-off, pick-up and delivery practices and protocol
8. Communications and training practices and protocol
9. Protections and protocols for vendors, guests, and visitors
10. Protections and protocols for face coverings and personal protective equipment (PPE)
11. Protections and protocol for access and assignment
12. Protections and protocol for sanitation and hygiene

COVID-19: Defined and Characteristics

What is COVID-19?

COVID-19 means coronavirus disease of 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death. The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults. Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath. According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus. Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to

COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

Close Contact

Close contact means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.

Medium Exposure Risk: Jobs & Duties

Job Title	Job Duty	Onsite/Remote
Teachers	Teach the State curriculum to students, lesson planning, assessing students on learning standards, communicate with parents and students on progress, conferences, checking and answering emails, hold small group sessions, etc..	<i>Remote</i>
Paraprofessionals/Substitutes	Assisting teachers teach the State curriculum to students, lesson planning, assessing students on learning standards, communicate with parents and students on progress, conferences, checking and answering emails, hold small group sessions, etc...	<i>Remote</i>
Social Work/Counselors	Address student concerns, hold individually student meetings (remotely), complete individual educational plan per student, help with student assessment, ensure educational development plan is followed, etc..	<i>Remote</i>
Building Maintenance and Custodial	Maintenance of building on a daily basis both: custodial and maintenance, inside and outside, maintain all athletic fields and parking lots, check all systems to ensure they are properly functioning (e.g., fire system, boilers, kitchen, alarms), etc.	<i>Onsite</i>
Food Service	Continue federal lunch program during remote learning. Will prepare breakfast and lunch throughout the week to pass out to families and community members “in a grab and go” style to pick up every Friday of each school week, etc...	<i>Onsite</i>
Nurse Aides	Identifying and working with local health department on families and staff with COVID-19, updated policy as it relates to COVID-19, addressing parent concerns in relations to health and well-being, administer temperature check, screening forms as	<i>Onsite/remote</i>

	needed, assist food service department with creating and distributing meals, maintaining and distributing PPE supplies, help with distribution of chromebooks, etc...	
Instructional School Administration	Support the ongoing operation of the school building and instruction. Answering phone calls, holding remote staff meetings attending remote teacher sessions, mail, filling staff records and student, documentation in reference to staffing and students, maintaining staff and student records, receiving deliveries, information requests, addressing concerns from staff, students, and parents, state and local assessments (both onsite and remote), ordering, receiving and organizing testing materials, staff evaluations, use of available equipment and resources that could not be available otherwise from home, addressing discipline concerns, provide support with completing student contracts, translation, monitor student attendance, etc...	<i>Onsite/remote</i>
Office Manager/ Administrative Assistants	Maintaining student enrollment, preparing and maintaining audit, reporting and compliance documentation, Answering phone calls, mail, filling of student records, documentation, maintaining CA60s per student, processing purchase orders and receiving deliveries, information requests, etc...	<i>Onsite/remote</i>
Human Resources	Answering phone calls for perspective staff, holding remote interviews, attending remote job fairs, mail, filling staff records, documentation in reference to staffing, maintaining staff records, receiving deliveries, information requests, issuing contracts to staff, addressing concerns from staff, etc...	<i>Onsite/remote</i>
Accounting	Accounts payable and receivable, Answering phone calls, mail, filling checks, school financial audit preparations, documentation, maintaining account balances, receiving deliveries, information requests, issuing payroll and checks, etc...	<i>Onsite/remote</i>
Technology Department	Address ongoing Chromebook/laptops concerns, student emails, maintain Chromebooks/laptops, maintain laptops for	<i>Onsite/remote</i>

	teachers, provide technical support both in person and remotely, troubleshooting, distribute Chromebook/laptops to students and staff, etc...	
--	---	--

**Some job titles are 100% remote and others are both onsite and remote, there will be times within the school year where staff who are remote are asked to come onsite for the following reasons:

