

### 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.

#### LAKESHORE PUBLIC SCHOOLS

Request for In-Person Work by Individual Employee form

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.
All Groups	Conferences/Meetings/Professional Development/Training	Conferences/Meetings/Professional Development/Training - student, staff, and parents who do not have reliable internet connectivity may require face-to-face interaction or access to the internet for virtual meetings. As needed.
Secondary teachers (includes LVA)	Special projects and labs Printing Utilization of technology Connectivity Home environment Tutoring at-risk (in need) students Access to confidential files Evaluation of students	Special Projects & Labs - A teacher may need resources only available in the classroom to conduct special projects such as science experiments. As needed.  Printing - Teachers may need to print packets for students who need these additional resources. As needed.  Utilization of Technology - Special technology like document cameras can only be utilized in school buildings. As needed.  Connectivity - Teachers may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.  Home Environment - A teacher’s home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.  Tutoring at risk students - If students need additional in person support this must be conducted at the school building. As needed.

		<p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Student evaluations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines. As needed.</p>
Elementary Teachers (includes LVA)	<p>Special projects and labs</p> <p>Printing</p> <p>Utilization of technology</p> <p>Connectivity</p> <p>Home environment</p> <p>Tutoring at-risk (in need) students</p> <p>Access to confidential files</p> <p>Evaluation of students</p>	<p>Special Projects &amp; Labs - A teacher may need resources only available in the classroom to conduct special projects such as science experiments. As needed.</p> <p>Printing - Teachers may need to print packets for students who need these additional resources. As needed.</p> <p>Utilization of Technology - Special technology like document cameras can only be utilized in school buildings. As needed.</p> <p>Connectivity - Teachers may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A teacher's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p> <p>Tutoring at risk students - If students need additional in person instructional support this must be conducted at the school building. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Student evaluations/observations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines. As needed.</p>

<p>Special Education teachers</p>	<p>In-person instruction is still allowed for Special Education students.</p> <p>Special projects and labs Printing Utilization of technology Connectivity Home environment Tutoring at-risk (in need) students Access to confidential files Evaluation of students</p>	<p>Special Projects - A teacher may need resources only available in the classroom to conduct special projects such as science experiments. As needed.</p> <p>Printing - Teachers may need to print packets for students who need these additional resources. As needed.</p> <p>Utilization of Technology - Special technology like document cameras can only be utilized in school buildings. As needed.</p> <p>Connectivity - Teachers may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A teacher's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p> <p>Tutoring at risk students - If students need additional in person instructional support this must be conducted at the school building. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Student evaluations/observations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines. As needed.</p>
<p>Teacher Consultants</p>	<p>In-person instruction is still allowed for Special Education students.</p> <p>Printing Connectivity Home environment Access to confidential files Student evaluations</p>	<p>Printing - Staff may need to print packets for students who need these additional resources. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff member's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p>

		Student evaluations/observations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines. As needed.
Speech & Language Pathologists	<p>In-person instruction is still allowed for Special Education students.</p> <p>Printing Connectivity Home environment Access to confidential files Student evaluations</p>	<p>Printing - Staff may need to print packets for students who need these additional resources. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff member's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Student evaluations/observations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines. As needed.</p>
Social Workers	<p>In-person instruction is still allowed for Special Education students.</p> <p>Access to confidential files Confidential meetings Connectivity Home environment Student evaluations</p>	<p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Student evaluations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines. As needed.</p> <p>Confidential meetings - A staff member may need to meet with students individually in a confidential setting. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff member's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p>

Counselors	<p>Access to confidential files</p> <p>Confidential meetings</p> <p>Connectivity</p> <p>Home environment</p> <p>Student evaluations</p> <p>Monitor/Validate Graduation requirements</p> <p>Transcript production</p>	<p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Confidential meetings - A staff member may need to meet with students individually in a confidential setting. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff member's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p>
Paraprofessionals (special education)	<p>In-person instruction is still allowed for Special Education students.</p> <p>Supporting Teacher/Students</p> <p>Child care</p> <p>Food Service assistance</p> <p>Tutoring</p> <p>Supervision of "in need" students</p> <p>Inventory/Distribution of instructional materials</p> <p>Printing</p> <p>Utilization of technology</p> <p>Connectivity</p> <p>Home environment</p> <p>Tutoring at-risk (in need) students</p> <p>Access to confidential files</p>	<p>Supervision of "in need" students - A staff member may supervise and support students who need to access internet or devices in buildings for remote learning. As needed.</p> <p>Food Service - Distribute school meals to families in need. As needed.</p> <p>Child care - A staff member may need to monitor district provided staff child care. As needed.</p> <p>Inventory - Staff will need to be present to physically take/organize inventory. As needed.</p> <p>Printing - Staff may need to print packets for students who need these additional resources. As needed.</p> <p>Utilization of Technology - Special technology like document cameras can only be utilized in school buildings. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p>

