

POLICY AND PROTOCOLS FOR PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL FOR EMPLOYEES

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for employees in schools and is adopted for the protection of students, employees, and families. Employees will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

The School may modify this policy, as necessary, to comply with changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools, as well as the Reopening Protocols for K-12 Schools published by the County of Los Angeles and Pasadena Departments of Public Health. This policy will be in effect until local and state health officials provide guidance that such physical distancing measures are no longer necessary.

A. Reduction of In-Person Employee Headcount at Any Given Time

To comply with CDC, CDE, state and/or local guidance regarding social distancing protocols, the School may allow, encourage, or require remote work as appropriate for any employee, at any given time.

The School may also implement flexible or staggered work hours, including staggered breaks, to accommodate the School’s on-campus class scheduling and physical distancing strategies, as needed.

B. Campus Access

The School will establish three (3) entry and exit points to the School’s campus to promote physical distancing. The entry and exit points will be Madeline Drive, State Street and North lot kiosks. Employees will be responsible for maintaining at least 6 feet of physical distancing while entering and exiting campus.

Prior to entering the School’s campus, all employees will be subject to screening requirements consistent with the School’s Policy and Protocols for Screening Employees. Employees who have passed the screening requirements will be required to wash or sanitize their hands prior to entering their worksites and/or classrooms.

During this time, the School will restrict access to the School’s campus, and limit visitors and volunteers, including parent volunteers. All campus visitors must be approved in advance by Campus Safety. Visitors, who are authorized to enter the School’s campus, will not be able to do so until they have cleared the screening protocols set forth in the School’s Policy and Protocols for Screening Students/Employees.

Signs will be placed at conspicuous places at all School entrances that instruct employees, students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (*e.g.*, cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs must also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear masks and maintain 6 feet of distance between themselves and others while on campus.

C. Physical Distancing – On Campus Generally¹

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment to the extent possible. Employees will wipe down shared classroom desks and other work tools or equipment upon leaving the classroom. All offices and classrooms will be cleaned by janitorial staff at the end of each day.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers that designate intervals of 6 feet will be placed throughout campus and must be followed. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as one-way hallways.

The School will rearrange classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, the School may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

Non-essential meetings should be cancelled or postponed. In-person meetings, including parent-teacher conferences, should be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must take place in a location that allows all individuals to maintain a minimum distance of 6 feet and all individuals should sign-in to document attendees. Persons attending the meeting should disinfect the space they occupied during the meeting (*e.g.*, chair, area of the table at which they sat), and the location used for the meeting must be cleaned and disinfected according to the School's Policy for Cleaning and Disinfecting before it can be used again.

The School will conduct trainings virtually, or if in-person, employees shall avoid grouping together and ensure minimum physical distancing is maintained. The School will require virtual activities and events in lieu of field trips, assemblies, and on-site performances. The School may stagger use of communal spaces to minimize gatherings.

Employees are expected to enforce the School's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees may require students

¹ The State guidance provides that movement of students, teachers, or staff should be minimized as much as practicable.

to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will also schedule student restroom breaks to avoid overcrowding.

Physical distancing is key to preventing the spread of COVID-19. The School discourages employees and students from gathering elsewhere, off campus, or creating situations where there are large group gatherings (*e.g.*, parties, etc.)

D. Social Visits to Be Avoided

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that they maintain minimum physical distance of 6 feet between themselves and any other person at all times.

E. Physical Distancing in Classrooms

Consistent with CDC, CDE and state guidelines, lower school students will be on campus from 8:00am to 3:00pm and will be grouped in static educational cohorts of no more than 12 students. These cohorts will be grouped together each day they are at the School to minimize the mixing of student groups. Students will not move from class to class. Teachers will move between classes to work with students in their cohort groups. All teachers are expected to ensure physical distancing amongst the students in each cohort.

Middle school students will be on campus from 8:30am to 3:10pm. 7th grade students will be on campus daily and 8th grade students will be on campus daily except Wednesday when they will learn remotely. In addition, each 8th grade student will learn remotely on one additional day during the week, reducing the number of students on campus at any given time to ensure physical distancing based on classroom capacity.

Upper school students will be on campus 8:30am to 3:10pm daily except Wednesday when they will learn remotely. In addition, each upper school student will learn remotely on one additional day during the week, reducing the number of students on campus at any given time to ensure physical distancing based on classroom capacity.

All classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart. If students sit at tables, they will only be allowed to sit on one side of the table, spaced apart, so that children are not facing one another. Assigned seating arrangements will be used to the extent possible.²

The School shall designate additional indoor and outdoor spaces which will be used as classroom space. All School buildings and rooms will have maximum capacity limits consistent with implementing social distancing, and the maximum capacity limits will be posted outside these rooms and buildings.

² This is recommended for tracking purposes when there is COVID-19 exposure.

Weather permitting, teachers shall open windows and doors in indoor classrooms to increase ventilation, and if doing so does not pose a safety and health risk to children.³ If doing so poses a health or safety risk to persons in the classroom, the School will consider alternatives.

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible (such as art supplies, math manipulatives, science equipment, etc.), or limit the use of supplies and equipment to one group of children at a time and clean and disinfect these items between uses. Teachers should prohibit the sharing of electronic devices, books, games, and other learning aids. Students may need their own materials for learning – and these materials will need to be cleaned and disinfected regularly. To the extent possible, each student’s belongings must be separated from others and in individually labeled containers, cubbies, or areas. Students are required to bring their personal belongings home each day to be cleaned before bringing them back to school. For some cohort classrooms where seating is assigned and students do not change classrooms, some educational items may be left at their desks.

Teachers are encouraged to implement strategies for classroom discussion and turning in assignments that minimizes contact but encourages engagement and participation. Teachers should develop practices that promote physical distancing but also permit students to have movement.

Physical distancing strategies should not result in unintended segregation of students or interfere with specific support for needs (or medical needs) for students with disabilities or behavioral challenges. Physical distancing strategies should also not inhibit emergency protocols or prohibit access to students. Teachers are expected to meet student personal or support needs as necessary.

F. Handwashing/Promoting Healthy Hygiene Practices

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility or classroom, going on break, and before and after their work shift.

Employees must also promote and regularly reinforce handwashing of students. Handwashing should take place at the beginning of the day, before and after meals, after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that involve sharing supplies and materials.

Employees will teach and reinforce CDC guidance on proper handwashing techniques found here: <https://www.cdc.gov/handwashing/index.html>. Employees will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Employees will remind students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

³ The CDE provides the example of allowing pollen in or exacerbating asthma symptoms. Leaving doors open may not be possible for younger children based on supervision needs.

Hand sanitizer⁴ will be provided in all classrooms that do not have sinks with soap and water. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

Teachers and staff should build routines for washing of hands upon entering and leaving the classroom or other campus space and create regular cleaning practices for frequently used items.

G. Cloth Masks/Face Shields

All employees and students must wear masks while at school at all times except during designated mealtimes. Employees must monitor the use of cloth masks for students who are 8 years of age or younger to ensure that they are able to breathe without choking or suffocating.

Cloth masks must be multi-layered and made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Bandanas are not acceptable face masks for campus use. Cloth masks are not surgical face masks, respirators, or personal protective equipment. However, the School will provide some employees surgical face masks, respirators, or personal protective equipment (“PPE”) dependent on the employee’s job duties.

Cloth masks that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Employees are responsible for maintaining masks with proper care. Cloth masks should be washed daily per CDC guidance found at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

The School will provide each employee with five (5) washable cloth masks upon returning to the School. Employees are welcome to use their own masks from home, as long as they are workplace appropriate. The School will have masks available for employees who fail to bring one or whose mask becomes damaged while at school.

Employees with medical conditions or disabilities that prevent them from being able to wear a cloth mask, will be provided with accommodations made on a case-by-case basis consistent⁵ with the School’s Policy on Reasonable Accommodation of Employees.

Face shields cannot replace face masks. Face shields may be used as additional protection, with the use of face masks, for higher exposure positions such as health office, food service, and security personnel.

H. Restrooms

Physical distancing and cleaning/disinfecting protocols must be followed at all times while on campus, including restroom breaks.

⁴ Children under age 9 should use hand sanitizer under adult supervision. Hand sanitizer must be a minimum of 60 percent alcohol and fragrance-free. The CDE states that Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers.

⁵ Per the State, masks are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. The School should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear masks for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into a shirt.

Custodial staff will conduct regular cleanings of restrooms throughout the day and record cleaning times on a log attached to the back of the door.

