

**American Paradigm
Schools**

**COVID-19 POLICIES, PROCEDURES AND
PROTOCOLS**

LAST AMENDED: JULY 23, 2020

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INTRODUCTION

APS has been aggressively protective and proactive in responding to the developing world-wide understanding of this pandemic as well as the guidance of our local, state and federal governments.

This COVID-19 POLICIES, PROCEDURES AND PROTOCOLS document is a companion to the state

mandated Health and Safety Plan (“HSP”). Like the HSP, the policies, procedures and protocols contained herein are subject to change as we, our school, and our government incorporate new information and risk assessments. We are grateful to those who are fighting this Pandemic. We pledge to safeguard the health and well-being of the youth entrusted to our care and of our employees who are dedicated to our mission.

OUR APPROACH

1. We follow U.S. Centers for Disease Control (CDC) and Pennsylvania Department of Health (PADOH) guidance.
2. We follow the latest guidance and orders of our Governor and the Pennsylvania Secretary of Education
3. In every school based gathering we must have rules regarding where one can be, where one can walk, and the basics of COVID-19 hygienic deterrence. Whether we are gathering for class, teacher meetings, or any school function in the 2020-2021 the rules apply to everyone. Failure to follow these rules is disregard for the health of others.
4. For the safety of our school community, it is important that we know whenever anyone involved in our school is exhibiting COVID-19 symptoms or is presumptively diagnosed with COVID-19. If you are diagnosed with COVID-19, we request your permission to reach out to anyone who you have been in contact with at the school. We all have to do our part to prevent the spread of this virus.
5. Our main priority is the health, safety and welfare of the children entrusted to our care as well as the employees who work to provide amazing and enriching educational experiences.

SOCIAL DISTANCING PROTOCOL

The primary mode of transmission of the COVID-19 virus is by transmission of respiratory droplets between people in close proximity to each other. Increasing the physical distance between individuals can reduce transmission. Everyone returning to \$SName spaces must consistently follow social distancing practices. \$SName has established the following social distancing guiding principles for all spaces:

- All people on school premises must attempt to maintain at least six (6) feet of social distance at all times.
- All gatherings should be limited to no more than ten (10) people per room in the yellow phase or twenty-five (25) people per room in the green phase with participants six (6) feet away from each other and wearing masks.
- All people on school premises are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.

Common Spaces

Signage and Posters:

All persons are expected to follow visual cues including signage, floor decals and colored tape indicating social distancing parameters and traffic flow through building entrances, exits, and other common use areas.

Elevators: No more than four (4) people may occupy an elevator at a time, with each person standing in each corner of the elevator. Stairs should be used whenever possible.

Meeting Rooms: In-person meetings are discouraged. Meetings should continue to take place in a virtual setting whenever possible even if all participants are present in the building. If a meeting must be in-person to accomplish its purpose, it must be limited to no more than ten (10) people in the yellow phase or twenty-five (25) attendees in the green phase with attendees six (6) feet away from each other and wearing masks.

Employee Break Rooms/ Meals: Employee break rooms and lunchrooms are closed for gathering. They may be used for vending machine purchases and food preparation only with six (6) feet social distancing being practiced by all present. Employees are encouraged to eat in their office/classroom area or to eat outside, if practical and feasible. If any person does remove their mask to eat or drink, please be careful to maintain your mask on your person by dropping it below the chin or placing it in your pocket or on your lap. Do not set masks on tabletops or other surfaces.

Restrooms: The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least six (6) feet distance between individuals. Restroom toilet partitions provide appropriate separation for individuals. In cases where partitions are not currently in place, and do not extend above the individual's head, signage will indicate the use of every other toilet

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stall, i.e. every other urinal in the men's restroom will be closed off to keep individuals six (6) feet apart. The same approach will be applied to restroom sinks that don't allow for appropriate distancing.

Visitors: No external visitors are permitted to enter school facilities until further notice. This does not

apply to interns/fellows and contractors delivering/providing goods or services for the School. Contractors should also have their own COVID-19 risk mitigation policies or procedures, which should be provided to the School upon request, and receive approval from the School prior to onsite engagement. Schools may choose to escort contractors, when in a School facility, if feasible and appropriate.

STUDENTS

Policy

All parents/guardians of students are required to notify the School nurse or designee immediately if a student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

General Guidance

Personal Illness All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while in the School building will be sent home immediately.

