

**Foundation for Louisiana Students a/k/a  
University View Academy  
COVID-19 Employee Policies  
REVISED  
Effective August 26, 2020**

## **Introduction to this COVID-19 Employee Policies**

Foundation for Louisiana Students a/k/a University View Academy (“UVA” or the “School”) is committed to protecting the health and safety of its faculty, staff, and students as we move forward with our education mission. The School has developed these COVID-19 Employee Policies to provide details on the School’s policies and procedures during the pandemic and to provide guidance on how to maintain a safe and healthy workplace and place to educate our students. These policies supplement the Employee Handbook until further written notice is provided by the School. To the extent these policies contradict any existing provision of the Employee Handbook, the provisions of these COVID-19 Employee Policies control.

This COVID-19 Employee Policies contains the following policies and sections:

1. General Reminders and Rules
2. Mandatory COVID-19 Employee Reporting, Screening, and Temperature Check Policy
3. Isolation Room and On-Campus Quarantine Policy
4. Workplace Health and Safety Policy
5. Families First Coronavirus Response Act Policies
6. COVID-19 Return to Work Policy
7. COVID-19 Telework Policy
8. COVID-19 Travel Policy
9. Acknowledgment of Receipt
10. COVID-19 Screening Questions

## 1. **General COVID-19 Related Reminders and Rules**

As we move forward toward a return to campus, the School asks that you keep the following in mind:

- The School does not have answers to every question. There may be times when patience is needed, particularly when information is changing and evolving every day.
- Each UVA employee has a major role and responsibility in how we work and how we behave in the community as we navigate our daily activities.
- We are all in this together and, regardless of the new normal, we will move forward together.
- All rules and guidelines, including those in these Policies, are subject to change, even daily, as we assess the School, our students, and ongoing events. If local, state or federal government establishes a more restrictive plan, the School will conform to the more restrictive requirements.
- The requirements herein are designed to mitigate the spread of COVID-19 and create a safe and healthy environment. No requirement or plan guarantees that individuals will not contract COVID-19.

The following general rules are covered throughout these Policies and should be observed at all times. These rules are subject to change as information about the pandemic continues to develop and evolve.

1. If you test positive for, are diagnosed with, or exhibit symptoms of the COVID-19 virus, STAY HOME and do not report to any of the School's buildings. Notify UVA's Office of Human Resources: Lisa Smothers via email at [lsmothers@uview.academy](mailto:lsmothers@uview.academy) or by phone at 225-400-1137 (cell) or 225-372-8393 (office); or Blake Faulk at [bfaulk@uview.academy](mailto:bfaulk@uview.academy) or by phone at 225-421-2981 as well as your direct supervisor, immediately, who will provide you with guidance on the next steps to take that are consistent with your circumstances. Your return to the School's buildings will be determined by the timelines set in UVA's COVID-19 Employee Return to Work Policy.
2. Practice safe behavior, which includes social distancing, wearing a face mask at all times while on campus, practicing hand hygiene, and keeping your workspace clean and disinfected.
3. Every UVA employee will be required to undergo on-campus COVID-19 screening immediately upon entering any UVA school building. This screening will take place every day.

4. The School has adopted and follows all minimum requirements established by the Board of Elementary and Secondary Education (BESE) including Health and Safety standards set forth in Bulletin 126, Chapter 41, § 4104-4105 (BESE Policy) and further set forth in the Louisiana Department of Education, “Strong Start 2020: School Reopening Guidelines and Resources.”
5. Group meetings will be limited to no more than the maximum meeting size allowed by BESE Policy and will require the meeting room to be the appropriate size to allow for social distancing. The maximum group size that may convene indoors, in a single room or outdoors is:
  - a. during Phase 1 of the declared emergency – 10 individuals
  - b. during Phase 2 of the declared emergency – 25 individuals
  - c. during Phase 3 of the declared emergency – 50 individuals

If groups convene outdoors, a physical barrier is not required, but each group must remain separated. To the greatest extent possible, employees must limit any crowding at entry and exit points and must maintain maximum group sizes and physical distance requirements.

6. Hand sanitizer will be prominently positioned throughout the School. To practice good hand hygiene, you are asked to wash or sanitize your hands upon entering campus, after using the restroom, before and after eating, before exiting the campus and every two hours throughout the work day.
7. UVA has upgraded its janitorial services consistent with cleaning and disinfecting practices outlined by the CDC and OSHA. The School has also upgraded its HVAC filter systems, where possible.
8. When moving about the campus, yield and step back from others, where possible to maintain a minimum space of six feet or more from another individual.
9. Common areas will be highly restricted. Employees should not congregate with others in common areas; should not share food, plates, cups, or utensils; and should eat at their work area, if possible.

The following rules will apply to visitors. If you observe any visitor on campus not observing the rules below, the School asks that you report the situation to Lisa Smothers, Chief of Staff immediately.

1. Visitors (i.e., parents, volunteers, non-essential visitors) excluding Essential Visitors (individuals who must enter schools to conduct visits in accordance with Louisiana law or policy) will not be permitted on campus for the 2020-2021 school year.