1. Local standardized assessments
2. Authorizer standardized assessments
3. State standardized assessments
4. Federal, state and authorizer audits
5. Supporting student needs
6. Supporting staff needs

COVID-19 Prevention and Administrative/Work Practice Controls

- ✚ Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- ✚ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ✚ Avoid touching your eyes, nose, or mouth with unwashed hands. • Avoid close contact with people who are sick.
- ✚ Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—**DO NOT GO TO WORK.**
- ✚ Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. General Job Site / Office Practices
- ✚ Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface
- ✚ Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use
- ✚ Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the jobsite where possible. o Employees should regularly do the same in their assigned work areas
- ✚ Clean shared spaces such as trailers and break/lunchrooms at least once per day.
- ✚ Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- ✚ Avoid sharing resources with co-workers if it can be avoided. If not, disinfect before and after each use

HES & ULA COVID-19 Workplace Safeguards

Medium Exposure Risk – Employees

All employees of Hamadeh Educational Services and Universal Learning Academy are categorized under the “medium exposure risk” category. This means that job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with people who may be infected with SARS-Co V-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have contact with the general public (e.g., staff, students, parents, and community members).

Hamadeh Educational Services (HES): will continue to evaluate routinely and reasonably anticipated task and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARS-Co V-2.

Supervisors. Employees shall notify their supervisor of any concerns regarding COVID-19. This may include the need for PPE, cleaning, confirmed cases and other areas. If an individual’s direct supervisor is not on site, employees shall contact another supervisor/administrator.

Training. All HES employees are required to complete Safe Schools training, which will be provided to them by their supervisors from HES staff) in the following areas:

- 🚧 Personal Protective Equipment (PPE)
- 🚧 Coronavirus Awareness
- 🚧 CDC Guidelines for Making & Using Cloth Face Coverings

Communications and training practices and protocol for the COVID-19 Preparedness Plan and Workplace Safety plan will be communicated via professional development to all HES employees (virtually and/or in person training, with social distancing measures in place). A copy of the meeting minutes from the training will be provided to staff via email to reflect on in the event they need clarification or reference to certain things. Additional communication and training will be ongoing and on a needs basis.

Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment. Instructions will be communicated to all workers, including employees, temporary workers, staffing, independent contractors, subcontractors, and vendors

Training will include (but not limited to):

1. COVID-19 & SARS-Co V-2 (In English)
2. CDC/State Guidelines
3. Social distancing protocols and practices
4. Workplace infection-control practices & suspected/confirmed cases of COVID-19
5. Employees and vendors and their responsibilities
6. Practice etiquette (PPE, cleaning & hygiene)
7. Requirements regarding the use of face-coverings and/or face-shields by workers.

8. All employees will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.
9. If and when changes are made, all employees will be provided notice of these changes and training on the updates.
10. How to report unsafe working conditions

Health Surveillance for all Employees & Visitors

Screening. Anyone entering the Academy building or worksite must complete screening upon or just prior to entering. Signs will be posted on entry doors.

Below is the form that will be used: *Figure 1-1*

**SCHOOL BUILDING:**

- ☐ Star International Academy
☐ SIA-H ☐ SIA-G ☐ SIA-C ☐ Support Center
☐ Universal Academy
☐ Universal Learning Academy
☐ Noor International Academy

COVID-19 Essential Workplace Screening Form

This Screening Protocol is a component of the Academy's Continuity of Learning and COVID-19 Preparedness and Response Plan pursuant to the Governor's Executive Orders. This form must be completed each day that an individual enters the Academy. All questions/fields are required and must be completed.