Pre-Screening/Symptom Monitoring/Mandatory Reporting Parents/guardians and students are required to conduct a daily self-screen at home before reporting to school. If they answer yes to *any* of the screening questions, they must refrain from going to the School building. \$SName may prevent anyone who has not conducted a daily self-screen from entering school premises.

- **Parents/Students:** All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for the symptoms identified below. If *any* of the following are true, the parent/guardian must keep the student at home and contact the school nurse for further instructions.

- **Students should stay home if they:**

- Have one or more symptoms in Group A **OR** ○
Have two or more symptoms in Group B **OR** ○
Are taking fever reducing medication.

Group A 1 or more symptoms

Group B 2 or more symptoms

Fever (100.4 or higher) Cough

Difficulty breathing New lack of smell or taste

Shortness of breath
Sore throat Runny
nose/congestion Chills

Muscle pain Nausea
or Vomiting
Headache Diarrhea

Students who Develop Symptoms at School

If a student develops one (1) or more symptoms in **Group A** or two (2) or more symptoms in **Group B** while at school:

Group A 1 or more symptoms
Group B 2 or more symptoms

Fever (100.4 or higher) Cough

Shortness of breath
Difficulty breathing
Sore throat Runny nose/congestion Chills
New lack of smell or taste
Muscle pain Nausea or Vomiting Headache
Diarrhea

- Teacher will inform school nurse by telephone prior to sending the child with adult supervision out of the classroom
- Student will be escorted by an adult (no student escorts) to the designated COVID-19 related isolation space and the school nurse will report there
- The school nurse will perform appropriate assessment and secure documentation in student information system (SIS)
- The school nurse will notify parent/guardian to pick up student
- Student will be escorted by an adult (no student escorts) to designated entrance to meet parent/guardian
- Parents/guardians will be given instructions to contact their medical provider
- No student who develops COVID-19 like symptoms defined above will be permitted to return home on the school bus or by public transportation that day
- The school nurse will follow up with family and document interaction

Students who Test Positive for COVID-19

When a student tests positive for COVID-19, the parent/guardian must notify the school nurse. The student will:

- remain home until *all* of the following are true:
 - at least 10 days since the onset of symptoms AND
 - until fever free when off anti-fever medications for 3 days AND

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- symptoms are improving.

The school nurse will:

- Notify the appropriate Department of Public Health (“DPH”) and provide the following information: student’s name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
- Collaborate with DPH to identify all students, teachers and other contacts who spent more than 15 minutes within six (6) feet of the infected student during the 48 hours before onset of symptoms. DPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Notify maintenance to initiate cleaning and sanitation protocols.

Additionally, consistent with both notification requirements for other communicable diseases and legal confidentiality, the School will follow regulations for exposure to a communicable disease.

COVID-19 Exposure Notification

Should a positive COVID-19 case occur with respect to any student attending the School consistent with both notification requirements for other communicable diseases and legal confidentiality the School will follow regulations for exposure to a communicable disease; the school nurse will notify the DPH of any in-school exposure to or contraction of Covid-19. Additionally parents/guardians must notify the _____ if their student is exposed to Covid-19 outside of school. All \$SName staff, students, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse (for students), by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self monitor for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing

Return to School Guidelines

When tested and determined to be COVID-19 positive, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- at least 3 days free of fever without the use of fever reducing medication AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath) Note: *The COVID-19 positive individual does NOT need a repeat COVID test or a doctor's note in order to return to school.*

When symptomatic, tested and determined to be **COVID-19 negative**, the student will remain home until:

- The student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school

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When symptomatic, but **COVID-19 testing was not completed**, the student will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- fever free without the use of anti-fever medications for three days AND
- symptoms are improving
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school.

COVID-19 Testing

Current guidance from the CDC and DPH does not recommend testing of all students and staff prior to their initial return to school or work. Therefore, \$SName is not currently planning to offer or require COVID-19 testing of its students and employees prior to school opening. DPH recommends testing in the presence of symptoms, and/or when an individual has been exposed to someone with COVID-19. The School will not conduct any on-site COVID-19 testing for those with symptoms or exposure to COVID-19. Staff and students' families should consult with health care providers concerning further details on testing.

The School will focus its efforts on a comprehensive strategy to reduce the spread of COVID-19 that includes promoting good hygiene practices, maintaining healthy environments and operations, and providing and activating a plan when someone gets sick.

To determine if you require testing for COVID-19, call your healthcare provider. If you do not have a healthcare provider, visit the City's map of testing sites to find a location that will not require an order from a healthcare provider at the following link: <https://www.phila.gov/COVID-testing-sites/#/>.

