

Dorsey Schools COVID-19 Preparedness & Response Plan

Version Seven, Updated 3/22/2021

General

The following COVID-19 preparedness & response plan has been established for Dorsey Schools [includes all Dorsey Schools campus locations, the Campus Support Center, Training Direct, and Dorsey Emergency Medical Academy locations] in accordance with the requirements in [Executive Orders & Directives](#) for COVID-19 issued by the State of Michigan Department of Health and Human Services, 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, student, and visitor 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 industries. Dorsey's compliance and operational leadership have read these guidance documents carefully, found the safeguards appropriate to Dorsey 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 applicable guidance is periodically updated. Dorsey Schools' compliance and operational leadership will be responsible for visiting the EO webpage and CDC guidance webpage regularly 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 and at https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455---,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 3/22/2021.

Dorsey Schools has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. A list of worksite supervisors is located in appendix A of this plan. The supervisor 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 is readily available at <https://www.dorsey.edu/covid-19>.

Exposure Determination

Dorsey 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. Dorsey's compliance and operational leadership was responsible for the exposure determination.

Dorsey 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:

- **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.

Dorsey's compliance and operational leadership verifies that Dorsey 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. This sample plan is not intended for employers who have high exposure risk jobs.

Dorsey 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 (For Example, No Public Contact, Public Contact)
Admissions Department	Medium	Public close contact - Moderate
Financial Aid Department	Medium	Public close contact - Moderate
Education/Faculty	Medium	Public close contact - Moderate
Career Services	Medium	Public close contact - Moderate
Other Administration	Medium/Lower	Public close contact - Moderate/None

Engineering Controls

Dorsey 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.

Operational and educational leadership 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:

Job/Task	Engineering Control
Meeting with students	Fixed and portable physical barriers have been purchased and installed to create barriers where 6ft social distancing cannot be maintained.
Instructing students	Fixed and portable physical barriers have been purchased and installed to create barriers where 6ft social distancing cannot be maintained.
Student public clinic services	Fixed and portable physical barriers have been purchased and installed to create barriers where 6ft social distancing cannot be maintained.
Dorsey Buildings	Dorsey Schools has increased fresh air in-take in buildings and has also installed auto-cleaning needlepoint bipolar ionization systems within the building HVAC units. System details located in appendix F.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee, student, and visitor exposure to the hazard. Operational, compliance, and educational leadership 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 Dorsey Schools:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees, students, & visitors	When possible maintain at least six feet from everyone on campus.
All Dorsey buildings – emphasis on entry and common areas.	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees and students	Establish alternating days or extra shifts to reduce the total number of employees and students in the facility at a given time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees, students, & visitors	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees, students, & visitors	Restrict the number of people in the building at any given time.
All employees, students, & visitors	Minimize the sharing of tools, equipment, and items.
All employees, students, & visitors	Provide employees, students, and visitors with non-medical grade face coverings (cloth face coverings).
All employees, students, & visitors	Require employees, students, and visitors to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals or when in a public space.
All employees and students	Keep employees and students informed about symptoms of COVID-19 and require sick people to stay at home until healthy again.
All employees, students, and visitors.	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees and students	Do not require a healthcare provider's note for employees and students who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.
All Employees	Implemented a Remote Work Policy – Appendix E
All employees and students	Implemented a Social Distance and Conduct Policy requiring employee and student acknowledgement. – Appendix B

Hand Hygiene

Operational and educational leadership will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing 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. Dorsey Schools will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

Dorsey 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. Dorsey Schools will make cleaning supplies available to employees upon entry and at the worksite.

Operational and educational leadership will be responsible for seeing that environmental surface 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, Dorsey 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:

Surface	Method/Disinfectant Used	Schedule/Frequency
Door handles & other common area high-touch surfaces	Wiped and sanitized w/ hospital grade germicidal cleaner	Once per day minimum or in-between employee/student shifts.
Restrooms	Wiped and sanitized w/ hospital grade germicidal cleaner	Once per day minimum or in-between employee/student shifts.
Classrooms and labs	Wiped and sanitized w/ hospital grade germicidal cleaner. Wipes or other cleaners are available for employees and students to disinfect their area.	Once per day minimum or in-between employee/student shifts. Employees and students are allowed to disinfect their areas as frequently as they desire.
Offices and workstations	Wiped and sanitized w/ hospital grade germicidal cleaner. Wipes or other cleaners are available for employees to disinfect their area.	Once per day minimum or in-between employee/student shifts. Employees are allowed to disinfect their areas as frequently as they desire.

Dorsey Schools will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Operational leadership will be responsible for seeing that this protocol is followed.

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

- Dorsey Schools' janitorial staff are prepared to sanitize all areas of possible exposure utilizing electric foggers designed to thoroughly disinfect workstations, classrooms, and common areas.