2. Essential vendors (i.e., security, housekeeping, emergency repair services, and dining) and Essential Visitors will be permitted on campus but will be required to follow specific health and safety protocols, including wearing a face mask or covering at all times, practicing social distancing, and practicing hand hygiene. Essential vendors and Essential Visitors will also be required to complete daily COVID-19 screening including temperature checks by UVA nurses or designees.
3. Each visitor will be required to answer COVID-19 screening questions about their current health and submit to a temperature scan. UVA will log their visit and compliance with this protocol.
4. All outside delivery personnel must wear a face mask to enter campus and must leave all packages where applicable.

## 2. Mandatory COVID-19 Employee Reporting, Self-Screening and Temperature Check Policy

UVA will monitor and screen its workforce as part of the effort to get employees safely back to work. In addition to mandating that employees reporting to campus personally engage in self-evaluation of their health conditions on a daily basis, UVA will be mandating that employees undergo daily onsite temperature checks as a requirement for continued employment.

### COVID-19 Reporting

Pursuant to guidance published by the CDC, all UVA employees must report the following to UVA immediately:

1. A positive COVID-19 PCR-RT test
2. A confirmed diagnosis of COVID-19 by a healthcare provider
3. Exposure of a household member or of the employee to someone, including family members, with a confirmed diagnosis or positive test for COVID-19
4. Exposure of a household member or of the employee to someone, including a family member, who was exposed to someone with a confirmed diagnosis of COVID-19.

An employee who reports being exposed to someone with a confirmed diagnosis or positive test for COVID-19; confirmed diagnosis of COVID-19; or positive COVID-19 test will be required to quarantine away from the UVA buildings. The employee must keep UVA updated on their condition. UVA will coordinate with the employee as to when they may safely return to work based on information the employee provides and related considerations in accordance with UVA's Employee Return to Work Policy.

An employee who reports exposure to someone who was exposed to someone with a confirmed diagnosis of COVID-19 may be required to either follow certain protocols in continuing to report to campus or quarantine away from the UVA buildings. UVA will coordinate with the employee as to the safest practice, depending on the situation.

### COVID-19 Self-Screening<sup>1</sup>

All UVA employees reporting to campus will be required to complete a COVID-19 self-screening on a daily basis. Self-screenings must be completed every day prior to the employee

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<sup>1</sup> The Americans with Disabilities Act ("ADA") allows employers to require employees to undergo a medical examination if it is job-related and consistent with business necessity. A medical examination is job-related and consistent with business necessity if an employer has a reasonable belief, based on objective evidence, that due to a medical condition an employee will pose a "direct threat," which is defined as "a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation."

The Equal Employment Opportunity Commission ("EEOC") interprets and enforces the ADA in the employment context. The EEOC has determined that based on guidance issued by the Centers for

entering a UVA campus. Any employee who fails to complete their daily screening will not be permitted on campus.

Self-screenings will require that each UVA employee disclose whether they have (1) been exposed (within about 6 feet) to another individual who has been diagnosed with or tested positive for COVID-19 in the 24-hour period prior to completing the self-screening; (2) a temperature of 100.4° F or higher; and (3) any of the symptoms of COVID-19, including<sup>2</sup>:

- Cough
- Shortness of breath
- Fever (100.4° F or higher) or chills
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing\*
- Persistent pain or pressure in the chest\*
- New confusion\*
- Inability to wake or stay awake\*
- Bluish lips or face\*

If an employee answers in the affirmative to any of the questions in the self-screening, they should (1) not report to UVA buildings or campuses, (2) contact their supervisor as soon as possible to notify them of their condition, and (3) see a health care provider within twenty-four (24) hours.<sup>3</sup> The symptoms marked above with an \* have been identified by the CDC as “Emergency Warning Signs.” Per CDC guidance, an employee experiencing any of the “Emergency Warning Signs” should not report to work and should call 911 immediately before reporting the issue to their supervisor.<sup>4</sup>

The employee must keep UVA updated on any change in their condition, including improvement or worsening of the originally reported symptoms or any new symptoms. UVA will coordinate with the employee as to when they may safely return to work based on information the employee provides and related considerations in accordance with UVA’s Employee Return to Work Policy.

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Disease Control (“CDC”), the COVID-19 pandemic meets the direct threat standard because “a significant risk of substantial harm would be posed by having someone with COVID-19, or symptoms of it, present in the workplace.” As a result, the EEOC has determined that employers have the right to take steps, including administering screening and temperature checks, to determine if employees entering the workplace have COVID-19 and do not violate the ADA by doing so.

<sup>2</sup>The below-listed symptoms were published by the CDC on May 13, 2020 and are subject to change. If an employee experiences any symptoms subsequently identified by the CDC as being associated with COVID-19, they are to follow these same guidelines.

<sup>3</sup>Please remember that if you are exhibiting symptoms of COVID-19, in order to be eligible for emergency paid sick leave benefits under the FFCRA, you are required by law to seek a diagnosis from a health care provider and you are advised to do so within 24 hours of first exhibiting such symptoms.

<sup>4</sup>The CDC recommends that you notify the 911 operator that you may have COVID-19, and that you put on a face mask or covering before medical help arrives.