Contact

Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission. DPH is implementing a contact tracing program to help mitigate the spread of COVID-19. When notified of a staff member, student or approved visitor with a confirmed case of COVID-19, the School will coordinate with DPH on COVID-19 reporting and response efforts.

School Closure and School

Dismissal

Guidance regarding the closure or dismissal of a classroom, or the School facility due to COVID-19 will be provided by DPH. The decision to close or dismiss students and/or staff from the School rests with the _____. Decisions about closures will be made carefully, and with the health, safety and needs of our students, families, and staff in mind. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.

Protocol: Face masks for Students

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When worn properly, wearing a mask helps reduce the spread of the coronavirus by reducing droplet transmission between people. As a reminder, face masks do not replace the need to maintain social distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines.

In accordance with Center for Disease Control and Prevention (CDC) guidelines, the Department of Public Health (DPH), and the Pennsylvania Department of Education (PDE), all SSName students must wear a face mask that covers the mouth and nose at all times while in a School space (buildings, grounds, security desks, conference rooms, elevators, etc.).

Approved Face

Masks

A mask is defined as a covering of the nose *and* mouth that is secured with straps that loop over the ears or tie around the back of the head. Acceptable masks may be factory-made, sewn by hand or machine, or created by using materials cut or constructed from household or clothing items like scarves, t-shirts, sweatshirts, or towels. These clothing items in their original forms are not themselves acceptable face coverings for use in \$SName facilities and are not acceptable substitutes for the four types of face coverings approved for use by students. For safest practice, students opting to wear a face shield should also wear a mask.

Students must appear on school premises with an approved face mask. Additionally, parents/guardians must ensure that all students bring one (1) back-up face mask. Disposable surgical masks will be available for students whose mask and back-up mask become damaged, lost, or forgotten. Additionally, the school will provide face shields where determined to be appropriate by a student's IEP team. Wearing a face shield instead of a mask may increase compliance for students with medical conditions and behavioral challenges while still providing protection against virus transmission. Those who can also wear a mask in addition to the face shield without impeding compliance, should.

Please follow the guidance below for applying, removing, and cleaning the four types of masks approved for wear by students. Hand hygiene should be performed before and after applying and removing a mask.

In extension of our uniform policy, masks may not have pictures, words, phrases, or slogans.

Type and Intended Use of Masks

**Approved
Masks**

**Disposable
Surgical
Mask**

Cloth Mask Neck Gaiters Face Shields

**Mask
Application**
n (i.e. putting
on your mask)

on your neck, then
pull it up to just below
your eyes. Cover from
nose to chin. Ensure
that it

Bending forward, hold
the face shield with
both hands, expand the
elastic with thumbs and
place the elastic behind
Bending forward, hold
the face shield with
both hands, expand the
elastic with thumbs and
place the elastic behind
Bending forward, hold
the face shield with
both hands, expand the
elastic with thumbs and
place the elastic behind

Start with the gaiter
on your neck, then
pull it up to just below
your eyes. Cover from
nose to chin. Ensure
that it

Start with the gaiter
on your neck, then
pull it up to just below
your eyes. Cover from
nose to chin. Ensure
that it

Start with the gaiter
fits nose and mouth
nose and mouth at
snugly, especially at all times and is
all times and is
around your cheeks and secured under the
secured under the
the bridge of your nose, chin.
chin.
not to leave gaps.

the head, so that the foam rests on the forehead. Ensure the shield covers the front and sides of the face and no areas
are left uncovered.

Mask Removal

Unhook from ears and pull away from the face without touching the inside of the mask. Fold so the inner part of the
mask faces inward. Dispose immediately into the trash can.

Untie or unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of
the mask faces inward.

Remove from the back of your head, by putting your (clean) fingers under the neckline and lifting up from the

bottom to top over your head.

Remove and pull up and away from the face without touching the front of the mask. Check for cracks in the mask and discard if cracked or damaged.

Mask Cleaning

Dispose immediately into the trash can.

Wash after daily use in the washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.

Wash after daily use in the washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.

Carefully wipe the inside, followed by the outside of the face shield with a disinfectant wipe on a daily basis.

General Guidance: Face Masks

- Students may wear personal, clean, well-maintained masks appropriate for the school environment (**i.e., solid colors or appropriate patterns, with no pictures, phrases, words, or slogans**) that meet one of the approved face masks types identified in the chart above.
- Students must wear a face mask at all times in hallways, classrooms, public spaces and other common areas across school spaces.
- Students should remain mindful not to unnecessarily touch masks except for removal for meals and breaks.

