



Michigan Career &  
Technical Institute

**MCTI SAFE START PLAN**

## PRIORITY OF HEALTH AND SAFETY

The purpose of this document is to provide staff with a general framework for the “rotating dial” approach for MCTI’s return to work process. Restrictions may be increased or lowered based upon the above MI Safe Plan and presenting data, rules, regulations, and guidance from various levels. The health, safety, and well-being of our students, partners, and staff remains paramount to MCTI.

The following SARS-CoV-2 Preparedness & Response Plan has been established in accordance with the requirements in Executive Order 2020-91 (EO) and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 referenced in the EO.

## MI SAFE START PHASES: THE “ROTATING DIAL” APPROACH OF REOPENING



If conditions worsen, we will rotate back to earlier phases and reintroduce greater restrictions consistent with the MI Safe Plan to protect the public, customers and staff.

## PHASES OF RETURN

MCTI will have a phased in approach for the return of staff and students. At this time, staff are encouraged to maintain efforts of telework to the fullest extent possible. Considerations may be made for those staff who commute from an area of high-density case reporting to a low-density case reporting area regarding their assigned work location. Regardless of staff commute, those offices located in a high-density case reporting area may maintain telework efforts consistent with the MI Safe Start Plan and local office needs. Despite regional approvals for re-opening at various levels, the agency and local office may determine a need to sustain telework and remote efforts.

MCTI must consider the whole state as to when a decision would be made to return students to the classroom. MCTI serves students from across the whole state of Michigan. The top five referral counties

are: Macomb, Oakland, Wayne, Kent and Genesee. These counties experienced a higher rate of COVID-19 cases than other counties.

MCTI will return to business operations in similar phases:

**Phase One-Two-Three** -Essential Staff Only-currently only our Maintenance, Fire and Safety and Administrative Support Staff are on campus.

**Phase Four**- Return of some staff-continued use of teleworking whenever possible, implementing the use of a flexible schedule, use of TEAMS for any meetings. Requesting the return of Domestic Service Aids return to campus to provide the necessary cleaning to maintain the building for Essential Staff and prepare for return of staff and students.

**Phase Five** -Return of Students and Staff to campus with safety precautions in place.

## EXPOSURE DETERMINATION

Now that Michigan has moved to Phase 4 Improving, remote learning will continue, and staff will continue to remote work where feasible. During this Phase 4 we are requesting to slowly bring back our staff in order to prepare for on campus learning starting 9/8/2020 This return will be dependent upon the presence and availability of Personal Protection Equipment (PPE) as required by OSHA:

“Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs.”

Per the guidance of OSHA: If PPE is not available, workers are to maintain telework and remote service delivery efforts until supplies are replenished and available.

Staff who are feeling ill are encouraged to not report to the office and are directed to their location protocols for reporting absences to their supervisor(s). Staff who report to campus and have observable symptoms or appear to be ill may be asked to conduct work from home and/or seek necessary medical attention if necessary.

Per OSHA’s Guidance on Preparing Workplaces for COVID-19, it appears that MCTI worker classifications and essential work functions typically fall into the following two categories:

- **Low Exposure Risk: When School Is Not In-Session**
  - Jobs that do not require contact with people known or suspected of being infected with coronavirus
  - No frequent close contact (within 6ft) with the general public
  - Minimal contact with co-workers
  
- **Medium Exposure Risk: When School Is In-Session:**
  - Jobs that require frequent and/or close contact (within 6 ft) with people who may be infected, but are not known or suspected COVID-19 patients
  - In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission

- In areas where there is ongoing community transmission, workers in this category may have contact with the general public (for example, schools, high-population-density work environments, high-volume retail settings)

Please be advised that MCTI has been provided autonomy to respond timely to circumstances as they arise. As we adjust, it is recommended that ongoing communication be maintained amongst staff, the management team, and the MCTI director.

At this time, MCTI does have sufficient amount of PPE for all staff to return. In addition, we have secured additional sanitizing tools and equipment. MCTI also uses in liquid ozone sprayers/cleaners which is 99% effective within one minute of application against COVID-19.

MCTI will require all community members to wear Masks or Face Shields in public areas and whenever social distancing is not possible.