## Onsite COVID-19 Temperature Checks and Screening

In addition to mandatory self-screening for COVID-19, UVA will be conducting daily temperature checks of all employees. All temperature checks will be completed upon entering the building. In addition to conducting temperature checks, UVA may conduct in-person COVID-19 screenings to confirm whether an employee has been exposed to or is experiencing symptoms of COVID-19.

All employee temperature checks will be conducted by UVA nurses or their designees using an infrared no-touch temperature scanner. UVA nurses or other designated personnel will be required to (wear) appropriate personal protective equipment (“PPE”) during temperature checks to maintain their health and safety and the health and safety of those individuals being scanned. Similarly, employees undergoing a temperature check will be required to (wear) a face mask or covering and will be asked to wash or sanitize their hands thoroughly after the temperature check is complete.

UVA will not record any employee’s temperature but will note whether an employee has a temperature of 100.4° F or higher, the temperature identified by the CDC as a symptom of COVID-19. Any other employee with a 100.4° F or higher will be instructed to leave campus immediately.

## Experiencing Symptoms While on Campus

An employee who reports exhibiting any of the symptoms listed above while on UVA-Tallulah campus must inform Dr. Teri Roberts, the School Leader. An employee who reports exhibiting any symptoms while on the UVA-Baton Rouge campus must report to the Office of Human Resources immediately. Their personal belongings will be collected for them, they will be asked to leave the premises, and recommended to see a health care provider as soon as possible.

## Contact Tracing

An employee who reports testing positive for, being diagnosed with, experiencing the symptoms of, or being exposed to COVID-19, and who is required to quarantine pursuant to this policy, must complete a COVID-19 questionnaire within 24-hours of notice, or as soon as possible. That questionnaire will ask the employee to disclose applicable dates related to their testing positive for, being diagnosed with, experiencing the symptoms of, or being exposed to COVID-19, which will assist UVA in determining when the employee may safely return to school. That questionnaire will also ask the employee to prepare a list of all UVA students and employees with whom they came in contact (within about 6 feet) in the 48-hour period prior to taking the positive COVID-19 test, being diagnosed with COVID-19, or the onset of COVID-19 symptoms.

## Cleaning

Once an employee reports being exposed to or experiencing symptoms of COVID-19, through either self-screening or onsite temperature check, UVA will promptly clean and disinfect

all surfaces, including equipment and supplies, in the employee's workspace, as well as any common areas that the employee may have used or visited.

### Confidentiality

UVA will keep each employee's COVID-19 symptom and temperature information confidential and will not disclose that information to anyone other than the employee, any agency as required by law and an individual authorized by the employee in writing to receive such information.

### Refusal to Comply with Reporting and Screening Requirements

As noted above, COVID-19 daily self-screening and daily temperature checks, wearing of mask or any policy contained herein will be mandatory for all UVA employees entering campus, and continued employment with the School will be contingent on an employee's participation in those screenings and temperature checks. While an employee has the right to refuse to undergo COVID-19 screening or temperature checks, that employee will not be permitted to remain on campus or return to campus and will be placed on leave. To return to work, such an employee must complete daily self-screening and submit to weekly temperature checks.

Employees with accrued but unused Paid Time Off (PTO) will be required to use that PTO while out of work due to refusal to undergo screening and/or temperature checks. Employees who do not have PTO available, or who exhaust their PTO, will be required to remain out of work on unpaid leave. An employee may remain out of work due to refusal to complete self-screening and/or undergo a temperature check for no more than three (3) business days. If at the end of those three (3) business days the employee has not complied with the screening and/or temperature check requirement, the employee will be considered to have voluntarily resigned from their position with UVA, effective immediately.

### Misconduct, Fraud, or Dishonesty

Employees who engage in misconduct, fraud or dishonesty as it relates to their COVID-19 self-screening or on-site temperature checks will be subject to discipline, up to and including termination. Examples of misconduct, fraud or dishonesty include providing false information about their symptoms, failing to complete self-screening and failing to engage in safe and healthy practices during temperature checks.

### No Discrimination or Retaliation

UVA will not discriminate or retaliate against any employee based on the result of their COVID-19 self-screening or temperature check, and will not consider an employee's COVID-19 self-screening or temperature check results in making any employment decisions, except for situations that involve the health and safety of the UVA community. The School also will not permit any employee to engage in discrimination or retaliation against another employee based on their COVID-19 self-screening or temperature check. Employees who are found to engage in such discrimination or retaliation will be subject to discipline, up to and including termination.

If you believe that you have been discriminated or retaliated against pursuant to the terms of this Policy, or you have concerns about your obligation to undergo self-screening or temperature check, UVA asks that you contact the Office Of Human Resources immediately so that your concerns can be addressed.

### **3. Isolation Room and On-Campus Quarantine Policy**

In order to safely and quickly identify potential cases of COVID-19 and separate those potential cases from the UVA community, the School has established an isolation room located at the Administration Building for the UVA-Baton Rouge campus and the Isolation Room for the UVA – Tallulah campus for use during the 2020-2021 school year. A UVA designee will operate and supervise the Isolation Room at all times.