Name: _____ Date: _____

Position: _____ Building Visiting: _____

Reason for Entry: _____

Current Temperature: ☐ 100.4 F or higher or ☐ 100.3 F or lower

1. In the past 24 hours, have you experienced any of the symptoms: (*Fever; Continuous Cough; Shortness of Breath; Loss of Taste or Smell.*)
☐ Yes or ☐ No
2. In the past 14 days have you been exposed to a person with COVID-19: (*An immediate family member or member of your household has tested positive for or exhibited symptoms of COVID-19; or you were notified by a public health official that you were in close contact with someone testing positive for COVID-19*)
☐ Yes or ☐ No
3. In the past 14 days, have you experienced TWO or more of the following symptoms: (*Chills; Unexplained Muscle Pains; Sore Throat; Headache*)
☐ Yes or ☐ No
4. Have you travelled internationally, including by vehicle, plane or cruise ship, within the last 14 days?
☐ Yes or ☐ No (**If an individual has answered YES to Question 4, they must be excluded from the building for 14 days from the return date of travel.**)
5. If you answered yes to any of the questions above or your temperature is 100.4 F or higher it is considered a suspected case of COVID-19.
 - If you qualify as a suspected case as described above or your temperature is 100.4° F or higher, you will not be permitted to enter the premises. Immediately notify your Supervisor and contact Human Resources. Self-isolate at home and seek immediate medical care and advice.
 - If quarantined, by a public health official, remain so until released by the public health official otherwise, remain home until cleared to work by a licensed medical professional.
6. If you answered "No" to all of the above, please check and sign below prior to entering.
☒ I will wear a face covering while in any public spaces when unable to social distance

While in the building, all individuals must adhere to proper social distancing (keep 6 feet apart to maximum extent possible, wear a face covering, and following any other protocol and mitigation measures of the Academy.)

Signature (Employee/Visitor): _____ Date: _____

COVID-19 Visitor Screening Tool

See figure 1-1

Visitors safety action plan in accordance to CDC guidelines, the below terms and screening form guidelines. Parents and/or visitors are not permitted in the building except as may be scheduled by an authorized administrator as follows:

- ✚ All visitors must be cleared by the Principal or Superintendent or their designee to access the school building.
- ✚ All visitors must check their temperature and fill out necessary paper work required by the Academy and/or HES including an online daily **COVID-19 Visitor Screening Tool** before they may be allowed to enter the building at which they are authorized to report.
- ✚ The designated administrator must check the completion of the online daily **COVID-19 Visitor Screening Tool** on daily basis to ensure clearance to be in the building before entering the building.
- ✚ All visitors **MUST** observe social distancing by staying at least 6 feet apart, preferable at least 10 feet apart from one another No exceptions.
- ✚ All visitors will wear masks when performing duties and while in the building.
- ✚ All visitors **MUST** have face masks at all times and it is recommended to wear gloves while in the building.
- ✚ All visitors **MUST** report any flu like symptoms like chills, body aches, dry cough, fever, diarrhea, vomiting, loss of taste, headache, difficulty breathing, runny nose, and/or sore throat to building principal, nurse aide and designated administrator as soon as possible. The staff administrator must promptly report the incident to the principal and HR@hesedu.com.
- ✚ Visitors who are experiencing symptoms of COVID-19 or who are residing with someone of who have been exposed to someone who is COVID-19 positive may not report to the building, must stay home to quarantine or self-isolate for 14 consecutive days. It is recommended that you report to your company supervisor and consult your primary health care provider for further medical advisement and care.

The forms are also found electronically at:

Universal Learning Academy

[Bit.ly/screeningformula](https://bit.ly/screeningformula)

Employees Self-Screening must be completed each day that an employee enters a worksite.

- Use the online hyperlinks above to complete a daily online screening form.

Screening Questions

Include the following questions:

- Do you have a fever (Greater than 100.4)?
- Do you have a new or worsening cough?
- Do you have shortness of breath / difficulty breathing?
- Do you have a runny nose or congestion?