		<p>Tutoring at risk students - If students need additional in person support this must be conducted at the school building. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p>
<p>Paraprofessionals (general)/ Media Paras/CTE</p>	<p>Supporting Teacher/Students Child care Food Service assistance Tutoring Supervision of “in need” students Inventory/Distribution of instructional materials Printing Utilization of technology Connectivity Home environment Tutoring at-risk (in need) students Access to confidential files</p>	<p>Supervision of “in need” students - A staff member may supervise and support students who need to access the internet or devices in buildings for remote learning. As needed.</p> <p>Food Service - Distribute school meals to families in need. As needed.</p> <p>Child care - A staff member may need to monitor district provided staff child care. As needed.</p> <p>Inventory - Staff will need to be present to physically take/organize inventory. As needed.</p> <p>Printing - Staff may need to print packets for students who need these additional resources. As needed.</p> <p>Utilization of Technology - Special technology like document cameras can only be utilized in school buildings. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff’s home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p> <p>Tutoring at risk students - If students need additional in person support this must be conducted at the school building. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p>

Secretaries	<p>Building access</p> <p>Answering phones/messages</p> <p>Access to confidential files</p> <p>Filing/inventory</p> <p>Mail reception and delivery</p>	<p>Building access - allowing students into building for in-person instruction and access to technology. As needed.</p> <p>Answering phones - addressing parent/community questions. As needed.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Filing/Inventory - Staff will need to be present to physically file and/or take inventory. As needed.</p> <p>Mail reception and delivery - timely review of potentially sensitive and financial information must be conducted at the building and district level. As needed.</p>
Custodians	Cannot physically complete their tasks from home	Routine building upkeep with a focus on cleaning high touch point areas.
Maintenance	Cannot physically complete their tasks from home	<p>Routine building maintenance.</p> <p>Project completion.</p> <p>Systems checks.</p>
Building Administrators	<p>Printing</p> <p>Utilization of technology</p> <p>Connectivity</p> <p>Home environment</p> <p>Access to confidential files</p> <p>Evaluation of students (IEPs)</p> <p>In-person instruction is still allowed for Special Education students</p>	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p>

	Daily coordination and access to facilities and oversight of staff working in building	<p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings.</p> <p>Student evaluations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines.</p> <p>Administrators are responsibility for the day-to-day operation, safety, and administration of the building grounds</p>
Student Advocate	<p>Access to confidential files</p> <p>Confidential meetings,</p> <p>Connectivity</p> <p>Home environment</p> <p>Supervision of students</p>	<p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings. As needed.</p> <p>Confidential meetings - Staff may need to meet with students individually in a confidential setting. As needed.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction. As needed.</p> <p>Home Environment - A staff member's home environment may not allow for them to conduct virtual sessions uninterrupted. As needed.</p> <p>Supervision of special education and at-risk students.</p>
Superintendent	<p>Utilization of technology/Connectivity</p> <p>Home environment</p> <p>Access to confidential files</p> <p>Evaluation of students (IEPs)</p> <p>Daily coordination and access to facilities and oversight of staff working in building</p>	<p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - Admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings.</p> <p>Administrators are responsibility for the day-to-day operation, safety, and administration of the building grounds</p>



Assistant Superintendent	<p>Utilization of technology/Connectivity Home environment Access to confidential files Evaluation of students (IEPs)</p> <p>Daily coordination and access to facilities and oversight of staff working in building</p>	<p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - Admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings.</p> <p>Administrators are responsible for the day-to-day operation, safety, and administration of the building grounds</p>
Chief Financial Officer	<p>Utilization of technology/Connectivity Home environment Access to confidential files Evaluation of students (IEPs)</p> <p>Daily coordination and access to facilities and oversight of staff working in building</p>	<p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - Admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings.</p> <p>Administrators are responsible for the day-to-day operation, safety, and administration of the building grounds</p>
Administrative Assistant to Superintendent	<p>Building access Answering phones/messages Access to confidential files Filing/inventory Mail reception and delivery Access to district technology COVID-19 Coordination</p>	<p>Building access - allowing students into building for in-person instruction and access to technology. As needed.</p> <p>Answering phones - addressing parent/community questions. As needed.</p> <p>Access to confidential files - Employee files secured onsite. As needed.</p> <p>Filing/Inventory - Staff will need to be present to physically file and/or take inventory. As needed.</p> <p>Mail reception and delivery - timely review of potentially sensitive and financial information must be conducted at the building and district level. As needed.</p>