Students may remove face masks (take a “mask break”) when:

- Eating or drinking if seated six (6) feet away from others and/or separated by barriers.
- Seated at desks or assigned work spaces at least six (6) feet apart and/or separated by barriers.

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- Engaged in any activity for which maintaining at least six (6) feet apart is assured (e.g. face mask breaks, recess, outdoor P.E., etc.).
- When masks are removed, they must be placed below the chin, in a pocket or on their person. Masks should not be placed on tabletops or other communal surfaces.
- Students will be instructed when they may take “mask breaks” and remove their masks. For safest

practice, mask breaks will be limited to 15 minutes. **EMPLOYEES**

Presumptive and Confirmed COVID-19 Case Protocol

Police

y

All staff are required to notify the _____ (as outlined in the Pre-screening/Symptom Monitoring/Mandatory Reporting section below) immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

General

Guidance

Personal Illness All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while in the School building will be sent home immediately.

Pre-Screening/Symptom Monitoring/Mandatory Reporting Employees are required to conduct a daily self-screen at home before reporting to work. If they answer yes to *any* of the screening questions, they must refrain from going to the School building. \$SName may prevent anyone who has not conducted a daily self-screen from entering school premises.

- **Employees:** All employees will be required to affirm they are symptom-free and have not had recent exposure to someone with COVID-19. Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or if they are self-isolating due to suspected or known exposure to COVID-19 by contacting the _____.

Employee who Develops Symptoms while at Work

If an employee develops the following symptoms while at work they will go home immediately:

- One or more symptoms in Group A **OR**
- Two or more symptoms in Group B

Group A 1 or more symptoms
Group B 2 or more symptoms

Fever (100.4 or higher) Cough
Shortness of breath
Difficulty breathing
Sore throat Runny nose/congestion Chills
New lack of smell or taste Muscle pain Nausea
or Vomiting Headache
Diarrhea

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- If an employee needs to be picked up, they will wait in the designated COVID-19 related isolation area for their ride.

Employee who Tests Positive for COVID-19

An employee who tests positive for COVID-19 must:

- Notify the _____ and the school nurse of the test results on the day of

receipt.

The _____ or their designee will:

- Notify the Department of Public Health (“DPH”) and provide the following information: employee’s name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
- Collaborate with DPH to identify all employees and contacts (i.e. visitors, students, contractors, etc.) who spent more than 15 minutes within 6 feet of the infected employee during the 48 hours before onset of symptoms and report the information to Employee Health Services.
- DPH will assist in determining which individuals identified should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Notify maintenance to initiate cleaning protocols.

Employee Return to Work Guidelines

When tested and determined to be **COVID-19 positive**, the employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- at least 3 days free of fever without the use of fever reducing medication AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)

Note: The COVID-19 positive individual does NOT need a repeat COVID test or a doctor’s note in order to return to work.

When tested and determined to be **COVID-19 negative**, the employee will return to work, unless the employee has other medical issues that require staying at home.

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When symptomatic but **COVID-19 testing was not completed**, the employee will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- at least 3 days free of fever without the use of fever reducing medication AND
- improvement in respiratory symptoms (e.g. cough, shortness of breath)

- A clinician has evaluated the employee and documented an alternative diagnosis and that the employee may return to work sooner than ten days.

COVID-19 Exposure

Notification

Should a positive COVID-19 case occur at the School, consistent with both notification requirements for other communicable diseases and legal confidentiality the School will follow regulations for exposure to a communicable disease; the _____ or the school nurse will notify the DPH. All \$SName students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self monitor for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing.
- Employee leave information – Families First Coronavirus Response Act.

COVID-19 Testing

Current guidance from the CDC and DPH does not recommend testing of all students and staff prior to their initial return to school or work. Therefore, \$SName is not currently planning to offer or require COVID-19 testing of its students and employees prior to school opening. DPH recommends testing in the presence of symptoms, and/or when an individual has been exposed to someone with COVID-19. \$SName will not conduct any on-site COVID-19 testing for those with symptoms or exposure to COVID-19. Staff and students' families should consult with health care providers concerning further details on testing.

\$SName will focus its efforts on a comprehensive strategy to reduce the spread of COVID-19 that includes promoting good hygiene practices, maintaining healthy environments and operations, and providing and activating a plan when someone gets sick.

