

In-Person Work by Position/Employee Group Audit

Pursuant to the October 14, 2020 Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, in-person work for employees is prohibited “to the extent that their work activities can feasibly be completed remotely.” If certain positions or employee groups cannot feasibly be completed remotely and instead require in-person work, the School must identify the affected positions and document why those employees must be physically present in the workplace and what aspect(s) of their work cannot feasibly be completed remotely.

For Mendon Community Schools (Elementary and Middle/High School Buildings):

| Position/Employee Group | Can Employee/Employee Group feasibly complete all work remotely? If not, list aspects of work that cannot feasibly be completed remotely. | If some or all work cannot feasibly be completed remotely, list specific reason(s) why that aspect of work cannot feasibly be completed remotely and why Employee/Employee Group must be physically present in the workplace and for what periods of time. |
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| Administration: Principals, Athletic Director, Superintendent | It depends. See next column for rationale and specifics. | If the administrator has employees in the building that he/she is in charge of overseeing, they may need to be in the building. Also, if internet connectivity is an issue - on-site work is necessary. Permissible hours will be 8am-4pm during any closure due to COVID-19. |
| Business Office: Business Manager and Payroll Personnel | It depends. See next column for rationale and specifics. | If the Business Manager and/or Payroll Personnel have poor connectivity, on-site work may be necessary. They must also be in the building at times to process mail, timesheets, payables, deposits, and to take calls etc. Permissible hours will vary during any closure due to COVID-19. |
| Administrative Assistants | Remote work is not feasible. See next column for rationale and specifics. | Phones need to be answered, doors need to be monitored and the office needs to be available to take calls/deliveries from parents and vendors. Permissible hours will be 8am-3pm during any closure due to COVID-19. |
| Teaching Staff | It depends. See next column for rationale and specifics. | Teachers working from the building will be doing so because they lack sufficient internet or because their job requires them to work face-to-face with students. PreK-5; Special Education; English Language/Title I Learners. Teachers may also need to come into the building to make necessary copies and gather materials for their students. Permissible hours will be 8am-4pm during any closure due to COVID-19. |

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| Paraprofessionals & Assistant Teachers | It depends. See next column for rationale and specifics. | Aides should work from home unless their internet connectivity at home is poor or they are required to work with students in person. Aides working from the building will be doing so because they lack sufficient internet or because their job requires them to work face-to-face with students. K-8; Special Education; English Language/Title I Learners and students without internet. Permissible hours will be 8am-4pm during any closure due to COVID-19. |
| Transportation: Directors and Drivers | Remote work is not feasible. See next column for rationale and specifics. | Cannot perform duties remotely. Other essential duties with the custodial staff will be assigned to avoid layoff of this employee group during school closure. Permissible hours will vary during any closure due to COVID-19. |
| Custodial and Maintenance | Remote work is not feasible. See next column for rationale and specifics. | Custodial and Maintenance employees as well as the supervisor will need to be on-site to deep clean classrooms and buildings. Maintenance is ongoing and cannot be worked on remotely. Permissible hours will vary during any closure due to COVID-19. |
| Food Service | Remote work is not feasible. See next column for rationale and specifics. | Food Service will still be responsible for preparing meals for food distribution. They will also need to provide food for those students who are onsite: PreK-5, Special Education, Title I, English Language Learners and/or those with internet connectivity issues. Permissible hours will vary during any closure due to COVID-19, but will most likely be from between the hours of 8am-5pm. |
| Ancillary Staff: Specialists | It depends. See next column for rationale and specifics. | Ancillary staff may need to be onsite if they are meeting with: PreK-5, Special Education, Title I, or English Language Learners. Ancillary staff may also be in the building if they have internet connectivity issues at home. Permissible hours will be 8am-4pm during any closure due to COVID-19. |