

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Effective Tuesday, May 26, 2020

Purpose:

The purpose of the COVID-19 Preparedness and Response Plan is to define the objectives and strategies Dorsey Schools has developed and implemented to safeguard all Dorsey Schools stakeholders during the COVID-19 pandemic. The plan is considered a living document, meaning it will be updated and edited as needed to respond to the evolving COVID-19 pandemic and the receipt of additional guidance from relevant governmental entities. Further, this plan has been created utilizing guidance from the Occupational Safety and Health Administration (OSHA) [*“Guidance on Preparing Workplaces for COVID-19”*](#) and the Center for Disease Control (CDC) [*“Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020”*](#). The COVID-19 Preparedness and Response Plan is available for review on the Dorsey Schools website www.Dorsey.edu.

Objectives (Currently defined by MI Executive Order [2020-77. Section 11](#) and Order [2020-91. Section 1](#))

1. Restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted under this order.
2. Promote remote work to the fullest extent possible.
3. Require masks to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
4. Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
5. Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
6. Adopt any other social distancing practices and mitigation measures recommended by the CDC.
7. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies (**Appendix A**). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
8. Provide COVID-19 training to employees that covers, at a minimum:
 - (1) Workplace infection-control practices.
 - (2) The proper use of personal protective equipment.
 - (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - (4) How to report unsafe working conditions.

9. Conduct a 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.
10. Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
11. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 - a) The local public health department, and
 - b) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
12. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.

Strategies:

1. Campus Staffing:

- a. Authorized Dorsey employees will be allowed to work on campus to complete critical work functions. These employees must have approval from their campus Managing Director and follow Dorsey Schools COVID-19 Social Distancing and Conduct Policy.
- b. In accordance with Executive Order 2020-77 10(i), faculty and students will be permitted to complete course required competency work on campus. Student groups will be limited in size and must adhere to the COVID-19 Social Distancing and Conduct Policy.

2. Health Screening: Anyone entering a Dorsey Schools facility will be required to complete health-screening procedures. These daily procedures will include:

- a. Completing a short COVID-19 self-screening health questionnaire attestation and
- b. completing a temperature check with a no-touch thermometer.

3. Employee Training: Dorsey Schools provides a mandated COVID-19 training for all Dorsey employees required to enter a Dorsey Schools location. The virtual training will provide at a minimum:

- (1) Workplace infection-control practices.
- (2) The proper use of personal protective equipment.
- (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- (4) How to report unsafe working conditions.

4. Social Distancing and Conduct Policy (Appendix B): Dorsey Schools has developed a COVID-19 Social Distancing and Conduct Policy to establish strict rules for any person entering a Dorsey Schools property, including employees, students, visitors and vendors/contractors. The policy includes, but is not limited to the following:

- a. Maintaining six foot social distancing where possible and adhering to posted social distancing guidelines on campus.
- b. Requirements for wearing a face mask or face covering
- c. Encouraging people who are ill to stay home and if necessary denying entry to a person who is ill, displaying illness symptoms, or has recently been in direct contact with a person with a confirmed diagnosis of COVID-19. According to the [CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Fever
 - o Chills
 - o Muscle pain
 - o Sore throat
 - o New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. A person may return once they have met CDC's [“Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 \(Interim Guidance\)”](#)

- d. Support contact tracing efforts by reporting confirmed COVID-19 cases of people who had recently been on campus to Dorsey School administration.

5. COVID-19 response plan for dealing with a confirmed infection in the workplace: This separate plan includes the following:

- a. Provides guidance to encourage the reporting of confirmed COVID-19 cases that may have spread infection into a Dorsey Schools location.
- b. Required reporting guidelines, which currently include 24 hour notification to:
 - i. The local public health department, and
 - ii. Any co-workers, students, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- c. Facility responses including, but not limited to a temporary closure and deep cleaning and sanitation of facility.

6. Facility Cleaning and Disinfecting:

- a. Dorsey Schools janitorial companies have all increased their sanitation efforts in utilizing hospital grade germicidal cleaners to kill viruses and bacteria that can live on commonly touched surfaces like door handles, stair railings, phone receivers, etc.
- b. Janitorial companies will increase the frequency of their cleaning to ensure occupied areas are sanitized multiple times if necessary.

7. Personal Protective Equipment (PPE): Dorsey Schools has recently purchased large amounts of gloves, facial masks, thermometers, and separation screens to be used at all locations. Required PPE will be provided to all employees, students, and visitors.

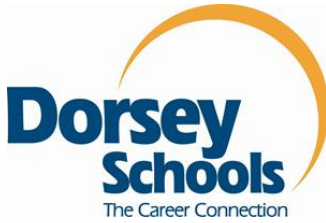
- 8. Leverage Technology:** Hundreds of new laptops have been distributed to students and employees in need. Zoom, SIMTICS, Mindtap, and Eversign are examples of communication and educational software that Dorsey Schools has recently purchased and is currently utilizing. Dorsey Schools will continue to leverage technology to find new methods for enriching the educational experience and workplace environment in a virtual setting.