Personal Protective Equipment (PPE)

Dorsey Schools will provide employees with personal protective equipment for protection from SARS-CoV-2 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.

Dorsey Schools will provide non-medical grade face coverings (cloth face coverings) to employees. Dorsey Schools will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals or when in a public space. Dorsey 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:

Job/Task	PPE
All employees, students, and visitors	Face coverings are currently available at no cost at health screening stations.
All employees, students, and visitors	Gloves are currently available at no cost at health screening stations
Employees and students who cannot maintain a 3ft social distance	Face shields and gowns are available per request

Health Surveillance

Dorsey Schools has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees, students, and visitors and isolate them from the remainder of people on site. Operational, educational, and compliance leadership will be responsible for ensuring that all required health surveillance provisions are performed.

As people enter a Dorsey building at the start of each shift, Dorsey Schools will have employees, students, and visitors self-screen for COVID-19 symptoms. Dorsey Schools will have employees, students, and visitors complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. A no-touch thermometer will be used for temperature screening of employees, students, and visitors. Dorsey Schools will similarly screen contractors, suppliers, and any other individuals entering a Dorsey building.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their direct supervisor and/or COVID-19 site supervisor before and during the work shift. Dorsey Schools has provided employees with instructions for how to make such a report to the employer.

Students have been directed to promptly report any signs and symptoms of COVID-19 to their instructor and/or campus Managing Director. Dorsey Schools has provided students with instructions for how to make such a report to the campus.

Employees, students, and visitors may also email COVIDHelp@Dorsey.edu to report a confirmed or suspected case of COVID-19.

Dorsey 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.

Dorsey 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, student, or visitor is identified with a confirmed case of COVID-19, within 24 hours, a designated COVID-19 site supervisors will notify both the local public health department, and any employees, students, or visitors who may have come into contact with the person who is the confirmed case of COVID-19. When notifying employees, students, and visitors, Dorsey Schools will not reveal the name or identity of the confirmed case.

Dorsey 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

The Vice President of Operations and the Program Development Manager shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Dorsey Schools will 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. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. 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.
7. How to report unsafe working conditions.

The Vice President of Operations and the Program Development Manager shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Recordkeeping

Dorsey Schools will maintain the following records as they relate to the COVID-19 preparedness and response plan:

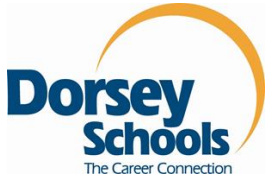
1. Training records.
2. A record of daily entry self-screening results for all employees, students, and visitors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any employees, students, or visitors who may have come into contact with the person who was the confirmed case of COVID-19.

Operational and educational leadership will ensure that the records are electronically archived.

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
Dearborn	Main	Dalaena Allen	Senior Administrative Assistant	Dallen@Dorsey.edu
Dearborn	Main	Darylsha Jones	Senior Career Services Coordinator	Djones@Dorsey.edu
Dearborn	Main	Svetlana Leprich	Lead Instructor	Sleprich@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	Main	Sneha Kosobudski	Director of Financial Aid	Skosobudski@Dorsey.edu
Madison Heights	Main	Leslea McCargo	Sr. Associate Director of Admissions	LMcCargo@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	Kim Knapp	Program Development Manager	kknapp@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	Main	Robert Gordon	Catering Manager	Rgordon@Dorsey.edu
Roseville	Main	Heather Fabian	Medical Manager	Hfabian@Dorsey.edu
Roseville	Main	Heather Hunter	Senior Director of Financial Aid	Hhunter@Dorsey.edu
Roseville	Beauty	Sheila Dorjevski	Associate Director	SDorjevski@Dorsey.edu
Roseville	Beauty	Diane Mhlader	Lead Instructor	Dmhlader@Dorsey.edu
Roseville	Nursing	Lukesha Ledbetter-Lee	Director of Nursing	LLedbetter-Lee@Dorsey.Edu
Roseville	Nursing	Mary Lynn Hackle	PN Program Manager	mgerow-hackel@DORSEY.EDU
Saginaw	Main	Tracey Bass	Managing Director	Tbass@Dorsey.edu
Saginaw	Main	Emily Brooks	Medical Manager	EBrooks@Dorsey.edu
Saginaw	Nursing	Nicole Sykes	Director of Nursing	Nsykes@Dorsey.edu
Taylor	Main	Amanda Glover	Managing Director	AGlover@Dorsey.edu
Taylor	Main	Jason Camilleri	Associate Director	JCamilleri@Dorsey.Edu
Taylor	Main	Misty Willard	Lead Instructor	Mwillard@Dorsey.Edu
Taylor	Main	Tameca Garrett	Lead Instructor	Tgarrett@Dorsey.Edu
Wayne	Main	Travis Faulds	Managing Director	TFaulds@Dorsey.edu
Wayne	Main	Michele Hixon	Academic Dean	Mhixon@Dorsey.edu
Wayne	Main	Vicki Brunell	Faculty	Vbrunell@Dorsey.edu
Wayne	Main	Jennifer Meeks	Faculty	Jmeeks@Dorsey.edu
Wayne	Main	Stacy Hayes	Faculty	Shayes@dorsey.edu
Wayne	Nursing	Phyllis Johnson-Toney	Faculty	PJohnson-Toney@DORSEY.EDU
Wayne	Nursing	Frenchy Savage	Faculty	Fsavege@Dorsey.edu
Wayne	Nursing	Ann Noeyack	PN Program Manager	ANoeyack@Dorsey.edu
Woodhaven	Main	Golda Szydowski	Managing Director	GSzydowski@Dorsey.Edu
Woodhaven	Main	Greg Pope	Academic Dean	Gpope@Dorsey.edu
Woodhaven	Main	Nicole Barber	Sr. Financial Aid Advisor	nbarber@dorsey.edu
Woodhaven	Main	Ciera Newman	Sr. Administrative Assistant	cnewman@dorsey.edu
Woodhaven	Main	Reginia Slye	Lead Instructor	rslye@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
(Updated 10/30/2020)

