

Michigan Department of Labor and Economic Opportunity  
Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division

# **Bridgman Public Schools**

## **COVID-19 Preparedness & Response Plan**

### **For Lower and Medium Exposure Risk Employers**

#### **General**

The following COVID-19 preparedness & response plan has been established for Bridgman Public Schools 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.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. **The Bridgman Public Schools Superintendent** has read these guidance documents carefully, found the safeguards appropriate to Bridgman Public Schools based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. **Bridgman Public Schools Superintendent** will be responsible for visiting the EO webpage and CDC guidance web page regularly (for example, weekly) for the latest information and for revising the plan as necessary. The EOs are found at:

[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).

The CDC guidance documents are found at:

<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

This plan reflects the EOs and CDC guidance as of June 15, 2020.

Bridgman Public Schools has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisors are **Building and District Administrators**. The supervisors will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via the District website at [www.bridgmanschools.com](http://www.bridgmanschools.com)

## **Exposure Determination**

Bridgman Public Schools has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. **The Bridgman Public Schools Superintendent** was responsible for the exposure determination.

Bridgman Public Schools has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

An employer shall categorize all its employees' jobs into the following risk categories:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

**The Bridgman Public Schools Superintendent** verifies that Bridgman Public Schools has no high risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.

Bridgman Public Schools has categorized its jobs as follows:

(NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.)

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (ie. no public contact, public contact)
Superintendent	Medium Exposure Risk	school, frequent public contact
Assistant Superintendent	Medium Exposure Risk	school, frequent public contact
Supervisor of Business Services	Medium Exposure Risk	school, frequent public contact
Central Office Administrative Assistants and Business Office Staff	Medium Exposure Risk	school, frequent public contact
Building Administrators	Medium Exposure Risk	school, frequent public contact
Building Administrative Assistants	Medium Exposure Risk	school, frequent public contact
Classroom Teachers	Medium Exposure Risk	school, frequent public contact
Paraprofessionals	Medium Exposure Risk	school, frequent public contact
Counselors	Medium Exposure Risk	school, frequent public contact
Athletic Director	Medium Exposure Risk	school, frequent public contact
Coaches	Medium Exposure Risk	school, frequent public contact

Food Service Director	Medium Exposure Risk	school, frequent public contact
Food Service Staff	Medium Exposure Risk	school, frequent public contact
Technology Coordinator/Instructional Technologist	Medium Exposure Risk	school, frequent public contact
Custodial/Maintenance Staff	Medium Exposure Risk	school, frequent public contact
Transportation/Drivers/Mechanic	Medium Exposure Risk	school, frequent public contact
Aquatic Center Staff	Medium Exposure Risk	school, frequent public contact

**Engineering Controls**

Bridgman Public Schools has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

**The Assistant Superintendent** will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Positions/Job/Task	Engineering Control
Superintendent	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Assistant Superintendent	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Supervisor of Business Services	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Central Office Administrative Assistants and Business Office Staff	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Building Administrators	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Building Administrative Assistants	buzz in system, physical barriers/clear plastic sneeze guards, floor markings
Classroom Teachers	floor markings, physical room arrangement
Paraprofessionals	floor markings, physical room arrangement
Counselors	buzz in system, floor markings
Athletic Director	buzz in system, floor markings
Coaches	floor markings, physical room arrangement

Food Service Director	physical barriers/clear plastic sneeze guards, floor markings
Food Service Staff	clear plastic sneeze guards, floor markings
Technology Coordinator/Instructional Technologist	buzz in system, guards, floor markings
Custodial/Maintenance Staff	floor markings
Transportation/Drivers/Mechanic	floor markings
Aquatic Center	buzz in system, physical barriers/clear plastic sneeze guards, floor markings

## Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. **The Bridgman Public Schools Superintendent** will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Bridgman Public Schools:

<b>Job/Task</b>	<b>Administrative Control</b> <b>(For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
	Promote remote work (telecommuting) to the fullest extent possible.
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time when feasible.
	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time when feasible.
	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.

	Restrict the number of parents/community members in the establishment at any given time.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require parents and the public to wear cloth face coverings.
	Keep parents/community members informed about symptoms of COVID-19 and ask sick stakeholders to stay at home until healthy again.
	Provide parents and the public with tissues and trash receptacles.
	Encourage parents and community members to visit the District's website for registration and other materials.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.



## **Hand Hygiene**

**The Bridgman Public Schools Assistant Superintendent** will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular hand washing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Bridgman Public Schools shall provide employees with antiseptic hand sanitizers or towelettes. Bridgman Public Schools will provide time for employees to wash hands frequently and to use hand sanitizer.