		<p>Access to District Technology – Some programs are only accessible at worksite. Secured Tech Files. As needed.</p> <p>COVID-19 Coordination - Accessibility to staff, BCHD, parents. Daily during business hours.</p>
Administrative Assistant to Assistant Superintendent	<p>Building access</p> <p>Answering phones/messages</p> <p>Access to confidential files</p> <p>Filing/inventory</p> <p>Mail reception and delivery</p> <p>Access to District Technology</p> <p>Package Receipt and Distribution</p>	<p>Building access - allowing students into building for in-person instruction and access to technology. As needed.</p> <p>Answering phones - addressing parent/community questions. As needed.</p> <p>Access to confidential files - Employee files secured onsite. As needed.</p> <p>Filing/Inventory - Staff will need to be present to physically file and/or take inventory. As needed.</p> <p>Mail reception and delivery - timely review of potentially sensitive and financial information must be conducted at the building and district level. As needed.</p> <p>Access to District Technology – Some programs are only accessible at worksite. Secured Tech Files. As needed.</p> <p>Package Receipt and Distribution – Onsite delivery of items, labeling and prep for distribution. Daily during business hours.</p>
Central Office Administrative Assistant	<p>Building access</p> <p>Answering phones/messages</p> <p>Access to confidential files</p> <p>Filing/inventory</p> <p>Mail reception and delivery</p> <p>Access to District Technology</p> <p>Package Receipt and Distribution</p>	<p>Building access - allowing students into building for in-person instruction and access to technology. As needed.</p> <p>Answering phones - addressing parent/community questions. As needed.</p> <p>Access to confidential files - Employee files secured onsite. As needed.</p> <p>Filing/Inventory - Staff will need to be present to physically file and/or take inventory. As needed.</p>

		<p>Mail reception and delivery - timely review of potentially sensitive and financial information must be conducted at the building and district level. As needed.</p> <p>Access to District Technology – Some programs are only accessible at worksite. Secured Tech Files. As needed.</p> <p>Package Receipt and Distribution – Onsite delivery of items, labeling and prep for distribution. Daily during business hours.</p>
Director of Student Services	<p>In-person instruction is still allowed for Special Education students.</p> <p>Printing Connectivity Home environment Access to confidential files Building access Answering phones/messages Filing/inventory Mail reception and delivery Confidential meetings</p>	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to confidential files - Staff may need to review confidential files that cannot leave buildings.</p> <p>Student evaluations - Staff's need to conduct in-person student evaluation to meet the IEP or initial evaluation timelines.</p> <p>Supervision of onsite employees – Several employee groups will be onsite even in a remote learning situation. During workday hours – M-F.</p>
Accounts Payable	<p>Printing Connectivity Home environment Access to District Technology Handling Cash/Checks Still in Training</p>	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to District Technology – Some programs are only accessible at worksite. Secured Tech Files. As needed.</p>

		<p>Handling Cash/Checks – Best practice. Security of funds. Daily during business hours.</p> <p>Still in Training – New to position. Still receiving training and support.</p>
Payroll	<p>Printing</p> <p>Connectivity</p> <p>Home environment</p> <p>Access to District Technology</p> <p>Timely Resolution of Claims/Questions</p> <p>Secured Data Systems</p>	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to District Technology – Some programs are only accessible at worksite. As needed.</p> <p>Timely Resolution of Claims/Questions – Many benefit questions, COVID-19 leave issues, payroll adjustments. Daily during business hours.</p> <p>Secured Data Systems – Accessible only at work. As needed.</p>
Pupil Accounting Specialist	<p>Printing</p> <p>Connectivity</p> <p>Home environment</p> <p>Access to District Technology</p> <p>Secured Data Systems</p>	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to District Technology – Some programs are only accessible at worksite. As needed.</p> <p>Secured Data Systems – Accessible only at work. As needed.</p>

Director of Technology	Printing Connectivity Home environment Access to District Technology/Support	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to District Technology – Some programs are only accessible at worksite. Server support. As needed.</p>
Technology Techs	Printing Connectivity Home environment Access to District Technology/Support	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Access to District Technology – Some programs are only accessible at worksite. Server support. As needed.</p>
Director of Operations	Printing Connectivity Home environment Direct all maintenance and custodian workers.	<p>Printing - Building admins may need to print additional materials for staff, students and families.</p> <p>Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.</p> <p>Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.</p> <p>Secure necessary PPE and cleaning supplies for daily and future operations. Address daily building needs by assigning maintenance or contracting outside services.</p>

Athletic Director	Printing Connectivity Home environment Onsite game management	Printing - Building admins may need to print additional materials for staff, students and families.  Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.  Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.  Assist with contact tracing and make follow up phone calls as needed. Supervision of athletic facilities
Food Service Director	Food service will continue during remote learning  Printing Connectivity Home environment Onsite staff supervision	Printing - Building admins may need to print additional materials for staff, students and families.  Connectivity - Staff may have inconsistent access to the internet at home and may need to come into the school building to conduct virtual instruction.  Home Environment - A building admin's home environment may not allow for them to conduct virtual sessions uninterrupted.  Supervision of onsite staff.
Food Service Staff	Food service will continue during remote learning	Prepare, package and distribute food.
Transportation Staff	Transportation will continue in some capacity during remote learning	Transport Special Education/At-Risk Students. Daily M-F.  Food Distribution – As Scheduled