## STAFF REPORTING

Staff will be responsible for completing the COVID-19 Workplace Health Screening Form prior to each shift by computer. The tool provides objective guidance to determine whether or not a staff member should stay home from work and/or seek medical care. Staff will follow the instructions to determine if it is necessary to self-isolate or seek medical care. Employee use this checklist fulfills the daily entry screening protocol.

Please Note: An employee may not be discharged in retaliation for filing a complaint, instituting a proceeding, testifying at a proceeding, or exercising a right concerning occupational safety and health. An employee may not be penalized in retaliation to refusing to engage in work that presents imminent danger. An employee may not be penalized in retaliation for participating in an inspection, investigation, or conference regarding occupational health and safety laws.

Staff who report symptoms of COVID-19 or test positive for COVID-19, whether they have been in the office or not, are to maintain existing reporting protocols per the email titled "Disclosure of COVID-19 test, exposure" sent March 16, 2020, by LEO Director Jeff Donofrio. In part the message reads:

...immediately notify their Human Resources Director (HRD) if they test positive or if anyone, they have had recent close personal contact with tests positive for COVID-19. The LEO Human Resource Director is Keri Lardie, and she can be contacted at 517-243-6205 or [lardiek@michigan.gov](mailto:lardiek@michigan.gov).

Staff are to follow directions and complete any status updates as requested. Staff are also expected to follow normal call-in procedures for any absence.

### COVID-19 Reporting

Any employee who is diagnosed with COVID-19 or exposed to anyone with COVID-19 or has information regarding a visitor or contractor diagnosed with COVID-19 must notify Keri Lardie (see above). Appendix D: Contact Information

The HRD is responsible for confidentially collecting:

- Worksite and workspace locations frequented by the employee, visitor, or contractor

- Date of diagnosis
- Date the diagnosed person was last at the worksite
- Names of employees, students and contractors who were exposed to a confirmed positive individual
- Vaccination status.

### COVID-19 On-Site Testing

The BD Veritor System for Rapid detection of SARS-COV-2 is designed to detect the presence or absence of SARS-COV-2 nucleocapsid proteins in respiratory samples from patients with signs and symptoms of infection who are suspected of COVID-19 by their healthcare provider, within the first 5 days of the onset of symptoms or who are asymptomatic and undergoing serial testing as described by the intended use. MCTI has been approved to offer COVID screening using the 15-minute rapid method described above.

### COVID-19 Communication

Upon receiving a report that an employee, contractor, or visitor has been diagnosed with COVID-19, the HRD will:

- Contact anyone the employee worked with in close contact to:
  - Notify them only that someone they worked with has been diagnosed with COVID-19.
  - The name of the person diagnosed is confidential and will not be shared
  - Quarantine status will be determined by LEO OHR Director, Keri Lardie.
    - Whenever feasible, the employee should be allowed to work from home
- Notify MCTI Administration of a positive case of COVID-19 with only:
  - The name of the facility the person worked in
  - The person's work area or another contact person who can help determine areas to be cleaned
  - The date the person was last in the facility

### MCTI Administration will:

- Administration will authorize Health Services to administer the COVID-19 test for staff and students that were in close contact with the infected individual.
- Arrange CDC-recommended cleaning and sanitation if the employee or student has been in the facility within the previous seven days
- Contact tracing will be directed by MCTI Administration and RNs.
- Send a notice to all employees assigned to the location that someone who works in the building has tested positive for COVID-19.

## **EXPOSURE CONTROLS**

### **Engineering Controls**

- High-efficiency air filters and increased ventilation rates to the extent possible by age of equipment.
- Keeping windows open whenever possible
- Physical barriers – clear plastic barriers & sneeze guards

- Installing desk shields for areas with public contact: Dorm Office, Reception, Business Office, Health Services, Retail Store, and ID station. Several portable shields are ordered and can be used wherever deemed necessary.
- Due to the size of most offices, shields will not be installed. All Staff, with the exception of Health Services are not recommended to meet with individuals in their office. Conference Rooms will be made available for meetings. Portable Shields are also available for use in conference rooms
- Adding hand sanitizing stations, wall unit hand sanitizer dispensers and soap dispensers throughout the building. At this time, MCTI is purchasing and installing 7 new soap dispensers and 16 new wall sanitizer dispensers. MCTI will also set up portable stations in most common areas (canteen, gym, dorm/main lobby). Replacing all hand sanitizing/soap dispensers in building as needed.
- Installing no touch door openers in all public restrooms.
- Directional Controls for hallway traffic and room capacity/elevator capacity limits.
- Providing PPE for students and staff.
- Ordered equipment for sanitizing rooms/surfaces.

