

Addendum- COVID 19 Policy 2020-2021

ADVOCATES FOR INNOVATIVE SCHOOLS, INC. EMPLOYEE HEALTH AND SAFETY POLICY – 2020-2021

Introduction

The Advocates for Innovative Schools, Inc. has adopted this policy to as a pro-active attempt to prevent and reduce the transmission of Covid-19 among students, employees, parents, families and the community-at-large. All employees are required to frequently check the website for Robert Russa Moton Charter School and the [CDC COVID-19 website](#)¹ for updated information. Additionally, all employees must follow Board policies/procedures and laws/orders from local, state, and federal authorities.

Note: This document includes “hyperlinks” (in blue fonts) to CDC documents and information relied upon to draft key sections of this policy

Disclaimer: This policy is neither written nor intended to be considered a medical information or advice. The purpose is to govern employment-related issues and concerns in the workplace as affected Covid-19 and possible school closings. Consult your doctor or healthcare providers for medical advice concerning Covid-19 and medical issues.

A. ROUTINE CLEANING AND DISINFECTING

It is a policy of Advocates of Innovative Schools, Inc. that employees responsible for cleaning and disinfecting classrooms, offices, the library, the cafeteria and other school facilities, follow the CDC [cleaning and disinfection recommendations](#) for facilities with suspected or confirmed coronavirus disease (Covid-19).

It is required that all employees who clean and disinfect Moton Charter school always wear, face shields, gloves, and gowns appropriate for the chemicals being used when you are cleaning and disinfecting. Additional Personal Protection Equipment (PPE) may be required depending on the setting and disinfectant products being used. For each product you use, consult, and follow the manufacturer’s instructions for use.

¹ This document includes “hyperlinks” or direct electronic access to CDC documents and information relied upon to draft key sections of this policy

The following cleaning, sanitizing and safety measures recommended by the CDC are required at Robert Russa Moton Charter School are effective immediately:

- 1) Employees will routinely clean all frequently touched surfaces in the school, such as workstations, keyboards, telephones, handrails, and doorknobs.
If surfaces are dirty, they will be cleaned using a detergent or soap and water before you disinfect them.

For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of [products that are EPA-approved for use against the virus that causes COVID-19](#)^{external icon} is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).

- 2) Employees are discouraged from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- 3) Disposable disinfecting wipes will be provided so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- 4) Disinfectants will be stored and used in a responsible and appropriate manner according to the label.
- 5) Bleach or other cleaning and disinfection products will not be mixed together. This can cause fumes that could be very dangerous to breathe in.
- 6) Employees are required to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

B. EDUCATING EMPLOYEES ABOUT COVID-19

Moton School Leaders and Supervisors, working in partnership with the School Nurse, shall continuously inform, educate, and motivate employees, students and parents about this Policy and steps they can take to protect themselves at work and at home. Posters, videos, demonstrations, emails, etc. should be used for to communicate the following instructions from the CDC:

- Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
 - Before and after work shifts

- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings
- Avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)^{external icon}, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Practice social distancing by avoiding [large gatherings](#) and maintaining distance (at least 6 feet) from others when possible.

C. FACE COVERINGS ARE REQUIRED

Robert Russa Moton employees are required to wear a mask or face covering at work unless there is a medical reason or exception approved by school officials.

The CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the general public.

The [CDC recommends wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.

D. HYGIENE TIPS AND SUPPORT FOR EMPLOYEES AND VISITORS

Robert Russa Moton Charter School will provide supplies and materials for employees and visitors to clean their hands and cover their coughs and sneezes by through the following actions:

Provide tissues and no-touch trash cans.

Provide soap and water in the workplace.

Place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.

Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.

Discourage handshaking. Encourage employees to use other noncontact methods of greeting.

Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.

E. PRACTICING SOCIAL DISTANCING

The CDC recommends that workspaces be altered to help workers and others maintain social distancing and physically separate employees and others when possible from each other and from customers, when possible. Some strategies that schools can use are as follows:

Increase physical space between students by modifying the classroom.

Increase physical space between employees and others using physical barriers such as hygienic screens using glass, etc.

Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.

Close or limit access to common areas where employees are likely to congregate and interact.

Prohibit handshaking.

Deliver classes and counseling remotely (e.g., phone, video, or web).

Move the Sign-In Books and Time Clock farther away from the Front Desk to increase the distance between the Staff and persons coming to the office.

F. DAILY IN-PERSON HEALTH CHECKS WILL BE CONDUCTED

Moton Charter School Leaders and Supervisors, working in partnership with the School Nurse, shall conduct daily in-person/virtual health checks or temperature screening for Covid-19 symptoms as employees and students enter the school building consistent with orders and guidance from local public health authorities and the CDC.

The Screening Process

Health Checks must be conducted safely and respectfully and according to the CDC “using social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the Screener.” The Screener(s) shall be provided appropriate PPE at no cost and trained how to conduct the screening process. Finally, persons conducting health checks should use multiple screening entries into the building.

Confidentiality

To prevent stigma/discrimination and to maintain privacy of each individual’s medical status and history, all screening results shall remain strictly confidential and provided only to the employee or limited school official who has a need to know and a right to know. All cases shall be documented for referrals to medical professionals and other legal/permitted “Contact Tracing” purposes.

G. DETECTING COVID-19 SYMPTOMS

The Center for Disease Control reports that “People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness... [that] may appear 2-14 days after exposure to the virus. The list of COVID-19 symptoms according to the CDC are as follows:

- Fever or chills
- 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

This list does not include all possible symptoms and the CDC will continue to update this list the [CDC COVID-19 website](#). However, the CDC and other medical experts have reported the presence of the Coronavirus in persons who are PR symptomatic (detected before symptom onset) or asymptomatic (detected but symptoms never develop). Again, consult your doctor or healthcare providers for medical advice concerning Covid-19 and any/all medical issues.

H. DETECTING MOTON EMPLOYEES WITH COVID-19 SYMPTOMS

Robert Russa Moton Charter School employees with symptoms should immediately notify their supervisor, stay home, and take the following actions as recommended by the Center for Disease and Control (CDC):

Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).

I. SEPARATING EMPLOYEES WITH COVID-19 SYMPTOMS

Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day should immediately be separated from other employees, students, parents, and visitors, and sent home.

Moton Charter School Leaders and Supervisors, working in partnership with the School Nurse, shall a plan in place for the safe transport of an employee who comes to school ill or becomes ill while at work. The employee may need to be transported home or to a healthcare provider.

J. STAY-AT-HOME REQUIREMENT AND CONTACT TRACING

Moton School Leaders and Supervisors, working in partnership with the School Nurse, shall determine which students and employees may have been exposed to the coronavirus for “next steps” and precautions. **Note:** This critically important health and public safety information below (including the “hyperlinks”) is excerpted from CDC Covid-19 documents:

Co-workers and parents of students taught by the sick employee shall be informed of the possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#)[external icon](#).

Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

[Critical infrastructure external icon](#) workplaces should follow the guidance on [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#). Employers in critical infrastructure also have an obligation to manage potentially exposed workers' return to work in ways that best protect the health of those workers, their co-workers, and the general public.