The following COVID-19 social distancing and conduct policy has been established for Dorsey Schools [includes all Dorsey Schools' campus locations, the Campus Support Center, Training Direct, and Dorsey Emergency Medical Academy locations] in accordance with the requirements in [Executive Orders & Directives](#) for COVID-19 issued by the State of Michigan Department of Health and Human Services, 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 policy is to minimize or eliminate employee, student, and visitor exposure to SARS-CoV-2.

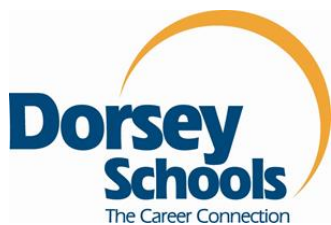
1. In order to enter a Dorsey Schools building, an appropriate mask or face covering that covers both the nose and mouth is required.
2. A mask or face covering must be worn at all times if six foot social distancing cannot be maintained or when in a public space.
3. Avoid touching your eyes, nose, and 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 been directed to by their supervisor. Dorsey Schools will utilize [CDC guidance](#) when determining when an employee, student, or visitor may return to Dorsey Schools after experiencing illness symptoms.
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. When an employee, student, or visitor is identified with a confirmed case of COVID-19, within 24 hours, Dorsey Schools will notify both:
 - a. The local public health department, and
 - b. Any employees, students, or visitors 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



COVID-19 Response Plan for a Confirmed Infection in Workplace

Effective Tuesday, May 26, 2020

Purpose:

The purpose of the COVID-19 Response Plan for a Confirmed Infection in the Workplace is to define the procedures for both reporting and responding to a confirmed COVID-19 infection in the workplace.

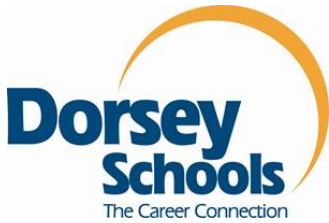
Reporting Procedures:

Dorsey Schools strongly encourages any person who has entered a Dorsey facility then later tests positive for COVID-19 to notify school administration immediately. Each campus has designated site supervisors (listed in Appendix A of COVID-19 P&R Plan) that are responsible for responding to reported cases. Further, Dorsey has established an email group COVIDHelp@Dorsey.edu of all site supervisors to ensure all reported incidents are documented and responded to timely.

Response Procedures:

Site Supervisors are responsible for ensuring reported cases of COVID-19 are responded to timely and in accordance with this plan. The following steps are required to be taken within 24 hours of receiving a report.

1. Complete COVID-19 incident report.
2. Review daily sign-in sheets to determine who may have been exposed to person with infection.
3. Contact persons who may have been exposed, notifying them that they may have been infected while on campus. Confidentiality must be maintained during this process to ensure adherence to both Health Insurance Portability and Accountability Act (HIPAA) privacy rules and Family Educational Rights and Privacy Act (**FERPA**) rules. DO NOT DISCLOSE NAMES OR PROVIDE IDENTIFYING INFORMATION OF THE PERSON WHO TESTED POSITIVE FOR COVID-19.
4. Notify your local health department.
5. Schedule an immediate deep cleaning and sanitation of facilities. Certain incidents may require short-term facility closures to ensure cleaning efforts have been completed prior to anyone entering the facility.
6. Submit completed incident form to Campus Managing Director and VP of Operations, Lance Craven.