- Do you have body aches and / or tiredness?
- Do you have vomiting and / or diarrhea?
- Do you have a new loss of smell or taste?
- If the answer is “yes” to any of the questions listed above, stay home and consult your primary care physician. If a doctor determines that your symptoms are due to another diagnosis, or COVID-19 is ruled out, you may enter the school after being fever-free for 24 hours without the use of fever reducing medications)

The screening questions also includes the following:

- Have you traveled out of the US in the last 14 days?
- If the answer is “yes” to either of these questions, you must stay home to quarantine for 14 days since last contact or return to the US

Contractor Screening

- ✚ Contractors and sub-contractors working at the Academy are required to be screened by their employer prior to entering the Academy
- ✚ Contractors shall keep a record of their screenings
- ✚ Contractors shall provide their employees with proper PPE, including face coverings
- ✚ Contractors shall be required to follow the Academy’s guidelines for face coverings

Non-employee Screening

- ✚ Any non-HES employees or contractor entering a building should be provided the screening questions by a HES employee
- ✚ Screening questions will be provided to them
- ✚ Screening questions listed above (see screening form on page 5-6)
- ✚ Guests without appointments can be screened by front desk staff if there are concerns
- ✚ Guests with appointments should be screened prior to entering the site by an HES employee they are meeting
- ✚ Non-employees shall provide their own PPE, including face coverings
- ✚ Non-employees shall follow of the Academy’s guidelines for wearing face coverings or they can be denied entry

Documentation / Records. Self-screening questionnaires require employees to submit health information and should be maintained in a separate, confidential file with access restricted.

Social Distancing. All employees on the worksite premises MUST, to the maximum extent possible, practice social distancing and remain six feet apart.

Face coverings & Social Distancing

- ✚ Facial Coverings MUST ALWAYS be worn by staff except during meals.
- ✚ Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- ✚ Facial coverings must be washed daily. Disposable coverings must be disposed of at the end of each day.

- ✚ Staff who cannot medically tolerate a facial covering, are not required to wear one. Any staff that is incapacitated or unable to remove the facial covering without assistance, is not required to wear a facial covering. A doctor's note from the health provider must be submitted to HR if you could not wear a mask.
- ✚ The academy will cooperate with the local public health department if confirmed COVID-19 case is identified.
- ✚ Staff will observe social distancing by staying at least 6 feet apart, preferable at least 10 feet apart from one another. No exceptions.
- ✚ Employees will not accept visitors within the school building. This means that friends and family will not be allowed inside the school except in cases of emergencies as decided by the Principal and/or Superintendent. These conditions are less than ideal; however, we must all do our part to ensure the safety of ourselves and our community.
- ✚ Wash your hands with soap and water more often, after restroom use and before and after meals for at least 20 seconds.
- ✚ All food service and support staff must wash hands for 20 seconds before and after handing food. All food service and staff must use gloves before handling any food items.
- ✚ There are many additional guidelines, requirements, strongly recommended and recommended procedures to follow for Phase 4.
- ✚ Staff or individuals with current temperature of 100.4 degrees or more may not report to work nor enter any of the school buildings until cleared by your health care provider.
- ✚ Staff or individuals who are experiencing symptoms of COVID-19, or are residing with someone with symptoms, or have been exposed to someone who is COVID-19 positive may not report to work.
- ✚ If you were notified by a public health official that you were in close contact with someone testing positive for COVID-19, you must stay home to quarantine or self-isolate for 14 consecutive days. It is recommended that you consult your primary health care provider for further medical advisement and care.
- ✚ All individuals including staff who report to the building must report any flu like symptoms like chills, body aches, dry cough, fever, diarrhea, vomiting, loss of taste, headache, difficulty breathing, runny nose, and/or sore throat to building principal, nurse aide and supervisor as soon as possible. The supervisor and/or nurse aid or lead must promptly report the incident to HR@hesedu.com.
- ✚ Stay informed and pay attention to trusted health resources such as the [World Health Organization](#), [Centers for Disease Control \(CDC\)](#), and your local health authorities.
- ✚ Employees shall notify a supervisor of any need for PPE
- ✚ Employees shall notify a supervisor of any unsafe condition