### **Administrative Controls**

- Require use of cloth face coverings or face shields for individual who cannot tolerate masks. Disposable masks will be available for visitors, vendors, contractors. Face shields may be used for those who do not tolerate masks.
- Require all staff to complete a Health Screening Checklist prior to each shift.
- Require all students to complete a Health Screening Checklist for students prior to attending class.
- Implement Quarantine Policy for students who show symptoms until test results are returned
- Limit class size.
- Limit total student enrollment to single dorm room occupancy.
- Continue conducting vocational evaluation and remediation through Distance Learning.
- Increase physical space between employees & students.
- Limit the number of visitors on campus.
- Require contact information from all visitors.
- Continuing working remotely when approved by administration.
- Promote social distancing: Schedule enrollment over two-day period and limit number of individuals each student can bring to help with move-in (2), use x's on flooring, intakes completed by phone.
- Move machines & equipment to increase distances between employees.
- Implement flexible work hours, staggered shifts & breaks whenever possible.
- Continue teleconferencing & web conferencing when possible
- High-touch surfaces such as bathrooms, breakrooms will be cleaned multiple times daily.
- Non-fillable drinking fountains will be shut down.
- Limit student leisure activities and post and enforce room capacity limit.
- Limit number of individuals in elevators at one time.
- Cafeteria will cut seating to 50% and have to-go options.
- Pine Cove Restaurant is open for dining at 50% capacity; 'to-go' and delivery orders encouraged.
- Health Services policies defined and reviewed prior to enrollment: Masks are not optional. Students who test positive will be placed on-leave and required to return home for treatment. Any behavior that endangers or threatens the health of students or staff at MCTI will result in suspension.
- Limit transportation of students to bus/train station and medical appointments only.
- Staff are responsible for sanitizing individual offices, classrooms, and work areas daily and before/after use of a conference room.

- All common areas for sanitized by housekeeping staff.
- Staff must sanitize all shared equipment before and after use (copiers, refrigerator door handles, shared computers)

### Administrative/Engineering Controls Classroom Specific

- **Automotive:**
  - Scheduling adjustments: Use of additional CRC classroom space for computers
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required
  - Sanitize equipment after use
  - Frequent hand washing
  - Lunch dismissal 11:30am
- **Cabinetmaking:**
  - Scheduling adjustments: Use of additional CRC classroom space for computers
  - Masks required
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Sanitize equipment after use
  - Frequent hand washing
  - Lunch dismissal 11:45 am
- **Certified Nursing Assistant:**
  - Classroom space: Additional lab space created in CAS; use CAS for lectures to ensure social distancing
  - Masks required and face shields available for students
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Frequent hand washing
  - Sanitize equipment after use
  - Lunch dismissal 11:30am
  - COVID vaccination required for clinicals
- **Commercial Printing:**
  - Scheduling adjustments: Use of additional CRC classroom space for computers
  - Masks required
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Sanitize equipment after use
  - Frequent hand washing
  - Lunch dismissal 11:30am
- **Construction:**
  - No scheduling adjustments
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required
  - Sanitize equipment after use
  - Frequent hand washing
  - Lunch dismissal 11:45am

- **Culinary Arts:**
  - Scheduling adjustments: Use of additional CRC classroom space for computers
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Sanitize equipment after use
  - Frequent hand washing
  - Masks required and face shields permitted for those who cannot tolerate masks, see local Health Department for more specific info on face shield requirements
  - Pine Cove Restaurant is open for dining at 50% capacity; 'to-go' and delivery orders encouraged.
  - Lunch Scheduled separately
  
- **Custodial:**
  - Scheduling adjustments: Use of additional CRC classroom space for lab/computers
  - Second term students will be moved to second shift
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Sanitize equipment after use
  - Masks required
  - Frequent hand washing
  - Lunch Dismissal 11:30am
  