I. Break/Meal Periods

Employee breaks and meal periods will be staggered. If using a shared amenity, like a table or bench, exercise caution and assume such equipment has not been cleaned or disinfected. Employees are expected to follow all physical distancing strategies while on a break or during a meal period. Employees are also expected to comply with and enforce the School's Protocols for Meals at Schools and Childcare Facilities and ensure that students are not sharing water bottles, food, or other items.

J. Playgrounds/Outdoor Play Activities/Athletics⁶

Outdoor physical education or play activities will be staggered for different student groups and limited to an assigned designated area of the campus. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Teachers will be expected to manage their student group within their assigned designated area of the campus during outdoor physical education or play activities and will not be permitted to leave their designated area. Teachers should plan to have access to technology to broadcast instruction due to increase physical distancing (*e.g.*, megaphone or microphone).

Teachers should develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate. Physical education and athletics will be limited to activities that do not involve physical contact with other students.

Playground equipment may be used by one small student group at a time and will be disinfected between uses.

K. Field Trips, Performances, and School Assemblies

Teachers are encouraged to plan virtual activities and events in lieu of field trips, assemblies, and on-site performances.

Except as authorized in writing by Head of School, all School facilities will remain closed for student assemblies, performances, or other large gatherings, until further notice.

L. Employee Cleaning and Disinfecting Responsibilities

The School and each employee of the School serve a critical role in promoting a safe and healthy school and workplace. To that end, the School will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate Personal Protective Equipment (PPE) to employees as set forth in the School's IIPP so employees can carry out the following individual responsibilities:

⁶ The State will be issuing additional guidance on school-based sports and extracurricular activities. The current guidance does not provide more detailed information on the types of athletic activities students may engage in.

- Employees must clean and disinfect all frequently-touched surfaces and objects the employee comes into contact with after the employee touches the surface or object, including, but not limited to, in office workspaces, breakrooms, classrooms, copy rooms, restrooms, and communal areas.
- Teachers must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, sink handles, and any other surface or object in the classroom touched or used by students.
- Teachers must avoid the sharing of objects, supplies, and equipment, such as toys, games, art supplies, electronic devices, books, pencils, pens, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.

Teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students, and to take their personal belongings home each day for cleaning. Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this School's Cleaning and Disinfecting Policy and as directed by their supervisor.

M. Developing Illness at School

Employees who develop a fever or cough during the school day or other symptoms consistent with COVID-19 should notify their supervisor and immediately leave campus, if possible, or move to an isolation area.

To minimize educational disruption, the School may cross-train employees so that more than one employee is familiar with essential job duties. Employees may be trained and assigned to assist in a variety of positions, if needed. For this reason, all teachers must maintain up-to-date lesson plans at all times.

Employees must immediately notify their supervisor if a student develops a fever or cough or other symptoms consistent with COVID-19 during the school day. The employee is expected to review and follow the School's separate Protocol on When a Student Exhibits Symptoms Consistent with COVID-19.

N. School Buses/Vehicles

The School will work with bus vendors to modify, as necessary, all School transportation methods to comply with physical distancing strategies.

Employees are required to follow and enforce all physical distancing protocols while on any School transportation with students.

O. Enforcement of Student Physical Distancing

All employees are also required to review the separate School Policy and Protocols for Physical Distancing and Individual Responsibility at School for Students, and to implement and enforce those protocols. If physical distancing cannot be adhered to for some activity, cancel the activity. Avoid

activities where students or others can easily congregate in a limited space. Teachers should also consider ways to promote health hygiene practices and build routines to enforce physical distancing measures.

PROTOCOL FOR EMPLOYEE COVID-19 SYMPTOM SCREENING

To protect the safety of our students, employees, and the school community at large, employees will be required to complete the COVID-19 screening questionnaire in Paycom daily prior to entering School facilities/campuses. The School adopts this Employee COVID-19 Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Industrial Relations, California Department of Education, County of Los Angeles Department of Public Health (LACDPH), and local public health officials. This policy will remain in place until further notice.

A. Symptoms Associated with COVID-19

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever or chills (defined as 100° F or higher)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should not come to work and should report their need for time off to their supervisor as soon as possible.