As noted in the COVID-19 Reporting, Self-Screening and Temperature Check Policy, an employee experiencing one or more of the symptoms of COVID-19 must follow proper reporting procedures and present to the School’s Isolation Room. An employee exhibiting only one of the symptoms of COVID-19, other than a fever, may be allowed to remain in the Isolation Room for observation, where a UVA designee can assess whether the employee needs to leave campus.

An employee who presents with either a fever (100.4° F or higher) or with two or more of the symptoms of COVID-19 will remain in the Isolation Room while another UVA employee gathers their personal belongings. During that time, the employee will be required to (1) complete a questionnaire about their symptoms and the date of onset and (2) provide the names of all UVA employees and students, if applicable, they came into contact with (within 6 feet) in the 48 hours prior to developing symptoms. The employee will then be instructed to leave campus immediately.

Per CDC guidelines, a UVA designee will call 911 immediately for any employee who exhibits one of the “Emergency Warning Signs,” which are listed above in the COVID-19 Reporting, Self-Screening and Temperature Check Policy. The designee will notify the 911 operator that the employee may have COVID-19. After calling 911, the designee will contact the employee’s emergency contact as soon as possible.

A UVA designee will contact every employee sent home from campus due to symptoms of COVID-19 within 24 hours to determine the status of their symptoms and potential return to work date. UVA nurses will be tracking all COVID-19 reports and coordinating with the Louisiana Department of Health, as appropriate.

Face masks or coverings must be worn by everyone while in the Isolation Room to the greatest extent possible, and everyone in the Isolation Room will be expected to practice strict social distancing, hand hygiene, and good respiratory etiquette, where possible. In addition to face masks, UVA designee may wear face shields, gloves, gowns, and other personal protective equipment (“PPE”), as they deem appropriate.

The Isolation Room will be cleaned and disinfected daily, and specific areas in Isolation Room will be cleaned and disinfected immediately after coming into contact with a student or employee who has presented with a fever; two or more of the symptoms of COVID-19; or one of the Emergency Warnings Signs of COVID-19.

#### **4. Workplace Health and Safety Policy**

Based on recommendations issued by the CDC and OSHA, UVA has implemented the following health and safety practices for employees while on the campus. These practices are meant to minimize the risks employees may face for exposure to COVID-19 and mitigate the continued spread of the virus.

##### Hand Hygiene

Employees must wash their hands with soap and water for at least 20 seconds or sanitize their hands upon arrival to campus, before leaving campus, before and after meal and restroom breaks, and every two hours throughout the workday. If soap and water is not available, employees may use hand sanitizer with at least 60 percent alcohol or alcohol-based rub that will be provided by UVA.

Employees should avoid touching any doorknobs, handles, or buttons with a bare hand, and should wash their hands or use hand sanitizer immediately if they do so. Employees also should avoid touching their face, eyes, mouth, and nose as much as possible while on campus.

##### Social Distancing

Employees are required to maintain at least six (6) feet of space between themselves and others while on campus. This distance requirement must be followed at all times while on campus, where possible. Employees may not congregate or take breaks together, may not visit the desks or workspaces of other employees (unless necessary to complete a task), and may not use other employees' workspaces, desks, phones, computers, pens, or other equipment and supplies.

Employees are prohibited from engaging in physical contact of any kind with others on campus, including handshakes, embraces, fist bumps, or elbow bumps.

##### Respiratory Etiquette

Employees must cough or sneeze into a tissue and dispose of that tissue immediately. If a tissue is not available, employees should cough or sneeze into a clothed elbow.

##### Mandatory Face Masks or Coverings

Employees are required to wear a face mask or covering at all times when on campus to the greatest extent possible. Fabric masks and coverings should be washed after each use and surgical masks must be disposed of after each use. If an employee does not have their own face mask or covering, UVA will supply disposable masks. Face coverings must cover the nose and mouth of the wearer for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed or exhaled when talking.<sup>5</sup>

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<sup>5</sup> Medical and disability exceptions may be requested, if needed, by contacting the Office of Human Resources.

## Mandatory Cleaning and Disinfecting By Employees

While UVA has engaged cleaning and disinfecting services for the campus through facility services and an outside vendor, it is important that employees do their part to help keep their own equipment and workspaces clean and disinfected. UVA will provide each classroom, workspace, and other applicable area with disinfecting wipes or disinfecting spray and paper towels. Employees are expected to clean and disinfect their equipment and workspace multiple times throughout the day. This cleaning should include their personal desk or workspace top, computer equipment, phone, office supplies, high touch surfaces such as doorknobs, etc.

## Food and Water

Employees are encouraged to bring their own meals to work in a refrigerated container that can be stored at their desk or workspace during the workday and to eat their meals at their desk, workspace, or outdoors, when appropriate. Employees are also encouraged to bring their own utensils, plates, cups, and glasses, and bring their own water or bottled water. Employees are required to wash their hands prior to eating.

## Restrictions on Elevator and Stair Usage

No more than 1 person may ride the elevator at a time and should only be used by those with a physical need on any UVA campus.

Each stairwell on campus will be restricted to one-way usage and will be marked accordingly with signage. Maps showing foot traffic patterns and areas of ingress and egress throughout the campus will be made available.