- **Industrial Electronics:**
  - Scheduling adjustments: Use of CRC classroom for additional computers; use of Fab Lab
  - Sanitize equipment after use
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required
  - Frequent hand washing
  - Lunch dismissal 12pm
  
- **Information Technology:**
  - Scheduling adjustments: Use of CRC classroom for additional computers
  - Sanitize equipment after use
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required
  - Frequent hand washing
  - Lunch dismissal 12pm
  
- **Grounds Maintenance:**
  - Scheduling adjustments: Use of KC House for classroom
  - Sanitize equipment after use
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required indoors
  - Frequent hand washing
  - Lunch dismissal 12pm
  
- **Machine Technology:**
  - Scheduling adjustments: Use of CRC classroom for computers
  - Sanitize equipment after use
  - Frequent hand washing
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Lunch dismissal 11:45pm

- **Pharmacy Tech:**
  - Sanitize equipment after use
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required indoors
  - Frequent hand washing
  - Lunch dismissal 12pm
  
- **Retail Marketing:**
  - Scheduling adjustments: Use of CRC classroom for additional computers/classroom
  - Sanitize equipment after use
  - Daily Health Screening questionnaire completed prior to entrance to class
  - Masks required
  - Frequent hand washing
  - Installation of plexiglass shields at cash registers in store
  - Lunch dismissal 11:45pm

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### **Very High- and High-Risk Exposure (Health Services Staff): Workers shall wear**

- Gloves
- Gown
- Face shield or goggles
- N95 or higher respiratory protection-Health Services Staff will need to be fit-tested through Occupational Medicine at Borgess if respirators are required.

### **Medium Risk Exposure: Workers may need to wear a combination of**

- Gloves
- Gown
- Face mask
- Face shield or goggles

PPE worn will depend on results of job task hazard assessment.

Masks are mandatory when social distancing and physical barriers are not possible.

### **Lower Risk Exposure**

- No need for additional PPE beyond what is typically used for job tasks
- Masks are voluntary when social distancing is possible

## EMPLOYEE TRAINING

### **Train new policies and procedures**

- Keeping You Safe at Work Training through the SOM Learning Center.
- DSA Staff: MCTI staff was trained by Indusco on new products and procedures. MCTI uses an Ionize System that kills COVID-19 within one minute of application. We purchased additional hand sanitizers and liquid ozone sprayers to address large areas.
- Employee Responsibilities for cleaning their area, shared workspaces.

## GENERAL WORKPLACE PRACTICES - OSHA

All workplaces can take the following infection prevention measures to protect workers.

- Workers are required to stay home if sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- MCTI will continue allowing staff to telecommute and offer flexible work hours (e.g., staggered shifts-dorm, leisure, administration), if feasible.
- Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- Use Environmental Protection Agency (EPA) approved cleaning chemicals with label claims against the coronavirus.
- Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- Encourage workers to report any safety and health concerns to their direct supervisor or anyone in Administration: Karen Pohja, Jennifer Zuniga, Brian Smith or Beth Childress.
- Knowledge portion of the class will be held in a classroom that will maintain social distancing requirements.
- During the skills portion of the class, social distancing will not be possible, but all safety protocols will be followed to be as safe as possible.

## CLEANING AND DISINFECTING

### Cleaning

- Refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs but removes them.
- Use soap and water.

### Disinfecting

- Refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs but kills germs on a surface after cleaning.

### Common Disinfectants

- Bleach solution:  $\frac{1}{3}$  cup bleach per gallon water or 4 teaspoons bleach per quart water
- 60% alcohol solutions may also be used: wipes or liquid
- Common products, not inclusive
  - Windex Disinfectant Cleaner, Comet Disinfecting Bathroom Cleaner, Scrubbing Bubbles Restroom Cleaner II, Lysol Bathroom Cleaner

### Enhanced Cleaning for Infectious Disease Control (IDC) thoroughly disinfect:

- All interior and exterior main entry/classroom door hardware. 2x/day
- Including all push/panic bars, doorknobs, door levers and handicap entry buttons. 2x/day
- All handrails in building entries or other common areas. 2x/day
- All lobby-mounted and cab-mounted elevator call buttons. 2x/day
- All push/panic bars, doorknobs, door levers, or other door opening devices on stairwell doors. 2x/day
- All push/panic bars, doorknobs, door levers, or other door opening devices on restroom doors. 2x/day
- Check hand sanitizer levels in all lobby and entrance dispensers. 2x/day
- Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff. 2x/day