Personal Hygiene

- ✚ Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled

- ✚ Avoid touching your eyes, nose, or mouth with unwashed hands
- ✚ Practice good respiratory etiquette, including covering coughs and sneezes
- ✚ Avoid close contact with people who are sick
- ✚ HES and ULA urges all employees who are sick to **STAY HOME.**

Entry/Offices/Classrooms

- Employees may enter the Academy building from various entry points. This will reduce congestions at the main entrances
- The Academy has provided visual indicators of appropriate spacing for employees throughout the building
- To reduced congestion upon the entry doorways, the Academy has purchased a non-contact thermal temperature system that detects an employee's temperature upon walking into the building within seconds. This will allow the flow of traffic to move at a much faster rate.
- Employees are prohibited from gathering and meetings that do not allow for social distancing or create unnecessary movement and must comply with policies and procedures COVID-19 Preparedness Plan and COVID-19 Workplace Safety Plan.
- Employees are required to wipe down their desks, whiteboards, and smartboard at least twice a day using disinfecting supplies.
- The Academy has posted signs through the building on the importance of personal hygiene (*see page 14 of this document*).
- The Academy's custodial team has created cleaning protocols when employees are sent home and/or at the end of each business day (*see page 12-15 of this document*).
- All non-essential visitors and non-essential travel, including but limited to in-person conferences, will be suspended.
- The Academy's main office has Plexiglas shields installed to create an additional barrier of protection for employees.



Engineering Controls

Facilities

Essential Workers, food service, custodial/janitorial service safety action plan in accordance to CDC guidelines, the below terms and screening form guidelines. A tentative cleaning schedule

will be created for the food service to prepare and serve the meals and janitorial team for the building cleaning and maintenance.

- ✚ All employees and contractors (Essential Workers), food service, custodial and janitorial services must be cleared by HES-HR to access the school building.
- ✚ All Essential Workers, food service, custodial and janitorial staff will be trained on CDC and the Academy and HES guidelines prior to handling meals.
- ✚ All Essential Workers, custodial and janitorial staff **MUST** have face masks at all times and wear gloves while cleaning in the building.
- ✚ All staff must wash hands for 20 seconds at least every two hours and before and after handling food.
- ✚ All Essential Workers, food service, custodial and janitorial staff must check their temperature and fill out necessary paper work required by the Academy and/or HES including an online daily **COVID-19 Essential Workplace Screening Tool** before they may be allowed to enter the building at which they are authorized to report.
- ✚ The supervisor and/or designated administrator must check the completion of the online daily **COVID-19 Essential Workplace Screening Tool** on daily basis to ensure clearance of staff to be in the building before entering the building. The supervisor(s) must also complete the same form and follow the same process and report to their supervisor and/or HR.
- ✚ All Essential Workers, food service, custodial and janitorial staff **MUST** observe social distancing by staying at least 6 feet apart, preferable at least 10 feet apart from one another. No exceptions. All Essential Workers, food service, custodial and janitorial staff **MUST** report any flu like symptoms like chills, body aches, dry cough, fever, diarrhea, vomiting, loss of taste, headache, difficulty breathing, runny nose, and/or sore throat to building principal, nurse aide and supervisor as soon as possible. The supervisor and/or nurse aid or lead must promptly report the incident to HR@hesedu.com.
- ✚ Staff who are experiencing symptoms of COVID-19 or who are residing with someone of who have been exposed to someone who is COVID-19 positive may not report to work, must stay home to quarantine or self-isolate for 14 consecutive days. It is recommended that you consult your primary health care provider for further medical advisement and care.
- ✚ The Academy will allow facial coverings to be homemade or disposable level-one (basic). Any staff member who cannot medically tolerate a facial covering will not have to wear a mask. However, documentation will need to be provided by the staff member from a doctor to excuse them from wearing a mask. Any staff member that is incapacitated or unable to remove the facial covering without assistance, will not be required to wear a facial covering.
- ✚ All staff should wash their homemade facial coverings daily. All disposable facial coverings that are used will be disposed at the end of each day.