## Restrictions on Employee Workroom

The copy machines in the faculty workroom will remain operational but may be used by only one person at a time. Once finished using a copy machine, the user will be expected to thoroughly sanitize their hands.

## Restrooms

No more than 2 people at a time are permitted in a multiple-stall restroom, unless otherwise unavoidable; and no more than 1 person at a time is permitted in a single-stall restroom. Employees must wash their hands for at least 20 seconds prior to leaving the restroom and are encouraged to use a paper towel or tissue to open and close the restroom door when exiting.

Employees are expected to follow these health and safety guidelines at all times while on campus. Employees who do not adhere to these policies may create a dangerous environment for themselves and others. Such behavior cannot be tolerated and will result in discipline, up to and including termination.

### Student expectations

Students attending school on campus will be asked to comply with similar health and safety guidelines as those outlined for employees. Specifically, students will be asked to wear a face mask or covering at all times, practice social distancing, good hand hygiene, and respiratory etiquette; and avoid congregating in common areas.

## **5. Families First Coronavirus Response Act Policies**

The Families First Coronavirus Response Act (“FFCRA”) requires employers with fewer than 500 employees to provide their employees with emergency paid sick leave and emergency paid family and medical leave for specified reasons related to COVID-19. In compliance with the FFCRA’s leave requirements, UVA has implemented the following policies explaining the eligibility requirements for such benefits and any rights afforded you by the FFCRA.

### **1. Emergency Paid Sick Leave Policy**

The Emergency Paid Sick Leave Act (the “EPSLA”), passed as part of the FFCRA, provides employees with certain types of emergency paid leave due specifically to COVID-19 conditions. Pursuant to the EPSLA, UVA will provide emergency paid sick leave (“EPSL”) to an employee who is unable to work or telework because:

- (1) the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- (2) the employee has been advised by a health care provider to self-quarantine because of COVID-19;
- (3) the employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- (4) the employee is caring for an individual subject or advised to quarantine or self-isolate;
- (5) the employee is caring for a son or daughter (under the age of 18) whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 public health emergency; or
- (6) the employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

After the first workday of receipt of EPSL under this Policy, UVA may request reasonable notice of the continued need for paid sick leave.

Full-time employees are entitled to 80 hours of EPSL under this Policy. Part-time employees are entitled to EPSL in an amount equal to an average of the number of hours they regularly are scheduled to work in a two-week period.

EPSL shall be paid as follows:

- If an employee takes EPSL under this Policy due to their own personal illness or required quarantine or isolation (see (1) – (3), (6) above), the employee shall be

paid at one hundred percent (100%) of their regular rate of pay up to a *maximum* of \$511 per day for a maximum total payout of \$5,110.

- If an employee takes EPSL under this Policy due to the need to care for a family member, including a child home from school or day care (see (4) – (5) above), the employee shall be paid at two-thirds (2/3) of their regular rate of pay up to a *maximum* of \$200 per day for a maximum total payout of \$2,000.

The amount owed to an employee as EPSL pursuant to this Policy shall be subject to all lawful and required payroll withdrawals and deductions, including deductions previously selected by an employee (i.e., premiums for group health insurance).

Intermittent leave will not be permitted under this Policy, unless the employee is taking EPSL due to the need to care for a child who is home due to school or daycare closure (see (5) above). An employee requesting intermittent EPSL will be required to provide the basis for their request for intermittent leave. UVA reserves sole discretion in allowing intermittent leave under this Policy, including the schedule that must be maintained.

Once an employee begins taking EPSL for one of the other qualified reasons (see (1) – (4), (6) above), they must continue to take EPSL each day until they either (a) use the full amount of EPSL available or (b) no longer have a qualifying reason for taking EPSL. If an employee no longer has a qualifying reason for taking EPSL before they exhaust their available leave, they may take any remaining EPSL at a later time, until December 31, 2020, if another qualifying reason occurs.

## **2. Emergency Family and Medical Leave Policy**

The Emergency Family and Medical Leave Act (“EFMLA”), which also passed as part of the FFCRA and temporarily amends the Family and Medical Leave Act (“FMLA”), provides employees with emergency paid leave due to a loss of child care because of COVID-19.

Pursuant to the EFMLA, UVA may provide eligible employees up to twelve (12) weeks of job-protected emergency family and medical leave (“EFML”) for absences necessitated by circumstances where the employee is unable to work or telework because the employee is caring for a minor child as a result of the child’s school or place of care being closed, or child care provider being unavailable, due to a COVID-19 related public health emergency.

All employees who have been employed with UVA for at least thirty (30) calendar days prior to the need for leave are eligible for EFML leave under this Policy. Eligible employees may be entitled to up to twelve (12) weeks of job-protected EFML to care for a minor child (16 years or younger) as a result of the child’s school or place of child care being closed or child care provider being unavailable due to an emergency related to COVID-19 declared by a Federal, State, or local authority.