**Training:** MCTI staff is working with Indusco to provide training on any new products. Our current system is an Ionized System that kills COVID-19 within one minute of application. This system is safe for humans and is considered 'green'. In addition, we have purchased additional equipment that would allow for the ability to sanitize large areas in a relatively short period of time, that is compatible with our current Ionized System.

**Purchases:** MCTI purchased additional hand sanitizers units, foam machine, portable sprayer (2), PPE including disposable masks, reusable masks, gowns, gloves and face shields.

**State of Michigan Vehicles:** Although regular cleaning and maintenance of SOM fleet vehicles is required, frequently cleaning and sanitizing vehicles is critical to prevent the spread of COVID-19; especially after the vehicle has left your custody for use by others, for oil changes, for maintenance activities or other events.

The following is an excerpt from the US General Services Administration (GSA) and includes general guidance for fleet vehicle use:

What to Do:

- Sanitize frequently touched vehicle surfaces on a regular basis.
- Be mindful of the cleaning / disinfecting agents used on vehicles to avoid inadvertently damaging the interior or exterior.
  - Many of the same household cleaners (such as **non-bleach, unscented, non-chlorinated** disinfectant cleaners, and wipes) that kill coronaviruses on hard surfaces at home can also clean most car interiors without causing damage.
  - Alcohol solutions that contain at least 70 percent alcohol are effective against coronavirus, according to the CDC. Nearly every interior surface of a vehicle can be cleaned with isopropyl alcohol.
  - Vigorous washing with soap and water can also destroy a coronavirus. Soap and water are safe for most vehicle interiors. Be careful not to saturate the surfaces.
- Consult the cleaning directions provided in the Vehicle Owners' Manual.
- Follow the cleaning agent manufacturer's product label guidance for the recommended disinfecting procedure, as guidance varies by cleaning product. Read all instructions and precautions of the materials being utilized and follow all safety recommendations when utilizing cleaning products to ensure personal safety.
- When using wipes, remove excess liquid before wiping surfaces, especially electrical components, and touch screens.
- Test selected cleaning agent in an inconspicuous location.

What to Avoid:

- Do not use bleach or hydrogen peroxide on the inside of a vehicle.
- Do not use scented wipes or wipes containing bleach.
- Do not use ammonia-based cleaners on car touch screens or dashboards, as they can damage anti-glare and anti-fingerprint coatings.
- Never combine cleaning chemicals as doing so may lead to toxicity.

Sample Vehicle High Touch Areas:

- Car keys and fobs
- Door handles, door latches and lock buttons

- Steering wheel
- Shift lever
- Any buttons or touch screens (radios, mirror adjusters, climate controls, etc.)
- Wiper and turn signal stalks
- Center console and cup holders
- Driver and passenger armrests and seat belts, grab handles, and seat adjusters
- Headrests and seat pockets

#### Other Suggestions:

- Wash your hands before and after driving.
- Carry hand sanitizer
- Wear gloves, when possible, outside of your vehicle, especially when fueling. Pumps, keypads, and other surfaces are frequently touched and may not have been sanitized.
- When possible, use contactless payment methods to avoid touching keypads or pens.
- Consider using your knuckles rather than fingertips to touch common use contact areas. Compared to fingertips, knuckles will generally have less contact with other things throughout the day.
- When finished driving the vehicle for the day, thoroughly wipe down the vehicle with disinfectant wipes or other appropriate cleaning solutions.

#### Alternative Vehicle Options

- Employees that are not comfortable using state vehicles should talk to their supervisor for permission to use their personal vehicle.

## SICK EMPLOYEES

#### Returning to Work After COVID-19 Guidelines

- All return-to-work permissions will be given by LEO OHR Director, Keri Lardie.

## EMPLOYEE RESPONSIBILITIES

#### Complete the SOM Keeping You Safe at work through the SOM Learning Center.

**Understand How the Virus Spreads:** The Centers for Disease Control states the virus that causes COVID-19 is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about six feet).

