

BERRIEN RESA REOPEN SAFELY PLAN

PHASE I

5/20/2020

These plans are based on the best current understanding of COVID-19 and what is required for continued containment and mitigation. At the same time, this dynamic public health situation requires adaptive planning and the acknowledgement that the plan will evolve as the situation evolves. This plan will require modifications based on future guidance from national, state, and local health officials. A vaccine might not be available for 18 months or more, meaning that plans should take into account both the 2020-21 and 2021-22 school years. Therefore, these plans will be in place for the foreseeable future.

Plan Goal: To transition employees back to onsite work safely.

- Employees who work beyond the regular school year calendar report to their worksite on a rotating basis.
- Schedule to be determined by the supervisor to limit open group office areas to less than 10 employees while using social distancing (6 feet) protocol.
- When not working onsite, all other work is done remotely.

Implementation Schedule:

Starting week of June 1st: Business Office, Medicaid Coordinator, Human Resources, Homeless Liaison, Communications, BLC & LEC Offices, Buildings. & Grounds, CTE staff report.

Starting week of June 8th: General Education, Technology, Early Childhood, Early On staff report.

Plan Elements:

- Admin. Office, BLC & LEC office hours 7:30 a.m.-3:30 p.m. (summer hours)
- Offices remain closed to the public. Once the building is open to the public, meetings will be scheduled by appointment and limited to certain areas.
- We will need help to cover hours for the receptionist area.
- 30 min. lunch period and appropriate breaks. Employees are responsible for cleaning their lunch and break areas if they are outside of their work area.
- Employees enter their building via main entrances only (Ad. Ctr. -two entrances)
- Sign-in, self-check and record temperature at each location.
- Sick employees must stay home and report absence.
- Hand sanitizer will be made available.
- Restrooms open for handwashing.
- Sanitizing protocols remain in place. Employees use the hang tag system upon leaving their work area to designate areas to be disinfected.

Mask Protocol:

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

- 1) If you are in your own office, you do not have to wear a mask. When you leave your office and are in the hallway, restroom, common area, classroom or conference room, you must wear a mask. Staff and the public will be required to wear a face mask covering nose and mouth when entering any building. Masks must be worn in all common areas, lobbies, hallways and where physical distancing of at least 6 feet is not guaranteed.
- 2) If you are outdoors you do not have to wear a mask but physical distancing still applies.
- 3) If you are at an outdoor event with multiple participants, masks are required.

Any employee who cannot report to work should contact Lynda Hurlow, H.R. Exec. Director, 471-7725 x1102, lynda.hurlow@berrienresa.org

Responsibility of Employee:

Employees must review the Berrien RESA Pandemic Preparedness Plan prior to reporting to their worksite.

[Berrien RESA Pandemic Preparedness Plan](#)