The Academy's Director of Facilities will ensure the following prior to re-opening the school:

- ✚ Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces will be cleaned several times a day (e.g., door handles).

- ✚ Will convene with the custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection
- ✚ Custodial staff has been and will continue to deep clean over the summer.
- ✚ Provide the school leader with an outline on: how many classrooms, class size, additional rooms/offices, and ventilation to plan accordingly for student return.
- ✚ Check HVAC systems at the building to ensure that they are running efficiently.
- ✚ Air filters should be changed regularly.
- ✚ Will distribute wastebaskets, and provide CDC-approved disinfecting wipes to every office and or classroom so that these materials can be used upon entry and exit into any discrete location.
- ✚ Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
- ✚ Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties
- ✚ A walk-through (building, classrooms, offices, etc..) will be conducted by the Director of Facilities, Assistant Superintendent and principal prior to school opening to ensure the Academy has met all guidelines as highlighted in the plan

All purchased materials for cleaning and PPE purposes will be inventoried and audited on a regular basis (see below sample). HES will:

- Provide employees with the types of personal protective equipment for protection from COVID-19 and SARS-Co V-2. HES will continue to follow all current CDC and OSHA guidance for PPE.
- Ensure that all PPE is properly fitted and worn, used consistently by all employees, regular inspected, maintained and replaced when needed. All PPE equipment will be inventoried and stored to avoid contamination of self, others, or the work environment

The Director of Facilities with the custodial team will work collectively to maintain the Academy and ensure it is in good working condition in the event we move to phase 4-6.

All school cleaning and disinfection protocols will follow CDC guidelines and CDC School Decision Tree. The Academy has, and will continue, to work with the ISD, to get support and cleaning/disinfection supplies. The Academy team will begin to advocate and coordinate with the Local Emergency Management Program for support and supplies as well.

Star International Academy – Hass	
Product	Quantity
Bleach	18 Cases
24" Mop Heads	50 Each
Urinal Screens	60 Each
Air Freshener Spray	48 Each
13" Pads	12 boxes
Wax Liners	6 Boxes
Gloves (M)	3 Cases
Gloves (L)	3 Cases
Hand Soap	24 Cases
Mr. Jinx	12 cans
Toilet Paper	72 Cases
Hand Towels	80 Cases
40"x48" Garbage Bags	54 Boxes
24"x32" Garbage Bags	54 Boxes
Concept 915	0
Upset Vomit Remover	2 Case
Lysol Disinfectant Spray	50 Cans
Purell Hand Sanitizer	4 Boxes
Box of two	
Manufacturer's item number 13G691	
Purell 1 liter table top advance hand sanitizer Bottle	10 Bottles

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product

Workplace building and ventilation protocol operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained.

Busing and Transportation

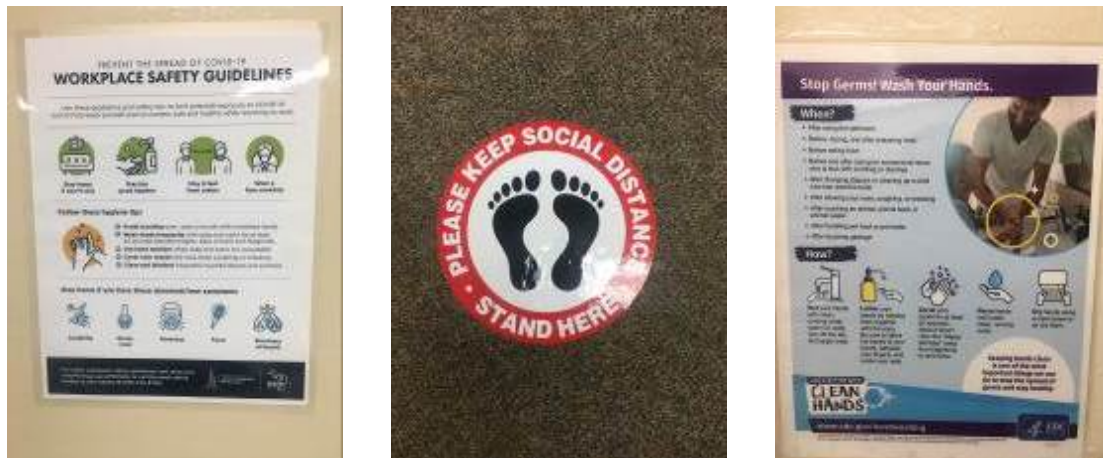
The Academy does not offer busing for students in terms of bringing students to and from school. The Academy does own buses that are used for field trips and extra-curricular activities.