**COVID-19 Personal Etiquette:** The personal behaviors listed below are excellent habits for employees to combat COVID-19 and show a shared concern for each other's health.

- Stay Home: Employees should stay home if any of the following apply:
  - You are sick or have symptoms of COVID-19
  - If you have been exposed to someone diagnosed with COVID-19
- Wash or sanitize hands after any of the following:
  - Entering the building
  - Exiting an elevator
  - Touching your face

- Touching anything that has not been cleaned or sanitized
  - Eating
  - Using the restroom
- Handwashing recommendations:
  - Use soap and water
  - Wash for 20 seconds
  - Scrub all hand surfaces, between fingers, backs of hand, fingernails
- Hand sanitizer recommendation
  - Use when soap and water are unavailable
  - Sanitizer should be  $\geq 60\%$  alcohol
- Cover mouth
  - Wear a face covering in all common areas
  - Wear a face covering when six feet of distance cannot be maintained between individuals
- Cover mouth when coughing or sneezing
  - Immediately sanitize hands or arms if used to cover a cough or sneeze
  - Deposit used tissues in trash receptacles
  - Wash hands
- Maintain your distance
  - Maintain six feet between all individuals
  - Avoid face-to-face interactions
- Adhere to all floor markings or signage regulating social distancing

### Face Coverings/Masks

- Proper wear, use, & maintenance
  - Fit snugly (but comfortably) against the face
  - Secured with ties or ear loops
  - Include multiple layers of fabric
  - Be able to be laundered & dried without damage
- Protection
  - Serves to protect people around you if you are infected but do not have symptoms
  - PPE provided to staff is not an N95 mask/respirator (Health Services Staff excluded)
- Still maintain proper social distancing whenever possible

## EMPLOYEE RIGHTS

All workers have the right to:

- Raise a safety or health concern with their employer or MIOSHA
- File a complaint with MIOSHA

Employers cannot retaliate against an employee for:

- Complaining about safety or health condition in the workplace or
- Refusing to do an allegedly imminently dangerous job/task

## RETURN OF STUDENTS

Guided by information from the Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services and other scientific organizations, MCTI is developing specific plans that address the unique needs of a vocational training facility. In many cases, MCTI is going beyond the guidelines from these bodies to do everything possible to protect those on our campus who are most vulnerable to serious consequences of COVID-19. Everything we are doing now is aimed at offering the safest experience we can to protect all members of the MCTI community. These are small steps and major moves we are taking to protect ourselves, protect others and protect the MCTI community.

Michigan Career and Technical Institute (MCTI) is committed to providing a healthy and safe environment for our students. We use the following protocols:

- Every member of the MCTI community will sign, take protective measures and act accordingly with the Safe Start Plan and its individual components on and off campus. Failure to comply with the safety measures will result in disciplinary action.
- Everyone will participate in training exercises to learn the required safety practices and navigate the new normal on campus.
- All students are highly encouraged to receive the flu and COVID 19 vaccine.
- MCTI enrollment will serve approximately 180 students or about ½ our normal capacity.
- Most students will have their own room but still share a bathroom with one other person. Single room occupancy is not guaranteed but roommates and suitemates are treated as households and may allow for more than one student per room.
- Use of room-mate agreements to ensure shared bathrooms remain clean and set-up shower use schedules and expectations.
- Enrollment will be scheduled over a two-day period and require minimal contact with staff. As part of the enrollment packet, students will be required to review new policies regarding COVID-19 including the requirement of wearing masks, social distancing expectations, quarantine and leave expectations for students who are symptomatic or test positive, limited transportation and limiting visitors on campus including the number of individuals helping on move-in day. Students will be offered the option to postpone enrollment if they feel they cannot comply with these expectations.
- Leisure activities will be limited to those where social distancing can be enforced.
- Signs are posted throughout the dorm and building to remind students to practice good hygiene (wash hands frequently) and reminders of social distancing.
- Use of directional signs on flooring in hallways to help maintain social distancing.
- Number of students allowed in leisure areas will be posted: laundry room, canteen, library, activities room, craft room, music room etc.
- Leisure will encourage outdoor recreational activities.
- Room Inspections will be conducted observing social distancing guidelines.
- Face coverings/masks will be required in cafeteria and seating will be limited. To-go options will be made available in addition to outdoor seating whenever weather permits.
- Lunch dismissals will be staggered to limit the number of students in the hallways and dinner times will be assigned by trade. Dinner will follow a similar pattern.
- Outdoor seating will be available.