The FMLA generally provides a total of twelve (12) weeks of job-protected leave to eligible and covered employees. Because the EFMLA temporarily amended the FMLA, the twelve

(12) weeks of leave provided under the EFMLA includes (and is not in addition to) the FMLA leave generally available to UVA employees. Therefore, employees who have already taken FMLA leave this year are not entitled to an additional twelve (12) weeks of leave under this Policy, but are entitled to use any remaining FMLA leave to care for a minor child pursuant to this Policy. Additionally, an employee who uses the entire twelve (12) weeks of job-protected EFMLA leave provided under this Policy, will not be eligible for any additional FMLA for any other qualifying reason for the remainder of 2020.

The law provides that the initial ten (10) days of EFML are unpaid. However, pursuant to this Policy, you may be eligible to receive EPSL pay for those initial ten (10) days; or if you have exhausted your EPSL, you may elect to use PTO, if available. The remaining EFML available to an employee under this Policy will be paid at two-thirds (2/3) the employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. The law caps the maximum amount of pay an employee is entitled to receive at \$200 per day and \$10,000 total.

### **3. Notice and Documentation Required**

An employee who needs time off work due to one of the qualifying reasons for leave required by the FFCRA, must notify UVA of the need to take such leave at least two (2) days in advance, if the need for leave is foreseeable, or as soon as possible, if the need for leave is not foreseeable.

UVA thereafter will require the employee to complete and submit a form which will request specific information about the employee and the basis for their request for EPSL and/or EFML. The employee *must* complete all information requested in the form. Depending on the employee's qualifying reason for requesting leave, the form will direct the employee to submit supporting documentation. The employee will be entitled to one (1) day of EPSL and/or EFML upon making the request for leave, but additional leave may *not* be approved or provided until the form and documents noted above have been submitted to UVA.

UVA is required by law to collect and maintain completed forms and documents submitted by employees requesting EPSL and/or EFML and may be required to provide copies of such documents to the Internal Revenue Service ("IRS") or the Department of Labor ("DOL"), upon request. UVA otherwise confirms that the forms and documents submitted by employees requesting leave under the FFCRA will be kept strictly confidential.

### **4. Job Benefits and Protections**

The amount paid to an employee as EPSL or EFML under this Policy shall be subject to all lawful and required payroll withdrawals and deductions, including deductions previously selected by an employee.

Employees who participate in UVA's group insurance plan will be continued on that plan during any leave taken under this Policy provided, however, that the employee will be required to continue to pay their portion of their insurance premium. Those premiums will be deducted from their leave payments, as applicable.

Upon the conclusion of leave under this Policy, UVA will restore the employee to their prior or equivalent position, to the extent possible. UVA notes that this job protection and restoration provision does not change the at-will status of employment with the School.

## **5. No Discrimination or Retaliation**

UVA will not discriminate or retaliate against any employee for requesting or using leave under the FFCRA. If you believe that you have been discriminated or retaliated against for requesting and/or using this leave, the School asks that you inform Human Resources immediately. UVA will not tolerate discrimination or retaliation against any employee exercising their rights under the FFCRA.

## 6. COVID-19 Employee Return to Work Policy

An employee who has been exposed to, been diagnosed with, experienced symptoms of, or tested positive for the COVID-19 virus will be required to quarantine away from work for a period of time. UVA will allow an employee to return to the campus only after it determines that the employee is unlikely to pose a direct threat to the health and safety of the rest of its community. The timelines referenced below are consistent with guidelines issued by the CDC and OSHA at the time of the publication of these Policies.

### Mandatory Quarantine from Work

An employee will be required to quarantine away from the campus under the following circumstances:

- An employee who has been exposed to another individual who has been diagnosed with or tested positive for the COVID-19 virus must quarantine away from the campus for 14 days from the date of exposure. “Exposure” for COVID-19 purposes is defined by the CDC as being within about 6 feet of another individual.
- An employee who has been diagnosed with COVID-19 must quarantine away from the campus for up to 14 days from the date symptoms first appeared.
- An employee who has tested positive for COVID-19 must quarantine away from the campus for up to 14 days from the date they took the test which produced a positive result.

### Timelines for Return to Work from Quarantine

#### 1. Symptomatic Employees

An employee who is symptomatic for COVID-19, whether tested or not, may return to the campus only if (i) at least 10 days have been passed since their symptoms first appeared; (ii) at least 3 days (72 hours) have passed without a fever and without the use of medicine that reduces fever; and (iii) other symptoms have improved (i.e., cough or shortness of breath have improved).

#### 2. Asymptomatic Employees

An employee who was exposed to COVID-19 but was asymptomatic may return to the campus only if (i) at least 14 days have passed since the date of their exposure; and (ii) they continue to have no symptoms since the date of their exposure.

An employee who tested positive for COVID-19 but was asymptomatic may return to the campus only if (i) at least 10 days have passed since the date of their first positive test; and (ii) they continue to have no symptoms since that positive test. In certain circumstances, UVA may ask an employee in this situation to produce a negative test result before returning to campus.

## Teleworking and Paid-Time-Off

Employees who are required to quarantine away from the campus will be expected to work from home, provided they are well and capable of doing so. For employees who quarantined due to illness and are unable to work, UVA's FFCRA and PTO policies will apply to any time an employee is unable to work either on campus or at home due to absences related to COVID-19.