In the event a school bus is used for outdoor field trips and extra-curricular activities, the following will take place:

1. The Academy will require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
2. The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
3. The Academy will ensure the bus is cleaned and disinfected before and after every transit route. Students will not be present when a vehicle is being cleaned.
4. The Academy will ensure that the bus is clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to field trips and after. During the cleaning process, weather permitting, the Academy will ensure that the bus doors and windows are open (where not permanently locked by the manufacturer) to ensure the bus airs out.

Signage

The Academy has placed several posters and flyers in the language common in the employee population that encourages staying at home when sick, cough, sneeze etiquette, and proper hand hygiene practices. Please see below examples:



Cleaning

- ✚ The Academy's Director of Facilities shall be notified when buildings are occupied outside of normal operations so cleaning can be conducted.
- ✚ Contracted cleaning personnel will be directed to clean on high touch surfaces, and shared equipment.
- ✚ Additional cleaning supplies for the worksite can be requested by an employee
- ✚ If an employee is confirmed with COVID-19, additional cleaning of areas that may have been affected will continue for 14 days
- ✚ Adequate cleaning schedules should be created and implemented for all athletic facilities.
- ✚ Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (benches, weight equipment, bathrooms, athletic training room tables, etc.).
- ✚ Individuals should wash their hands for a minimum of 20 seconds with warm water and soap or hand sanitizer before touching any surfaces or participating in workouts.
- ✚ Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- ✚ Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.
- ✚ Any equipment such as athletic pads, etc., having holes with exposed foam should be covered.

- ✚ Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.
- ✚ All manufacturing instructions for the use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment) will be followed.

Workplace cleaning and disinfection protocol include regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Monitoring

Academy supervisors are expected to monitor how effective the program has been implemented and any gaps that may need to be addressed. Supervisors must ensure that all policies and procedures laid out in the COVID-19 Preparedness Plan and Workplace Safety Plan are being followed.

All employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. The Academy's COVID-19 Preparedness Plan & Workplace Safety Plan has been board approved and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Academy administrators. Additional protections and protocols

Record Keeping

The Academy 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 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, record when 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.
4. All records will be maintained for 1 year from the time of generation.

The building principal will ensure that the records are kept.

COVID-19 Employee Suspected Cases

HES & the Academy has cooperated with the Wayne County Health Department regarding protocols for screening staff. The Academy will ensure the following:

1. Upon entering the school, employees, vendors, and or guests must have completed on the same day of entry a COVID-19 Essential Workplace Screening Tool. Employees will be temperature checked by a non-contact infrared temperature reading system
 - a. A school administrator will be present at each of the non-contact temperature reading system to ensure no employee has a fever.
 - b. In the event an employee has a fever they will be asked to leave the building.
2. In the event that an employee gets ill and have a fever, the nurse aid or designated administrator will bring the employee to the nurse aid office to get checked.
 - a. A quarantine/isolation room has been identified within the nurse aid office to hold all employees who become ill and have COVID-19 symptoms.
 - b. Employees in the quarantine room will be asked to wear a mask. Disposable protective gowns will be worn by the attending administrator or nurse aide while attending to the affected employee to inhibit the spread of the virus.
 - c. Employees will be asked to call home/significant other to come pick them up from the Academy to go home. It is also advised to check with their local health provider for possible contract of COVID-19.
 - d. Employees who have COVID-19 will be asked to stay home for a minimum of 14 days in quarantine, per the CDC guidelines. Employees will need medical clearance before returning to work. Employees need to email HR (hr@hesedu.com) the doctor's clearance and wait for HR to approve returning to work.
 - e. Whereas the general public (parents and staff) need to know, the Academy will communicate with the families when a COVID-19 case has been reported but will not disclose any identifiable information in protection of the students and staff privacy rights consistent with the Family Educational Rights and Privacy Act (FERPA) and the **Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.**
 - f. The Academy will work closely with the local Health Department and will work consistently with its requirements and CDC's requirements to prevent the spread of the communicable disease or virus.
 - g. The Academy Superintendent will have the flexibility to close a portion of the school building, grade level, grade section and/or the entire school building at any time the Superintendent believes that this would serve the best interests of the Academy stakeholders and to prevent the spread of the communicable disease or COVID-19.

The Academy will continue to mandate the daily screening form for any outside guest/parent/vendor that comes into the building. The forms are provided above at the beginning of this plan and mainly online, for employees separately and for visitors, a different form as per the following link(s) to facilitate a more efficient and safe process before checking in with the school Nurse Aide and/or Office administrator. This minimizes the interaction time between the

Nurse Aide and/or Office Administrator and employees. Paper form will only be used if necessary.

COVID-19 Employee Confirmed Cases

The Academy, in collaboration with the Wayne County Health Department has worked to implement proper protocols for screening for employees. The Academy will continue to cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individuals from two days before the employee(s) show symptoms to the time when they were last present at work.

The Academy principal or identified personnel within the building will call the Wayne County Disease Control at (734) 727-7078 to notify of a confirmed COVID-19 case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Within 24 hours of learning of the known case, the Academy principal and/or identified personnel will notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.

Employees with confirmed cases of COVID-19 may return to work only after they are no longer infectious according to the latest guidelines from the CDC and they are cleared by the HR department.

As mentioned earlier the Academy has the following guidelines set in place for screening staff:

1. Upon entering the school, employees will be temperature checked by a non-contact temperature reading system.
 - a. A school administrator will be present at each of the non-contact temperature reading system to ensure no staff or student has a fever.
 - b. In the event an employee has a fever they will be asked to leave the building
2. In the event an employee gets ill and have a fever, the nurse aid will bring the employee to the nurse aid office to get checked.
 - a. A quarantine room has been identified within the nurse aid office to hold all employees who become ill and have COVID-19 symptoms.
 - b. Employees in the quarantine room will be asked to wear a mask
 - c. Employees will be asked to call home/significant other to come pick them up from the Academy to go home and get checked at their local doctor's office for COVID-19. If no one is available to pick them up, an emergency contact and or ambulance maybe called to come get the employee.
 - d. Employees who have COVID-19 will be asked to stay for a minimum of 14 days for quarantine, per the CDC guidelines. Staff/students will need medical clearance to come back to work/school.

General/Conclusion

- Hamadeh Educational Services (HES) will follow all Executive Orders that prohibit discharging, disciplining, or otherwise retaliating against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19
- It is mandatory for employees to use PPE and encourage frequent hand washing and or hand sanitizer throughout the day. PPE will be offered to any employee who needs them.
- Will restrict business-related travel for employees to essential travel only
- Laptops will be provided to facilitate remote work as may be needed to support the virtual continuity of teaching and learning.
- Hamadeh Educational Services (HES) will prohibit in-person work for employees to the extent that their work activities can feasibly be completed remotely.
- Will adopt additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community
- In the event workplace safety procedures are not being followed please contact your supervisor/building principal. Employees can file a complaint at Michigan.gov/MIOSHAcomplaint or contact MIOSHA at 855-SAFEC19 (855-723-3219)