**Student Daily Entry Screening Protocol:** Students participating in training will be screened prior to class each day using the MCTI COVID-19 Health Screening Tool (see Appendix A). This tool provides objective guidance to determine whether a student should stay out of class. Staff will review and follow the instructions to determine if it is necessary for the student to self-isolate or seek medical care.

### **Student who are reporting COVID-19 Symptoms:**

- Student will work with Health Services to determine if testing is required.
- Students will be required to self-quarantine in their dorm room until the test results have been received. These students will receive all meals in their dorm room.
- Health Services will administer the COVID-19 test for staff and students that were in close contact with the infected individual.

**Students who Test Positive:** MCTI might need to implement short-term building closure procedures regardless of community spread **if an infected person is/has been on campus**. If this happens, CDC recommends the following procedures, regardless of level of community spread:

- **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has tested positive on the campus, Health Services Staff will immediately report the Barry Eaton District Health Department. Appendix C: Barry-Eaton District Health Department Recommendations.
- **MCTI Administration will determine cancellation of classes and closure of buildings and facilities.** MCTI will determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed.
- **Communicate with students, staff, LEO Administration and MRS Counselors.**
  - This communication to the MCTI community aligns with our Crisis Management Plan.
  - In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.
  - MCTI will communicate all closures, calendar changes with Michigan Rehabilitation Counselors and LEO Management.
- **Clean and disinfect exposure areas thoroughly**
  - Areas identified as used by the individual with COVID-19 will need to be closed off. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
  - DSA's will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).
- **Strategies to continue education and other related supports for students.**
  - **Ensure continuity of education and support services**
    - In the event of an outbreak, MCTI plans for the continuity of teaching and learning and the use of support services (health services, occupational therapy, counseling) through Distance Learning using TEAMS, ZOOM and our Learning Management System (MOODLE)
    - In preparation for Distance Learning MCTI has:

- ✓ Converted some face-to-face lessons into Moodle online lessons and trained train faculty to use Moodle.
- ✓ A technical support team that can address technical issues for both staff and students.
- ✓ Will work with MRS to address limited access to IT in home community.
- **Ensure continuity of safe housing.**
  - **If cases of COVID-19 have been identified among residents of on-campus community housing, MCTI will work with local public health officials to take additional precautions.** Individuals with COVID-19 will isolate in dorm room until they can be transported off campus. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also need to isolate and monitor for symptoms. MCTI will consult with Health Services Staff to determine when, how, and where to remove ill individuals. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC's [website](#).
  - **Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.** MCTI's policy will require students who are diagnosed with COVID-19 to return home. MCTI does not have 24/7 Health Care Professionals on staff. MCTI understands that sending sick residents to their permanent homes could be unfeasible, pose logistical challenges, or pose risk of transmission to others either on the way to the home or once there. MCTI will work with Health Services Staff to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.
  - **Staff may need to remain on-campus to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19.** MCTI does not have 24/7 Health Care Professionals on staff. Staff will be trained on how to respond if a resident becomes ill. Domestic Service Aids will provide adequate cleaning and personal hygiene supplies are available.

Appendix A:



## Coronavirus (COVID-19) Health Screening

Student Name \_\_\_\_\_ Trade Training Department \_\_\_\_\_

Visitor Name \_\_\_\_\_ Company \_\_\_\_\_

Date: \_\_\_\_\_ Time In: \_\_\_\_\_

In the past 24-hours, have you developed any of the following symptoms that cannot otherwise be attributed to a pre-existing condition?	Yes	No
New or worsening cough:		
Shortness of breath or difficulty breathing:		
Fever of 100.0° F or felt feverish: Temperature if taken: _____		
<b>OR two (2) or more of the following:</b>		
Chills		
Muscle aches		
Headaches		
Sore throat		
Abdominal Pain		
Diarrhea		
Loss of taste or smell		
Runny Nose or Congestion		
Fatigue		
Nausea		
Vomiting		

If you answered "Yes" to 1 or more of the first 3 symptoms above, or "Yes" to 2 or more of the symptoms in light gray, please do not go into class/work and students report to Health Services.