## **7. COVID-19 Telework Policy**

UVA will allow certain employees to work remotely, as necessary and appropriate. This includes an employee who is quarantined as a result of COVID-19 but is otherwise well and capable of working. This Telework Policy sets forth the expectations for teleworking employees with regard to time entry, work performance, equipment, and other issues.

### **A. Employee Schedules and Time Entry**

Employees are expected to maintain their normal work schedules unless directed to alter their schedules otherwise. Each non-exempt employee is responsible for accurate recordkeeping and submission of all time worked to his/her supervisor. Employees may not perform any work and not record the time worked. Employees are not to work overtime (more than 40 hours in a workweek) without prior written authorization from their supervisor.

### **B. Job Performance**

Supervisors have the right to assign work as necessary to each employee. Each supervisor will continue to monitor and assess the quality and quantity of work performance, integrating these into established performance objectives. Employees who remotely access the network or telecommute are expected to provide the same or better quality and quantity of work as they do when they work on campus. Employees must timely respond to questions, emergencies, and other requirements of their positions, just as they do when they are on campus.

### **C. School Equipment**

The following provisions apply to the use of any UVA-provided equipment, including computer devices and other hardware and software, (collectively “UVA-Provided Equipment”) for any remote access or as part of a teleworking arrangement:

- Employee agrees to abide by all computer and social media policies and procedures outlined in the Employee Handbook and in these Policies.
- UVA may provide certain equipment and software for employees to remotely access the network or to perform their duties. The equipment must be handled as it would be if working on-site, and in adherence to School’s policies and procedures.
- Employee agrees that the UVA-Provided Equipment, and any records, information, data, files, and any other information or property of the School (“Property”) belong to and remain the Property of UVA while the employee is authorized to remotely access the network and/or throughout the duration of a teleworking arrangement. Such Property must be returned without damage and in good working order to the School within 48 hours of when the telework arrangement ceases or within 48 hours of when the School requests the Property to be returned, whichever is earlier. In the event UVA-Provided Equipment is lost, stolen or misplaced, the employee’s

supervisor should be notified immediately so that appropriate steps can be taken to remotely trigger the timely deletion of any confidential or sensitive information contained on the equipment. All Property issued (other than information and records, which shall still be deemed Property) will be detailed below. If any employee fails to timely return Property without damage and in good working order, they will reimburse the School for all unreturned or damaged Property.

- UVA-owned software may not be duplicated except as explicitly authorized by your supervisor in writing. Installation of software on UVA-Provided Equipment must be approved and installed under the supervision of the School.
- Employees should assume no right of privacy in the use of UVA-Provided Equipment used by the employees as part of the teleworking arrangement. The School reserves the right to monitor these systems or equipment for any lawful purpose at any time, in accordance with federal and state law.
- UVA-Provided Equipment is only to be used for fulfilling School business responsibilities. No UVA-Provided Equipment is to be used for personal reasons; employees are prohibited from incurring any fees or charges as a result of personal use of UVA-Provided Equipment and subsequently billing those fees and charges to the organization. If equipment, accessories and/or service fees or charges result from personal use of UVA-Provided Equipment, the employee is responsible for making payment for those fees and charges and any related billing costs.

#### **D. Personal Equipment**

Employees may not use personal computing equipment to perform any School work or to transmit, store, or review any School data without prior approval of their supervisor. No sensitive, proprietary, or confidential School information should be viewed, transmitted, or stored on personal computing devices at any time.

#### **E. Duration of Telework**

Remote access and/or telework is available only as approved by UVA on an individual basis and at the School's sole discretion. Telework is not an employee benefit intended to be available to all employees, nor is it intended to be of indefinite duration. UVA reserves the right to terminate an employee's permission to telework if it no longer meets the business needs of the School or circumstances have arisen that warrant terminating the telework authorization, if the employee's performance does not merit further telework opportunity, or for any other reason. If telework authorization is terminated, the employee will, in the sole discretion of the School, be returned to work on campus.

#### **F. Violations**

Any violation of the Telework Policy must be immediately reported to the employees' supervisor. Violating the Telework Policy, or any of its tenets, could result in disciplinary action

leading up to and including termination of employment and civil and/or criminal prosecution under local, state and federal laws.

## 8. COVID-19 Travel Policy

In order to best protect the UVA community, the School asks that employees carefully consider how they conduct themselves outside of work, making sure that they do not unnecessarily expose themselves to the COVID-19 virus. This includes travel. Because travel poses unique risks, your risk of exposure to COVID-19 during such travel increases.

Effective August 26, 2020 and continuing for the entire 2020-2021 school year, employees who travel under the following circumstances will be required to “quarantine” away from work for 14 days after their return from certain travel:

- Nonwork related overnight travel to “hot spots” as defined by the CDC
- International travel

If you make plans to travel that meets one or more of the categories listed above during the 2020-2021 school year, you must notify your direct supervisor of those travel plans and complete a Travel Questionnaire. These requirements are necessary to allow UVA to make plans for your absence. Upon return from travel, you must notify Lisa Smothers, Chief of Staff, via email at [lsmothers@uview.academy](mailto:lsmothers@uview.academy) to confirm the date of your return in order to calculate the beginning of the quarantine period and determine when you may safely return to campus.