Appendix A

Worksite supervisors to implement, monitor, and report on the COVID-19 control strategies. The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

Campus	Building	Name	Position	Email
Dearborn	Main	Tiphany Pugh	Senior Managing Director	TPugh@Dorsey.Edu
Dearborn	Main	Sheila Batts	Senior Academic Dean	SBatts@Dorsey.Edu
Madison Heights	Main	Vince DeRita	Senior Managing Director	VDeRita@Dorsey.Edu
Madison Heights	Main	Vyktorya Williams	Academic Dean	VWilliams@Dorsey.Edu
Madison Heights	Beauty	Rhonda Frazier	Associate Director	RFrazier@DORSEY.EDU
Madison Heights	Nursing	Jennifer Perreault	Director of Nursing	jperreault@DORSEY.EDU
Madison Heights	DEMA	Eric Strouse	VP, Dorsey Divisions	ESTrouse@DORSEY.EDU
Madison Heights	CSC	Lance Craven	VP, Operations	LCraven@DORSEY.EDU
Madison Heights	CSC	Jeanette Willhoft	Controller	jwillhoft@dorsey.edu
Madison Heights	DEMA	Suesand Cornell	Regional Office Manager	scornell@dorsey.edu
Roseville	Main	Todd Breadon	Senior Managing Director	Tbreadon@DORSEY.EDU
Roseville	Main	Kelly Ruddle	Senior Academic Dean	KRuddle@Dorsey.Edu
Roseville	Main	Matt Schellig	Culinary Program Director	Mschellig@Dorsey.edu
Roseville	Beauty	Sheila Dorjevski	Associate Director	Sdorjevski@Dorsey.edu
Roseville	Nursing	Lukesha Ledbetter-Lee	Director of Nursing	LLedbetter-Lee@Dorsey.Edu
Saginaw	Main	Travis Faulds	Managing Director	TFaulds@Dorsey.edu
Saginaw	Main	Emily Brooks	Medical Manager	EBrooks@Dorsey.edu
Saginaw	Nursing	Jamie Donnelly	Director of Nursing	JDonnelly@DORSEY.EDU
Taylor	Main	Amanda Glover	Managing Director	AGlover@Dorsey.edu
Taylor	Main	Jason Camilleri	Associate Director	JCamilleri@Dorsey.Edu
Waterford-Pontiac	Main	Amy Farmer	Managing Director	AFarmer@Dorsey.edu
Waterford-Pontiac	Main	Kaily Goit	Associate Director, Financial Aid	Kgoit@Dorsey.edu
Wayne	Main	Tracey Bass	Managing Director	Tbass@Dorsey.edu
Wayne	Main	Michele Hixon	Academic Dean	Mhixon@Dorsey.edu
Wayne	Nursing	Kim Kemp	Director of Nursing	KKemp@DORSEY.EDU
Woodhaven	Main	Golda Szydlowski	Managing Director	GSzydlowski@Dorsey.Edu
Woodhaven	Main	Greg Pope	Academic Dean	Gpope@Dorsey.edu
Woodhaven	Nursing	Nekisha Bailey	Director of Nursing	NBailey@DORSEY.EDU
Woodhaven	DEMA	Kevin Brookshire Jr.	Regional Managing Director	KBrookshireJr@Dorsey.Edu
Woodhaven	DEMA	Jessica Cornell	Office Manager	jcornell@dorsey.edu
Jackson	DEMA	Christina Burrece	Office Manager	cburrece@dorsey.edu
Bay City	DEMA	Mar Wolf	Office Manager	mwolf@dorsey.edu

Appendix B



COVID-19 SOCIAL DISTANCING AND CONDUCT POLICY

Effective Tuesday, May 26, 2020

Dorsey Schools COVID-19 Social Distancing and Conduct Policy was formed utilizing guidance from the Occupational Safety and Health Administration (OSHA) [“Guidance on Preparing Workplaces for COVID-19”](#) and the Center for Disease Control (CDC) [“Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), May 2020”](#). The policy is designed to safeguard the wellbeing of all Dorsey Schools employees, students, and visitors; strict adherence is required.

1. In order to enter a Dorsey Schools building, an appropriate mask or face covering that covers both the nose and mouth is required.
2. A mask or face covering must be worn at all times if six foot social distancing cannot be maintained.
3. Avoid touching your eyes, nose, and mouth.
4. Further social distancing requirements may be required depending on the campus and activity involved. Signage and school official guidance will be provided in these events.
5. Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
6. Cover coughs and sneezes with a tissue or sleeve.
7. Clean and disinfect frequently touched objects.
8. Anyone who is ill or has symptoms of illness (Click [here](#) for list of COVID-19 symptoms) should remain at home, contact their supervisor by phone or email, and only return once they have met the CDC’s [“Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19 \(Interim Guidance\)”](#).
9. Dorsey Schools reserves the right to deny entry to anyone who does not meet Dorsey Schools health screening standards, which includes a COVID-19 self-screening health questionnaire attestation and temperature check using a no-touch thermometer. If a person’s temperature reflects a fever (100.4 °F or 38 °C and above) they will be denied entry.
10. Support contact tracing efforts. Students, employees, and visitors who are diagnosed with COVID-19 after visiting a Dorsey Schools location, are asked to notify campus administration immediately. Under executive order [2020-91, Section 1\(k\)](#), when an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 - a. The local public health department, and
 - b. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19

Health Insurance Portability and Accountability Act (HIPAA) privacy rules and Family Educational Rights and Privacy Act (**FERPA**) rules will be followed during the reporting process.

I have read and agree to adhere to the above policy requirements. I further understand that the Dorsey Schools COVID-19 Preparedness and Response Plan is available for review at www.dorsey.edu.

Signature

Date