B. Self-Screening and Self-Reporting Obligations

School employees working on campus shall self-screen daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to leaving for work. An employee exhibiting one or more symptoms associated with COVID-19 shall stay home, self-isolate, and notify his or her supervisor of the reason for his or her absence. Employees who report symptoms associated with COVID-19 may return to School after they have met the requirements set forth in Section C of this Policy. In addition to daily reporting the results of self-screenings, employees are obligated to report the following information as applicable and isolate at home as recommended by the CDC and LACDPH):

- If the employee has traveled outside of the country, he or she may not return to work for 14 days after returning to the U.S.
- If the employee had close contact with someone who was ill with COVID-19, he or she will be instructed to remain at home, initiate self-isolation, and get testing for COVID-19.

According to the CDC, “close contact” means being within 6 feet of an individual for at least 15 minutes.

- If a member of the employee’s household is ill with confirmed or suspected COVID-19, he or she may not return to work until 14 days after the date of exposure and shall remain at least 6 feet away from the ill individual until it is safe for that individual to discontinue isolation.⁷

C. Exclusion from Worksite Based on Symptoms of COVID-19

No persons who have a fever of 100° F (38.0° C) or other symptoms associated with COVID-19 will be permitted on campus. If an employee exhibits symptoms associated with COVID-19, the employee will be sent home pursuant to the School’s Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at Work.

Employees who are sent home based on symptom screening results must notify their supervisor(s) as soon as possible by phone or email and await further instructions. The School may track employees’ potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee’s medical symptoms, will be considered confidential medical records.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the Pasadena Public Health Department (PPHD) to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to School until the following occurs:

The employee may not return to campus until the following occurs:

- At least 10 days since symptoms first appeared, and
- At least 24 hours with no fever without fever-reducing medication, and
- Symptoms have improved

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act (“FMLA”) and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School’s policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

⁷ CDC guidance for discontinuing isolation can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

POLICY FOR THE USE AND DISCLOSURE OF CONFIDENTIAL EMPLOYEE MEDICAL INFORMATION RELATED TO COVID-19

The purpose of this Policy is to safeguard confidential employee medical information in a manner compliant with the Confidentiality of Medical Information Act (“CMIA”), the Americans with Disabilities Act (“ADA”) and the Fair Employment and Housing Act (“FEHA”) with respect to all confidential medical information that the School obtains through implementing the following policies, or by other means:

- (1) Protocol for Employee COVID-19 Symptom Screening; and
- (2) Accommodation of Employees Who Are at High-Risk of Severe Illness From COVID-19.

The policies above authorize the School to collect certain confidential medical information about employees. As used in this Policy, “Confidential Medical Information” is defined as any individually identifiable information, in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient’s medical history, mental or physical condition, or treatment.

This Policy shall be effective immediately and shall remain in effect as long as necessary to safeguard Confidential Medical Information acquired or obtained by the School and as otherwise required by law.

A. Scope of Coverage

This Policy covers the Confidential Medical Information that the School acquires or obtains for School employees and applicants relating to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

Specifically, this Policy covers the following types of Confidential Medical Information:

- All Confidential Medical Information acquired by the School during or because of the administration of the School policies listed above. For example, COVID-19 test results, temperature test results, the results of screenings for symptoms associated with COVID-19, and information regarding other medical conditions.)
- All Confidential Medical Information that the School obtains by means other than by screening administered by the School. For example, the County Public Health Department may inform the School that a School employee has tested positive for COVID-19 or a School employee may voluntarily disclose a positive or negative COVID-19 diagnosis that is not the result of a test result obtained directly by the School.
- All Confidential Medical Information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about an employee’s health or medical conditions that may put the employee at increased risk of serious illness if the employee contracts COVID-19 as provided under the School’s Policy for Accommodation Of Employees Who Are At High-Risk Of Severe Illness From COVID-19.

B. Uses and Disclosures of Confidential Medical Information Related to COVID-19

The School may use and disclose an employee's Confidential Medical Information related to COVID-19 for certain public interest and benefit purposes that are job-related and consistent with business necessity, including, but not limited to:

- Where there is a serious threat to public health or safety;
- To a public health authority that is authorized by law to collect or receive the information for the purpose of preventing or controlling disease and conducting public health investigations; and
- As required by law.