UVA notes that this Policy, and the mandatory quarantine period, will be enforced for all nonwork related travel, including travel done over weekends and holiday breaks.

If you travel by means other than those listed above, you will also be asked to complete the Employee Travel Questionnaire regarding your trip. The information provided in that questionnaire will be considered in UVA’s decision as to whether you must “quarantine” away from campus for a period of time before your return.

If applicable, employees who are quarantining after travel may be required to telework. In that case, you will be compensated for all work performed during quarantine. You will be required to adhere to the terms of the Telework Policy in these Policies.

Employees who fail to provide adequate notice or complete the Employee Travel Questionnaire may be subject to discipline, up to and including termination. Employees who are found to have provided inaccurate or false information regarding their travel, and particularly their return date, will be subject to discipline, up to and including termination.

## **9. Acknowledgement of Receipt**

I acknowledge that I have received a copy of the COVID-19 Employee Policies. I understand that it contains important information about UVA's policies related to COVID-19, that I am expected to read it and familiarize myself with its contents, and that the policies in it apply to me. I understand that nothing in the Policies constitutes a contract or promise of continued employment and that the School may change these policies and protocols at any time.

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Employee's Signature

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Date

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Employee's Name (Print)

9. **COVID-19 Screening Questions**

**1. Have you been exposed to anyone who has been diagnosed with or tested positive for COVID-19 in the previous 24 hours?**

YES

NO

**2. Have you had a temperature of 100.4° F or higher in the previous 24 hours?**

YES

NO

**3. Are you currently experiencing any of the symptoms associated with COVID-19?**

- Cough
- Shortness of breath
- Fever (100.4° F or higher) or chills
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing\*
- Persistent pain or pressure in the chest\*
- New confusion\*
- Inability to wake or stay awake\*
- Bluish lips or face\*

YES

NO

**a. If yes, is that symptom due to a non-COVID-19-related condition (i.e., allergies).**

YES

NO

The symptoms marked above with an \* have been identified by the CDC as “Emergency Warning Signs.” Per CDC guidance, an employee experiencing any of the “Emergency Warning Signs” should not report to work and should call 911 immediately before reporting the issue to their supervisor.

## Employee Travel Questionnaire

The Employee Travel Questionnaire is to be completed by employees that have traveled on a “Non-Work” travel status. Your response to the questionnaire will provide information essential to the Office of Human Resources in making a decision on your period of quarantine.

Employee Name	
Destination Location	
Dates of Travel	
Number of Individuals in Travel Party	
Are you in the same household with members of your travel party?	Yes    No <input type="checkbox"/>
Did you travel by common carrier?	Yes    No <input type="checkbox"/>
Did you stay overnight in a hotel, motel, or rental property?	Yes    No <input type="checkbox"/>
Did your travel include riding in a cab or another ride-sharing vehicle?	Yes    No <input type="checkbox"/>
Are you aware of being exposed to COVID-19* during your travel?	Yes    No <input type="checkbox"/>
Were any individuals in your travel party knowingly exposed to COVID-19* during your travel?	Yes    No    N/A <input type="checkbox"/>
Did you have a temperature (100.4° F or higher) during your travel?	Yes    No <input type="checkbox"/>
Are you aware of anyone in your travel party having a temperature (100.4° F or higher) during your travel?	Yes    No    N/A <input type="checkbox"/>
Do you currently have a temperature (100.4° F or higher)?	Yes    No <input type="checkbox"/>
Are you aware of anyone in your travel party currently having a temperature (100.4° F or higher)?	Yes    No    N/A <input type="checkbox"/>
Did you experience any of the other symptoms of COVID-19** during your travel?	Yes    No <input type="checkbox"/>
Did anyone in your travel party experience any of the other symptoms of COVID-19 during your travel?	Yes    No    N/A <input type="checkbox"/>
Are you currently experiencing any of the other symptoms of COVID-19?	Yes    No <input type="checkbox"/>

## Employee Travel Questionnaire

The Employee Travel Questionnaire is to be completed by employees that have traveled on a “Non-Work” travel status. Your response to the questionnaire will provide information essential to the Office of Human Resources in making a decision on your period of quarantine.

Are you aware of anyone in your travel party who is currently experiencing any of the other symptoms of COVID-19?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Has anyone who was in your travel party been diagnosed with or tested positive for COVID-19 since returning from your travel?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

\* Exposure is defined by the CDC as being in close contact (within about 6 feet) of another person who has been diagnosed with or tested positive for COVID-19.

\*\* The CDC’s listing of symptoms of COVID-19 may be found on the CDC’s website, as updated from time to time: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### **EMPLOYEE DECLARATION**

I HEREBY swear and affirm under the penalty of perjury that the information I have provided to UVA above regarding my travel, my health condition, and the health condition of others is true and correct, to the best of my knowledge. I agree that if I learn any information subsequent to my submission of this form, I will notify the Office of Human Resources immediately of the changed circumstances.

I ACKNOWLEDGE AND AGREE that should any of the information I provide above prove to be purposefully inaccurate or fraudulent, I will be subject to immediate termination.

Employee Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_