## **Disinfection of Environmental Surfaces**

Bridgman Public Schools will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Bridgman Public Schools will make cleaning supplies available to employees upon entry and at the worksite.

**The Assistant Superintendent** will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Bridgman Public Schools will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

**CURRENT CLEANING SCHEDULE FOR JUNE 15 TO AUGUST 30, 2020**

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Telephones	Clean surface with a cloth pre-soaked with a cleaner or disinfectant (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Desks	Spray the disinfectant liberally onto the surface and spread with a cloth making the entire surface wet with the cleaner or disinfectant. (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Switches	Clean surface with a cloth pre-soaked with a cleaner or disinfectant (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly

Door Handles	Spray the disinfectant liberally onto the surface and spread with a cloth making the entire surface wet with the cleaner or disinfectant. (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Dispensers	Clean surface with a cloth pre-soaked with a cleaner or disinfectant (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Bathroom Handles/Toilet Flush/Shower Controls	Spray the disinfectant liberally onto the surface and spread with a cloth making the entire surface wet with the cleaner or disinfectant. (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Toilet Seats	Spray the disinfectant liberally onto the surface and spread with a cloth making the entire surface wet with the cleaner or disinfectant. (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Splash Walls (Bathroom)	Spray the disinfectant liberally onto the surface and spread with a cloth making the entire surface wet with the cleaner or disinfectant. (Hillyard Arsenal Disinfectant - Hillyard Arsenal 1, Q.T.3 #43)	Nightly
Electrostatic Full Surface Disinfecting	Spray classroom/office (Clorox T-360)	Weekly

The following methods will be used for enhanced cleaning and disinfection:

#### Cleaning Protocols:

1. Increase facility cleaning & disinfection - focus on high touch areas & shared equipment
2. Pre-soak a disposable cloth with a cleaner or disinfectant and remove gross soil (if necessary), then place in a plastic bag for disposal.
3. Clean the surface with a disposable cloth pre-soaked with a cleaner or disinfectant, then dispose in a plastic bag.
4. Spray the disinfectant liberally onto the surface and spread with a disposable cloth making the entire surface wet with the cleaner or disinfectant. Dispose of cloth into plastic bag.
5. Allow the disinfectant to act for the necessary surface contact time. Rinse if required.
6. All soiled materials and protective clothing must be deposited into a yellow clinical waste bag and disposed of as contaminated material.
7. Wash hands thoroughly for at least 20 seconds using hand soap.

#### Other:

1. Make cleaning supplies available to employees upon entry AND at the worksite
2. Provide time for employees to wash hands frequently or use hand sanitizer
3. Develop cleaning & disinfection protocol for facility in the event of a positive COVID-19 case

### **Personal Protective Equipment (PPE)**

Bridgman Public Schools will provide employees with personal protective equipment for protection from COVID-19 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Bridgman Public Schools will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.)

Bridgman Public Schools will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Bridgman Public Schools will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Positions/Job/Task	PPE
Superintendent	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Assistant Superintendent	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Supervisor of Business Services	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Central Office Administrative Assistants/Business Office Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Building Administrators	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Building Administrative Assistants	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Classroom Teachers	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Paraprofessionals	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)

Counselors	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Athletic Director	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Coaches	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Food Service Director	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Food Service Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Technology Coordinator/Instructional Technologist	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Custodial/Maintenance Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Transportation/Drivers/Mechanic	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)
Aquatic Center Staff	Disposable facemask/cloth facemask, gloves (when appropriate), face shield (when appropriate)

## Health Surveillance

Bridgman Public Schools has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. **The Bridgman Public Schools Superintendent** will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Bridgman Public Schools will have employees self-screen for COVID-19. Bridgman Public Schools will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. Bridgman Public Schools will similarly screen contractors, suppliers, and any other individuals entering the worksite or assure that these protocols are followed under their employer policies.

Employees have been directed to promptly report any signs and symptoms of COVID-19 during school/work hours to **Lee Stults or Molly Owen (Administrative Assistant to the Superintendent)** **AND** **their immediate supervisor** before and during the work shift. Bridgman Public Schools has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

### **Daily Screening Protocol**

Employees are required to screen themselves and report those findings prior to starting work each day until further notice. In order to facilitate this process in as easy and convenient manner possible, the district is using an electronic screening tool created by the Michigan Department of Labor & Economic Opportunity to collect responses to the mandatory questions. Each day prior to reporting to a district facility, employees are required to complete the screening. If an employee is unable to complete the screening electronically prior to arriving to work, it must be the first thing completed before beginning to work. ***Keep in mind that if you are in fact exhibiting symptoms, as outlined above you should NOT report to a district facility but rather self-report.***

Directions: To access the online screening tool, go to [misymptomapp.state.mi.us/login](https://misymptomapp.state.mi.us/login). You can do this from a smartphone or computer. The first time you go to the site, you will be asked to create an account. Employees should set-up their account once notified by the Technology Coordinator.