To determine if you require testing for COVID-19, call your healthcare provider. If you do not have a healthcare provider, visit the City's map of testing sites to find a location that will not require an order from a healthcare provider at the following link: <https://www.phila.gov/COVID-testing-sites/#/>.

Contact

Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to

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interrupt disease transmission. DPH is implementing a contact tracing program to help mitigate the spread of COVID-19. When notified of a staff member, student or approved visitor with a confirmed case of COVID-19, the School, through the school nurse, will coordinate with DPH on COVID-19 reporting and response efforts.

School Closure and School Dismissal

Guidance regarding the closure or dismissal of a classroom, or the School facility due to COVID-19 will be provided by DPH. The decision to close or dismiss students and/or staff from the School rests with the _____. Decisions about closures will be made carefully, and with the health, safety and needs of our students, families, and staff in mind. These decisions are dependent on having sufficient faculty and staff presence to safely operate each school building with these procedures in effect, and may be campus specific. As a situation evolves and decisions are made, communications will be sent out to all necessary stakeholders.

Face Mask Protocol for Employees

In accordance with Center for Disease Control and Prevention (CDC) guidelines, the Department of Public Health (DPH), and the Pennsylvania Department of Education (PDE), all \$SName employees, students, interns/fellows, contractors, vendors and visitors must wear a face mask that covers the mouth and nose at all times while in the School space (buildings, grounds, security desks, conference rooms, elevators, etc.).

When worn properly, wearing a mask helps reduce the spread of the coronavirus by reducing droplet transmission between people. As a reminder, face masks do not replace the need to maintain social distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines.

Approved Face Masks

Please follow the guidance below for applying, removing, and cleaning the five types of masks approved for wear by \$SName employees. Hand hygiene should be performed before and after applying and

removing a mask. A mask is defined as a covering of the nose *and* mouth that is secured with straps that tie or loop over the ears or around the back of the head. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not themselves acceptable face coverings for use in \$SName facilities. However, acceptable masks may be factory-made, sewn by hand or machine, or created by using materials cut or constructed from household or clothing items. While a mask may be made out of these materials, they may not be used in their traditional form; thus they are not acceptable substitutes for the five types of face coverings approved for use on \$SName premises.

Unless directly supporting students with hearing impairments, staff wearing Face Shields should also wear one of the other approved mask types. \$SName will provide one FaceShield to each employee to use while onsite.

A City ordinance requires all individuals in public to wear a mask, therefore employees will presumably be wearing a mask outside of work. The School will not routinely provide masks to employees, contractors, vendors, delivery personnel, visitors or others who are expected to provide their own.

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In accordance with expectations for appropriate professional attire, masks may not have pictures, words, phrases, or slogans.

Type and Intended Use of Masks

Approved Masks

**Disposable
Surgical
Mask**

Mask Neck Gaiters Face Shields N95

Respirator

Mask

Application

(i.e. putting on your mask)

e ties to
or hook
snugly
d ears.
e that the
covers the
nd mouth
imes and
ured under
in.

e ties to
or hook
snugly
d ears.
e that the
covers the
nd mouth
imes and
ured under
in.

Start with the gaiter on your neck, then pull it up to just below your eyes. Cover from nose to chin. Ensure that it fits snugly, especially around your cheeks and the bridge of your nose, not to leave gaps. Start with the gaiter on your

neck, then pull it up to just below your eyes. Cover from nose to chin. Ensure that it fits snugly, especially around your cheeks and the bridge of your nose, not to leave gaps. Start with the gaiter on your neck, then pull it up to just below your eyes. Cover from nose to chin. Ensure that it fits snugly, especially around your cheeks and the bridge of your nose, not to leave gaps.

Bending forward, hold the face shield with both hands, expand the elastic with thumbs and place the elastic behind the head, so that the foam rests on the forehead. Ensure the shield covers the front and sides of the face and no areas are left uncovered. Bending forward, hold the face shield with both hands,

receive training
on application,
removal, and
training.

**Mask
Removal
1**

Remove from
the back of your
head, by putting
your (clean)
fingers under
the neckline and
lifting up from
the bottom to
top over your
head.

Remove from
the back of your
head, by putting
your (clean)
fingers under
the neckline and
lifting up from
the bottom to
top over your
head.

Remove from
the back of your
head, by putting
your (clean)
fingers under
the neckline and
lifting up from
the bottom to
top over your
head.