COVID-19 Incident Report for a Confirmed Infection in the Workplace

Effective Tuesday, May 26, 2020

1. Name of person who tested positive for COVID-19(attach test results):

2. Is the person a (circle one): STUDENT EMPLOYEE VISITOR

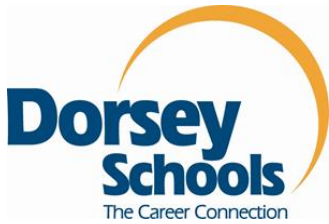
3. Detailed explanation of exposure (E.g. *"Started having symptoms on 4/13, tested positive 4/19"*):

4. What location(s) and building(s) were entered (If multiple locations, a site supervisor must be contacted at each location. Further, an incident report will need to be completed at each location). Please include visit purpose, date(s), and times of visits:

5. List all close contacts as defined by the Center For Disease Control(CDC):

Signature of School Official Completing Report

Date



COVID-19 Remote Work Policy

Purpose:

The purpose of Dorsey Schools' COVID-19 Remote Work Policy is to reduce the amount of employees in the workplace and minimize or eliminate employee, student, and visitor exposure to SARS-CoV-2. Further, the [Michigan Occupational Safety and Health Administration \(MIOSHA\)](#) and the [Michigan Department of Health and Human Services \(MDHHS\)](#) require strict adherence to remote work guidelines.

Policy:

Dorsey Schools prohibits in-person work for employees to the extent that their work activities can feasibly be completed remotely. Given Dorsey's form of student-centric, high-support, hands-on education, the vast majority of our job tasks are best performed via in-person interaction with staff and students. Therefore, employees will likely work in an environment (remote or in-person) that parallels the students' learning environment. The students' learning environment will depend on several elements including, but not limited to the courses being taught during the term, the current pandemic risk in the community, and the regulations in effect at the time. There may be some specific roles, which require less in-person interaction that may be able to be performed effectively outside of a Dorsey building. It is Dorsey's goal to balance the need to deliver a high-quality educational experience for our students with the need to provide a safe environment for those students and the Dorsey staff that support them.

GPS-FC48-AC™

4,800 CFM Auto-Cleaning Needlepoint Bipolar Ionization System



Product Description





The GPS-FC48-AC is an auto-cleaning, no maintenance, needlepoint bipolar ionization system designed to handle up to 4,800 CFM. The unit is designed for multiple mounting options including fan inlet, interior duct wall or interior duct floor. The all-composite and carbon fiber construction allows the product to be mounted in corrosive environments.

Standard Features

Universal voltage input, In-line On/Off switch, programmable auto-cleaning cycle, plasma on indication light, alarm contacts, magnets for ease of installation and replaceable carbon fiber brush emitters.*

*Life cycle testing shows no mechanical degradation of the carbon fiber brushes due to repeated cleaning cycles

Benefits

-  **Particle Reduction and Smoke Control**
-  **Odors Neutralized by destroying VOCs**
-  **Pathogens Killed (Bacteria, Viruses, Mold), Helps to Control Allergens/ Asthma*, Prevents Dirty Sock Syndrome**
-  **Energy Savings of 30% by Reducing Outdoor Air Intake by up to 75%, reduces pressure loss by keeping coils clean without expensive UV system, and requires No Maintenance!**

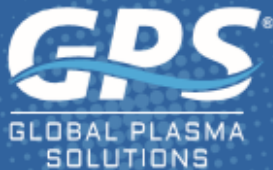
*These statements are based on numerous customer testimonials and have not been evaluated by the FDA

Specifications

Input Voltage	24VAC to 240VAC
Amps	0.41A to 0.041A
Power	10 Watts
Frequency	50/60HZ
Total Ion Output	> 400 Million Ions/cc/sec
Airflow Capacity	0 to 4,800 CFM or up to 12 tons
Temperature/Humidity	-20°F to 200°F / 0-100% RH
Unit Dimensions/Weight	11.1"L x 1.84"W x 3.52"H / 1.32 lbs
Electrical Listings	UL, cUL, CE
Alarm Contact Rating	250VAC/ 1A
Compliance & Certifications	UL 867, OSHPD Seismic (OSP), IAQP

Commercial Applications

- Schools and Universities
- Arenas and Stadiums
- Transportation Hubs
- Office Buildings
- Manufacturing
- Food Service
- Animal Care
- Institutional
- Senior Care
- Healthcare
- Hospitality
- Child Care
- Worship
- Theatre



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Appendix F continued

Video on how systems work:

<https://globalplasmasolutions.com/how-it-works>

Testimonial on system effectiveness:

<https://www.youtube.com/watch?app=desktop&v=rHJE0529mM&feature=share>