The uses and disclosures of an employee's Confidential Medical Information related to COVID-19 for these purposes do not require the employee's authorization. Further, the School may use and disclose an employee's Confidential Medical Information related to COVID-19 for the following purposes:

- If compelled by judicial or administrative process or by any other specific provision of law;
- If compelled by a search warrant;
- If compelled by a medical examiner, forensic pathologist, or coroner;
- To be used in a lawsuit, arbitration, grievance, or other claim or challenge to which the employer and employee are parties and in which the employee has placed in issue his or her medical history, mental or physical condition, or treatment;
- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons; and
- To first aid and safety personnel if the employee's condition might require emergency treatment.

C. Disclosures of Confidential Medical Information Related to COVID-19 to the Employee

Employees are entitled to access and review their medical file as maintained by the School. The School must disclose the Confidential Medical Information contained in the employee's medical file to the employee when requested.

D. Reasonable Safeguards for Confidential Medical Information Related to COVID-19

The School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of employee Confidential Medical Information related to COVID-19. As with other Confidential Medical Information the School receives, the School will store Confidential Medical Information related to COVID-19 in a medical file that is separate and distinct from the employee's personnel file.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of Confidential Medical Information related to COVID-19:

- (1) Determine if individuals not permitted to access Confidential Medical Information are with an employee before discussing the employee's Confidential Medical Information.
- (2) Do not assume an employee will permit disclosure of his/her/their Confidential Medical Information to anyone in the workplace, including a family member or friend.
- (3) Dispose of unnecessary paper products that contain Confidential Medical Information in a shredder.

E. Limiting the Use of Confidential Medical Information Related to COVID-19

The School limits the use of Confidential Medical Information to the "minimum necessary" amount needed to accomplish the intended purpose of the use of the information. Any use of the information must be job-related and consistent with business necessity.

F. Limiting the Disclosures of Confidential Medical Information Related to COVID-19

All requests for employee Confidential Medical Information, whether routine or non-routine, are handled by the School's Director of Human Resources. All School employees must therefore direct all requests for Confidential Medical Information to the School's Director of Human Resources.

G. Accounting of Disclosures

Employees are entitled to an accounting of any disclosures of their Confidential Medical Information. When an employee requests an accounting of the School's disclosures of their Confidential Medical Information, the School will provide the accounting in a timely manner.

H. Policy on Requests to Amend Confidential Medical Information Related to COVID-19

Employees are entitled to request that the School amend or addend Confidential Medical Information contained in the employee's medical file if the information is incomplete or inaccurate.

If the employee requests to addend the Confidential Medical Information contained in the employee's medical file, the School will add the employee's written addendum to the file. The School shall provide the written addendum as part of all subsequent disclosures of the employee's Confidential Medical Information.

If the School accepts an employee's request to amend the existing record, the School shall make a reasonable effort to provide the amended information to the following:

- (1) Persons the employee identifies as needing the information; and
- (2) Persons the School knows may rely on un-amended information to the program participant's detriment.

If the School denies an employee's request for amendment of medical records, the School will provide the employee a written denial of the request and allow the employee to submit a statement of disagreement within 30 business days. The School shall place both the School's written denial and any statement provided by the employee in the employee's medical file.

I. Protocol on Requests to Restrict Use and Disclosure of Confidential Medical Information Related to COVID-19

Employees are entitled to request the School restrict the use or disclosure of Confidential Medical Information. However, the School is under no obligation to agree to requests for restrictions made by employees.

J. Confidential Communications Protocol

The School provides employees the opportunity to request alternative means for receiving communications regarding Confidential Medical Information.

POLICY AND PROTOCOLS FOR THE ACCOMMODATION OF EMPLOYEES WHO ARE AT HIGH-RISK OF SEVERE ILLNESS FROM COVID-19

The School may at its discretion provide certain employment-related accommodations to employees who, because they are age 65 or older or have an underlying medical condition, are at higher risk of severe illness if they contract the virus that causes COVID-19, in order to reduce the risk of such employees contracting the virus. Employees who have a disability will need to be reasonably accommodated pursuant to applicable state or federal law.

A. Those Eligible to Request Accommodations⁸

This policy applies to and covers all School employees who can demonstrate that they are at higher risk of severe illness if they contract the virus that causes COVID-19 because they are age 65 or older or have one or more of the underlying medical conditions enumerated below.

Based on the available information at the time that this policy was adopted, the Centers for Disease Control and Prevention (“CDC”) identifies the following individuals as those who might be at higher risk of severe illness if the individual contracted the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

The School may modify⁹ the above enumerated conditions based on new information or guidance provided by the CDC or other public health authorities.