Remove and
pull up and
away from the
face without
touching the
front of the
mask. Check for
cracks in the
mask and
discard if
cracked or
damaged.
Remove and
pull up and

or unhook
ears and
away from
without
ng the
of the
Fold so
ner part of
mask faces
d.
or unhook
ears and
away from
without
ng the
of the

away from the face without touching the front of the mask. Check for cracks in the mask and discard if cracked or damaged.

Remove and pull up and away from the face without touching the front of the mask. Check for cracks in the mask and discard if cracked or damaged.

Remove and pull up and away from the face without touching the front of the mask. Check for cracks in the mask and discard if cracked or damaged.

If the use of this mask is required for specific job duties, personnel using this mask will receive training on application, removal, and training.

If the use of this mask is required for specific job duties,

personnel using this mask will receive training on application, removal, and training.

If the use of this mask is required for specific job duties, personnel using this mask will receive training on application, removal, and training.

If the use of this mask is required for specific job duties, personnel using this mask will receive training on application, removal, and training.

If the use of this mask is required for specific job duties, personnel using this mask will receive training on application, removal, and training.

Mask Cleaning

Dispose immediately into the trash can.

after daily
the
ng
ne with
laundry
y hand
ng in a
on of 1/3rd

Wash after daily
use in the
washing
machine with
other laundry
OR by hand
soaking in a
solution of 1/3rd
Wash after daily
use in the
washing
machine with
other laundry
OR by hand
soaking in a
solution of 1/3rd
Wash after daily
use in the
washing
machine with
other laundry
OR by hand
soaking in a
solution of 1/3rd

Carefully wipe
the inside,
followed by the
outside of the
face shield
with a
disinfectant
wipe.
Carefully wipe
the inside,
followed by the
outside of the
face shield
with a
disinfectant
wipe.

Carefully wipe
the inside,
followed by the
outside of the
face shield
with a
disinfectant
wipe.
Carefully wipe
the inside,
followed by the
outside of the
face shield
with a
disinfectant
wipe.

If the use of this
mask is required
for specific job
duties,
personnel using
this mask will
receive training
on application,
If the use of this
mask is required
for specific job
duties,
personnel using
this mask will
receive training
on application,
If the use of this
mask is required
for specific job
duties,
personnel using
this mask will
receive training
on application,

If the use of this mask is required for specific job duties, personnel using this mask will receive training

on application,

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cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.

removal, and training.

General Guidance: Face Masks

- Employees may wear personal, clean, well-maintained masks appropriate for a work environment (**i.e., solid colors or appropriate patterns, masks may not have pictures, phrases, words or slogans**) that meet one of the approved face masks types identified in the chart above.
- Employees must wear a face mask at all times in hallways, classrooms, public spaces and other common areas across the School.
- Employees should carry at least two masks with them daily to ensure that they have a replacement if one becomes unusable while in a school space.
- Remain mindful not to unnecessarily touch your mask or your face during the day except for meals.

Please note the following locations and activities that allow mask removal:

- Employees who work on their own in an enclosed space are permitted to remove their mask if they are seated at least six (6) feet from others. However, they must wear their mask if anyone comes into their office, and at all other times whenever they are in any other space.
- Employees may remove their masks while eating or drinking, provided they are situated six (6) feet away from others, perform the necessary hand hygiene, and replace the mask when they are done. If an employee does remove their mask to eat or drink, please be careful to maintain your mask on your person by dropping it below the chin or placing it in your pocket or on your lap. Do not set masks on tabletops or other surfaces.

REASONABLE ACCOMMODATIONS

Accommodations: Facemasks

Prior to entering the School facility, employees who are unable to wear a mask on account of a health-related concern should contact the School's _____ to discuss alternatives and reasonable accommodations.

Accommodations for Students Who Are Unable to Wear a Mask Due to Medical Conditions or Other Reasons

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings.

Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, are not required to wear a mask; however, individuals should consider using another type of face covering such as a plastic face shield.

Students with the following conditions, as well as others, are eligible to use a face shield in place of a mask. This list is not exhaustive. Additional requests will be considered on an individual basis.

- Tracheostomies
- Neuromuscular and other conditions that limit the ability to self-remove a mask
- Autism
- Hearing Impairment
- Chronological young age
- Developmental young age
- Cognitive impairment
- Facial deformities that make mask wearing difficult

Prior to entering the School facility, students who are unable to wear a mask on account of a health-related or other concern should contact the school nurse for further instructions.

