

### 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.

**To be completed by the School: Armada Area Schools**

<b>Position/Employee Group</b>	<b>Can Employee/Employee Group feasibly complete all work remotely? If not, list aspects of work that cannot feasibly be completed remotely.</b>	<b>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.</b>
Professional Staff	Access to confidential student, personnel and financial information. The need to supervise, direct, or evaluate students or personnel. The need to provide direct, physical services to students such as speech, physical, or occupational therapy.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines.
Administrators/Supervisors	Access to confidential student, personnel and financial information. The need to supervise, direct, or evaluate students or personnel.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines.
Bus Drivers	Other relevant factors as determined by the Superintendent or designee.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines. Bus drivers are occasionally asked to deliver meals to families while they are not in school.
Secretaries	Access to confidential student, personnel and financial information. The reliability and effectiveness of internet access at the person’s residence.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines.

Food Service Employees	Other relevant factors as determined by the Superintendent or designee.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines. Food Service workers are often necessary to pack and provide meals for students learning from home.
Custodians	Other relevant factors as determined by the Superintendent or designee.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines. Custodians are often necessary when the schools are closed in order to deep clean and disinfect.
Daycare Workers and Paraprofessionals/Aides	The need to supervise, direct, or evaluate students or personnel. The need to provide direct, physical services to students such as speech, physical, or occupational therapy.	The staff must be physically present in the workplace if the district is providing in-person instruction. If all students are learning remotely, the staff must be able to be present in the workplace on an as needed basis, following all safety guidelines.