Further, employees may request accommodations, and the School will consider these requests, if they are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19.

B. Process for Accommodation Request. If an employee is age 65 or older, has any of the recognized underlying medical conditions enumerated herein, or another condition that places them at higher risk

⁸ The EEOC clarified that employers may not bar employees from the workplace if the employee is age 65 or older or has an underlying medical condition identified as placing them at higher risk of severe illness if they contract the virus that causes COVID-19. However, an employer can bar employees who present symptoms associated with COVID-19 from the workplace because they present a direct threat to co-workers’ health. An employer can significantly reduce the threat of exposure to the virus that causes COVID-19 for an employee with an underlying condition by making adjustments at work.

⁹ COVID-19 is a new disease and information regarding risk factors for severe illness is evolving. Schools are encouraged to visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html> for the latest information regarding people who are at higher risk for severe illness if they contract the virus that causes COVID-19. Revision as of July 17, 2020.

for severe illness if they contract the virus that causes COVID-19, the employee may inquire with the School's Director of Human Resources regarding a potential workplace accommodation.

While the request for accommodation under this policy is separate and distinct from a request for a reasonable accommodation under the ADA and the FEHA, an employee at higher risk of severe illness if they contract the virus that causes COVID-19 must make such an accommodation request in accordance with the School's Reasonable Accommodation Policy.¹⁰

Following receipt of the request, the School may require a note from the employee's health care provider certifying that the employee has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if the employee contracts the virus that causes COVID-19. The School may require additional information from the health care provider, including, but not limited to, documentation to determine whether the employee's underlying condition necessitates an accommodation.

Employees who are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19, may inquire with Director of Human Resources regarding a potential accommodation, and the School will consider this request. In considering this request, the School may require a note from the household member's healthcare provider certifying that the household member has a qualified underlying medical condition that exposes the household member to a higher risk of severe illness if they contract the virus that causes COVID-19.

Determinations regarding accommodations under this policy will be made on a case-by-case basis by the School. Accommodations may include, but are not limited to, the following:

- Alternative work assignments or locations;
- Telework;
- Reassignment;
- Increased social distancing measures; and/or
- Leave.

This Policy will remain in effect until the end of the present public health emergency, as declared by the Governor or local health officials.

¹⁰ If the School is on notice that an employee has a disability that could affect the employee's ability to perform their job functions, then it has an obligation to engage in the interactive process under its Reasonable Accommodation Policy.

PROTOCOL WHEN AN EMPLOYEE EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 AT WORK

Employees exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other employees and report this information to their supervisor by phone or email as soon as possible so that they can be relieved from work and sent home.

The School may seek emergency medical attention on behalf of an employee if symptoms associated with COVID-19 become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The School may also arrange for an emergency contact to pick up the employee if the employee is not able to drive home.

An employee exhibiting one or more symptoms associated with COVID-19 who is not able to leave campus on his or her own, will be given a surgical mask and be required to wait in a designated isolation room/area while the employee waits for transport home or to a healthcare facility.

The School will close off indoor areas contaminated by the ill employee's respiratory droplets until the area has been cleaned and disinfected according to the Cleaning and Disinfecting Policy. The School will similarly disinfect any shared equipment used by the employee.

The employee may not return to school until the following occurs:

The student may not return to campus until the following occurs:

- At least 10 days since symptoms first appeared, and
- At least 24 hours with no fever without fever-reducing medication, and
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

CDC criteria for discontinuing home isolation, found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>, as it may be amended from time to time.

Employees must complete the Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

COVID SAFETY PLAN AND PROTOCOLS TRAINING FOR EMPLOYEES

COVID safety training for employees will be a multi-layered approach including online and in-person instruction and information including, but not limited to:

- Online COVID safety training has been completed by all employees
- Posting of all health and safety plans at the online employee portal
 - Employee Protocols for COVID-19
 - Exposure Management Plan
 - Injury and Illness Prevention Plan (IIPP)
 - CalOSHA COVID-19 Prevention Program
- Pre-return videos demonstrating campus safety protocols including health screening, handwashing, mask wearing, and social distancing with a virtual tour of safety measures provided on campus (e.g. signage, hand-washing stations, no-touch sanitation dispensers, markings for distance and pathing, etc.)
- In-person review of all safety protocols upon return to campus
- Regular written/posted updates throughout the school year