Accommodations: Employee

Medical

Accommodations for Essential Functions

Our schools are proceeding with our mission to educate children in accordance with the Health and Safety Plan (“HSP”) developed by the school and approved by the Pennsylvania Department of Education. There will be days where children are educated on school premises in accordance with that HSP.

We will treat all requests for medically necessary accommodations relating to the COVID-19 pandemic under the Americans with Disabilities Act.

Any Employee who requires an accommodation in order to perform the essential functions of their job

should contact the _____ and request such an accommodation, and also should specify in writing what accommodation is reasonable. As long as it will not impose an undue hardship, the School will make the accommodation. The School may instead propose alternative accommodation(s), which may not be the one requested.

Reasonable Accommodations

Reasonable accommodations do not include lower performance standards or provide items for personal use or convenience. The process of identifying and providing a reasonable accommodation is an interactive one. The School is not obligated to provide an accommodation if it would impose an undue

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hardship on it, or if the Employee requesting the accommodation poses a direct threat to the safety of self or to others. If accommodations other than the one requested by the Employee are determined by the School to be reasonable, the School will, as may be appropriate, consider the Employee's preference. The ultimate selection of the reasonable accommodation to be implemented, however, will be made by the School.

Establishing Eligibility.

An Employee who has requested a reasonable accommodation must provide certain information to the School from an appropriate health care professional. Generally, the information provided must be sufficient to substantiate that the Employee has a medically necessary reason for a reasonable accommodation. The information provided must describe the nature, severity and duration of the impairment; the activity or activities limited by the impairment; and the extent of limitation. Additionally, the information provided must support why the requested accommodation is reasonable and needed. The cost of obtaining and providing this information to the School is the responsibility of the Employee.

The need for a reasonable accommodation may, and often does, change. Accordingly, an Employee who receives a reasonable accommodation may be required to establish their eligibility for an accommodation as frequently as may be appropriate.

Confidentialit

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Confidential information obtained, reviewed and/or prepared in connection with a request for reasonable accommodation will be maintained separately from the Employee's other employment records. Information such as the Employee's impairment, disability, medical condition and status, request for reasonable accommodation, and the School's response to the request will be maintained as confidential information. Confidential information will not be disclosed to any person except on a need-to-know basis.

Accommodations: Students

We will address student and parent/guardian requests for accommodations on a case by case basis, applying any and all applicable laws and regulations to each individual student whose parents/guardians make requests for accommodations to the program of learning provided by \$SName.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020, or to any extended date of these provisions.

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The FFCRA includes two paid leave provisions offering relief to employees needing time away from work for reasons related to COVID-19:

- The Emergency Paid Sick Leave Act (H.R. 6201, Division E (§§ 5105 to 5111))
- The Emergency Family and Medical Leave Expansion Act (H.R. 6201, Division C (§§ 3101 to 3106))

Telework: Employees may telework if and when permitted by the employer or if the employer allows employees to perform work while at home or at a location other than the normal workplace. Telework is work for which normal wages must be paid and is not compensated under the paid leave provisions of the FFCRA.

EMERGENCY PAID SICK LEAVE ACT

Covered

Employers:

The Emergency Paid Sick Leave Act covers corporations with less than 500 employees are required to provide paid sick leave or expanded family and medical leave under the FFCRA. Workers who are independent contractors under the Fair Labor Standards Act (FLSA), rather than employees, are not considered employees for purposes of the 500-employee threshold.

\$\$Name is a covered employer.

Covered

Employees:

All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

Employees are considered to have been employed by an employer for at least 30 calendar days if the employer had an employee on its payroll for the 30 calendar days immediately prior to the day the leave would begin. For example, if an employee wanted to take leave on April 1, 2020, the employee would need to have been on the employer's payroll as of March 2, 2020.

If employees have been working for a company as a temporary employee, and the company subsequently hires them on a full-time basis, they may count any days they previously worked as a temporary employee toward this 30-day eligibility period.

Requesting Leave:

Employers must always collect:

- The name of the employee requesting leave;
- The date(s) for which leave is requested;
- The reason for leave; and

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- A statement from the employee that he or she is unable to work and the reason.

If an employee requests leave to care for their child whose school or place of care is closed, or child care provider is unavailable, the employer must also document:

- The name of the child being cared for;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A statement from the employee that no other suitable person is available to care for the child.

NOTE: Please also note that all existing certification requirements under the FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the FMLA. For example, if an employee is taking leave beyond the two weeks of emergency paid sick leave because a medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the FMLA if required by your employer.