Here are the steps you will be asked to complete to create an account the first time you login:

1. Scroll to bottom of screen and select create an account.
2. Type in your BPS email account.
3. Create a password you will remember
4. You will be asked to create a security check. A link will be emailed to the email you entered and you will be required to validate by going to your email account and clicking a link.
5. Sign in to your account.
6. First time sign in you will have to provide demographic information including address and phone number.

7. You will need to provide an employer address (the building you primarily work in).
8. **You will also need to enter an EMPLOYER CODE 4522-2316 to ensure we receive notice that you have completed the mandatory assessment.**

If you need assistance setting up or logging into your account, please contact Lee Stults or Molly Owen at 269-466-0271 or [lstults@bridgmanschools.com](mailto:lstults@bridgmanschools.com) or [mowen1@bridgmanschools.com](mailto:mowen1@bridgmanschools.com)

If you are unable to complete and submit the online self-screening, you will need to complete and submit a paper copy screening tool prior to beginning work each day. You can obtain a paper copy screening tool from the box labeled "PPE Equipment" located in the main office of each school building. Paper copy self-screening tools must be turned in to the building supervisor prior to beginning work.

We will ensure that information related to COVID-19 is safeguarded in accordance with Federal and State statutes that address confidentiality. Information will be confidentially managed and disclosed only to those with a need to know. The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

<p style="text-align: center;"><b>District Guidance on Required Self-reporting of Suspected (symptoms, diagnosis, or other concerns) and Confirmed COVID-19 Exposure for Employees</b></p>
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***All employees must notify the District as soon as possible if they develop symptoms of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed case of COVID-19. Please follow the self-reporting process stated below.***

1. ***Before or After School Hours notify Shane Peters or Sam Stine as soon as possible by:***
  - a. ***Shane Peters Office Phone 269-466-0220 Cell Phone 269-216-1559 Email [speters@bridgmanschools.com](mailto:speters@bridgmanschools.com)***
  - b. ***Sam Stine Office Phone 269-466-0287 Cell Phone 269-930-4289 Email [sstine@bridgmanschools.com](mailto:ssstine@bridgmanschools.com)***
2. ***Do not come to work!***
3. ***Employees must contact Shane Peters or Sam Stine to report the following:***
  - a. ***You are subject to a quarantine or isolation order due to confirmed COVID-19 exposure/illness;***



- b. You have been advised by a healthcare provider to self-quarantine for reasons related to COVID-19 (even if you are not experiencing symptoms of or ill with COVID-19);*
  - c. You are experiencing COVID-19 symptoms and seeking a medical diagnosis;*
  - d. You are caring for an individual subject to an order or recommendation described in A or B above;*
  - e. You are caring for a child whose school or place of care is closed, or whose child-care provider is unavailable, for reasons related to COVID-19.*
4. If you are feeling ill with COVID-19 symptoms, or believe you have had contact with someone ill with COVID-19, contact your primary care physician for guidance.
5. If you are experiencing COVID-19 symptoms, even if you have not been diagnosed with COVID-19, never be physically present on any District campus or other District property.
6. The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. For more information, please see the link below or contact Hether McIntyre at 269-466-0255.

#### [Employee Rights - COVID-19](#)

It is everyone's personal responsibility to protect our staff, students, and community members, and the District reserves the right to take all reasonable measures to prevent any individuals who are or appear to be experiencing COVID-19 symptoms from entering onto or remaining on District property.

Bridgman Public Schools will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Bridgman Public Schools will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, **Lee Stults or Molly Owen (Administrative Assistant to the Superintendent)** will notify both the local public health department, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19. When notifying coworkers, contractors, and suppliers, Bridgman Public Schools will not reveal the name or identity of the confirmed case.

Bridgman Public Schools will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

## **Training**

Bridgman Public Schools shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
5. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
6. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
7. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

NOTE: It is recommended that records of employee training be maintained that at a minimum document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

## **Recordkeeping**

**The Administrative Assistant to the Superintendent** shall coordinate COVID-19 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.