

**Foundation for Louisiana Students  
a/k/aUniversity View Academy  
COVID-19 Employee Policies  
Revised January 3, 2022**

## **Introduction to these 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.

These COVID-19 Employee Policies contain the following policies and sections:

1. General Reminders and Rules
2. Mandatory COVID-19 Employee Reporting and Screening Policy
3. Isolation Room and On-Campus Quarantine Policy
4. Workplace Health and Safety Policy
5. COVID-19 Return to Work Policy
6. COVID-19 Telework Policy
7. Acknowledgment of Receipt
8. 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 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. 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," and "Ready to Achieve! 2021-2022 School Operations Guidelines," as updated from time to time.

4. 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 is determined by physical distancing requirements.

If groups convene outdoors, social distancing should be maintained to the greatest extent possible. 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.

5. 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 workday.
6. 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.
7. 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.
8. 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 the Assistant Superintendent of Operations immediately.

1. 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.
2. Each visitor will be required to answer COVID-19 screening questions about their current health. UVA will log their visit in compliance with this protocol.
3. 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 and Self-Screening 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 employees should stay home if they are sick and/or have a fever.

### 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 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-

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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 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

screening on a daily basis. Self-screenings must be completed every day prior to the employee 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. 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>3</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

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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 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. 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.

<sup>3</sup> The CDC defines “close contact” as follows:

**Close Contact through proximity and duration of exposure:** Someone who was less than 6 feet away from infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic people, 2 days before the positive specimen collection date), until they meet the criteria for ending isolation.

See <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

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.

### Experiencing Symptoms While on Campus

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 close contact<sup>4</sup> (within about 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) 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 agencies 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, 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, that employee

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<sup>4</sup> Medical and disability exceptions may be requested, if needed, by contacting the Office of Human Resources.

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.

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. 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 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 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 will be subject to discipline, up to and including termination. Examples of misconduct, fraud or dishonesty include providing false information about their symptoms, and/or failing to complete self-screening.

#### 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 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. 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, 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 Academic Center for the UVA-Baton Rouge campus for use during the 2021-2022 school year. A UVA designee will operate and supervise the Isolation Room.

As noted in the COVID-19 Reporting, Self-Screening, 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 close contact with 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. 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 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 facemasks, 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 the 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 Warning 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 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, and 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. Employees are required to wash their hands prior to eating.

## Restrictions on Elevator and Stair Usage

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

## 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 covering, practice social distancing, good hand hygiene, and respiratory etiquette, and avoid congregating in common areas.

## **5. 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 isolate and/or 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. UVA will follow isolation and quarantine recommendations issued by the CDC and OSHA regarding UVA employees as appropriate. UVA will modify these policies in the School's discretion, and employees will be notified of policy changes.

### **If An Employee Tests Positive for COVID-19 (Isolate)**

An employee, regardless of vaccination status, who tests positive for COVID-19 should:

1. Stay home for 5 days. If the employee has no symptoms or the symptoms are resolving, the employee can leave their house.
2. If the employee has a fever, continue to stay home until the fever resolves.
3. Continue to wear a mask around others for 5 additional days. If masking cannot be ensured, the employee should isolate for a full 10 days.

### **If An Employee Was Exposed to Someone with COVID-19 (Quarantine)**

- A. Employees who have completed the primary series of the Pfizer or Moderna vaccine within the last 6 months, OR have completed the primary series of J&J vaccine within the last 2 months, OR have been boosted should:
  1. Wear a mask around others for 10 days.
  2. Test on day 5.
- B. Employees who are unvaccinated, OR have completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted, OR completed the primary series of J&J over 2 months ago and are not boosted should:
  1. Stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If school cannot ensure masking for 5 additional days, then Employee should quarantine for a full 10 days.
  2. Test on day 5.

### **Teleworking and Paid-Time-Off**

Employees who are required to isolate and/or quarantine away from the campus will be expected to work from home, provided they are well and capable of doing so. For employees who isolate and/or are quarantined due to illness and are unable to work, UVA's 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.

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

UVA will allow certain employees to work remotely, as necessary and appropriate. This includes an employee who is isolating and/or 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 the 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 within 48 hours of when the School requests the Property to be returned. 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.
- 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.

#### **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.

**7. 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Print)

**8. 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.