Leave Amount and Usage:

Covered full-time employees are entitled to 80 hours of paid leave. Part-time employees are entitled to the average number of hours the employee works during a two-week period. Covered employees are entitled to paid leave for specific purposes related to COVID-19. Employers must provide paid sick leave if the employee is unable to telework because the employee:

- Is under a federal, state, or local quarantine or isolation order related to COVID-19
- Has been advised by a health care provider to self-quarantine because of COVID-19 concerns
- Is experiencing COVID-19 symptoms and seeking a medical diagnosis
- Is caring for an individual subject to a quarantine or isolation order or advised to self-quarantine because of COVID-19 concerns
- Is caring for a son or daughter (as defined in the FMLA) where, due to COVID-19 precautions, the child's:
 - School or place of care has closed; or
 - Child care provider is unavailable
- Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

Payment for Leave:

Leave is paid at the employee's regular rate of pay, except that leave used to care for another is paid at

two-thirds the employee's regular rate of pay. Paid leave is capped at:

- \$511 per day and \$5,110 in total for the employee's own health condition or quarantine.

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- \$200 per day and \$2,000 in total for leave necessitated to care for another individual.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

The Emergency Family and Medical Leave Expansion Act (Emergency FMLA) expands the FMLA to provide paid and other protected leave to covered employees with a qualifying need related to a public health emergency regarding COVID-19 declared by a federal, state, or local authority. The Emergency FMLA broadens coverage of the FMLA in several key respects.

Scope of Coverage:

The new law expands the definition of employer regarding public health emergency leave to include all employers with fewer than 500 employees, while the FMLA ordinarily only covers employers with 50 or more employees. However, for employers with fewer than 50 employees:

- The Secretary of Labor is authorized for good cause to exempt them from providing public health emergency leave if it would jeopardize the viability of the business as a going concern.
- There is no private right of action for damages or attorneys' fees available against those employers that do not meet the definition of covered employer under the FMLA (though the Secretary of Labor retains all available enforcement rights and remedies under the FMLA) (H.R. 6201, § 3104).

The Emergency FMLA also expands coverage by including employees who have been employed by the employer for at least 30 days. Under the FMLA, covered employees must have been employed for at least 12 months by the employer and worked for at least 1,250 hours during the previous 12 months.

However, employers that employ health care providers and emergency responders may elect to exclude those employees from the public health emergency leave requirements (H.R. 6201, § 3105).

Leave Use and Payment

The Emergency FMLA amends the FMLA to create a new category of protected leave for employees with a “qualifying need related to a public health emergency” (H.R. 6201, § 3102(b), adding a new section (F) to 29 U.S.C. § 2612(a)(1)). A qualifying need under this provision means the employee cannot work or telework due to the need to care for a son or daughter under 18 years of age if, because of a public health emergency regarding COVID-19, the child’s:

- School or place of care has been closed.
- Child care provider is unavailable.

Under the Emergency FMLA, the first ten days of leave necessitated by a public health emergency related to COVID-19 is unpaid, an employee may elect to substitute accrued paid leave during that time period under the leave provisions of the FMLA (29 U.S.C. § 2612(d)(2)(A) (allowing an employer to require an employee to use other accrued paid leave during FMLA leave)).

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Leave after the first ten days must be paid at a rate of at least two-thirds the employee’s regular rate of pay based on the employee’s regular schedule. For each employee, paid leave cannot exceed:

- \$200 per day
- \$10,000 in total

Because the Emergency FMLA adds another category of qualifying need to the FMLA, the total amount of available leave is the same as under the FMLA (12 weeks in a 12-month period). Under the Emergency FMLA, the first two weeks are unpaid and the remaining ten weeks are paid leave. Employees must provide notice to their employers as soon as practicable when the need for leave is foreseeable.

Restoration Rights:

Employees returning from FMLA leave generally have the right to return to the same or an equivalent position. The Emergency FMLA contains an exception to the job restoration for employers with fewer than 25 employees when their employees take public health emergency leave if all the following conditions are met:

- The employee’s position no longer exists because of economic or other operating conditions affecting employment and caused by a public health emergency
- The employer makes reasonable efforts to return the employee to an equivalent position
- If unable to return the employee to an equivalent position, the employer makes reasonable efforts to

contact the employee about available positions for one year beginning on the earlier of:

- The end of the employee's qualifying need; or
- 12 weeks after the employee's leave began