In the past 10 days:	Yes	No
Have you had close contact with an individual diagnosed with COVID-19?		
Have you attended a gathering of 10 people or more?		

If you answered yes to either of these questions, please do not go to class/work and students report to Health Services.

**Disclaimer: Subject to current county COVID conditions and Barry-Eaton District Health Department Directives 12/8/2021**

## Appendix B:

### Links

The following resources were referenced in support of this plan:

#### **Centers for Disease Control:**

Coronavirus Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Coronavirus Office Guidelines:

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

#### **Executive Directives from Governor Whitmer**

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90704---,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90704---,00.html)

#### **Executive Orders from Governor Whitmer and Executive Directives**

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705---,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html)

#### **Michigan.gov Coronavirus Website:**

<https://www.michigan.gov/Coronavirus>

MIOSHA Coronavirus (COVID-19) Guidance for Workplaces

[https://www.mnla.org/page/miosha\\_coronavirus\\_covid\\_19\\_guidance\\_workplaces](https://www.mnla.org/page/miosha_coronavirus_covid_19_guidance_workplaces)

## Appendix C:

### MCTI COVID Infection and/or Exposure Protocol

#### **Infected Persons:**

##### Fully Vaccinated or Unvaccinated

Infected persons must go home to quarantine and remain out of the school/workplace for 14 days from the date of the positive test result.

#### **Exposed Persons:**

##### Fully Vaccinated

Fully vaccinated and exposed persons who are asymptomatic can continue to come to school/work and monitor for symptoms.

They need to test on day 5 post exposure.

If symptoms develop after contact with the COVID-19 + individual, fully vaccinated students and staff need to go home to quarantine and get tested for COVID-19. If you test negative, you may return once your symptoms have resolved, and you can pass the daily health screening.

##### Unvaccinated

Unvaccinated and exposed persons must quarantine and remain out of the workplace for 14 days from the date of their last contact with the COVID positive individual.

#### **Definitions:**

Fully Vaccinated: Persons are considered “fully vaccinated” 2 weeks after the second dose in a 2-dose series like the Pfizer or Moderna COVID-19 vaccines or 2 weeks after a single dose vaccine like the Johnson and Johnson COVID-19 vaccine) source: CDC.gov.

Unvaccinated: Persons who have not received any doses of COVID-19 vaccine or persons who are only partially vaccinated.

Exposed: Persons who have had a close contact with an individual who has tested positive for COVID-19 in the last 10 days.

Close contact: Coming within 6 feet of an individual for a cumulative total of 15 minutes or more within a 24-hour period of time.

Infected: Persons who have received a positive COVID-19 test result in the last 14 days (either rapid or PCR).

## Appendix D: Contact Information

When there is an exposure or positive test on campus, collect the following information:

- Name of Individual with a confirmed positive test or exposed to someone who tested positive
- Phone Number of those exposed or testing positive
- Exposure Date
- Contact Tracing of Staff and Students who were identified by Health Services as meeting the definition of close, personal contact.

Administration will contact:

- Tina Fullerton, MRS Director  
[FullertonT@michigan.gov](mailto:FullertonT@michigan.gov)  
517-243-3342
- Keri Lardie, LEO HR Director  
[LardieK@michigan.gov](mailto:LardieK@michigan.gov)  
517-243-6205  
If for some reason you can't contact Keri, you can send an email to:  
[LEO-OHR@michigan.gov](mailto:LEO-OHR@michigan.gov)
- Send a notice to all employees assigned to the location that someone has tested positive for COVID-19. Name of individual will be kept confidential.

Health Services will contact:

- Barry Eaton District Health Department  
  
Milea Burgstahler, MPH  
Quality Improvement Coordinator  
517-541-2644  
[Mburgstahler@bedhd.org](mailto:Mburgstahler@bedhd.org)  
  
Jackie Anderson, BSN RN  
Personal Health Supervisor  
517-541-2625  
[janderson@bedhd.org](mailto:janderson@bedhd.org)