

CERTIFICATION OF RESOLUTION
EMPLOYEE COVID-19 POLICY FOR THE 2020-2021 ACADEMIC YEAR

iLEAD Spring Meadows
(An Ohio Non-Profit Corporation)

The Governing Authority (the “Board”) of **iLEAD Spring Meadows**, (the “School” and the “Corporation”), a non-profit corporation organized under the laws of the State of Ohio, hereby resolves as follows:

WHEREAS the Board is committed to providing a safe and healthy workplace to protect employees, their families, and students from the spread of COVID-19;

WHEREAS the Ohio Governor signed Executive Order 2020-01D declaring a State of Emergency;

WHEREAS the Ohio Department of Education and the Ohio Department of Health published ‘Reset and Restart Education’ as a planning guide for Schools to safely conduct operations during the 2020-2021 academic year;

IT IS HEREBY RESOLVED that the Board adopts the Employee COVID-19 Policy for the 2020-2021 academic year. The COVID-19 Policy is attached as Exhibit A, attached hereto and incorporated herein as if stated in its entirety.

APPROVAL AND ADOPTION OF RESOLUTION

Motion approve the Employee COVID-19 Policy (without / with) amendment(s),

made by _____ Member Maassel seconded by _____ Member Williams _____.

| Board Member <i>Name/Initials</i> | AYE | NAY | OTHER <i>(Not Present, Abstain, etc.)</i> |
|---|------------|------------|---|
| Tricia Maassel | X | | |
| Jacquelyn May | X | | |
| David Shock | X | | |
| Jeff Williams | X | | |
| LaTanya Wilson Chairwoman | X | | |

Executed and adopted by a vote of the Board on this 17th day of August, 2020.



LaTanya Wilson, Chairwoman
iLEAD Spring Meadows

EXHIBIT A

EMPLOYEE COVID-19 POLICY **2020 - 2021 ACADEMIC YEAR**

During this declared State of Emergency due to the COVID-19 pandemic, the health and safety of the students and employees are of the utmost importance. As such, all employees of the school shall abide by the following guidelines while on school premises. The following guidelines shall remain in effect for the entirety of the 2020-2021 academic year. Government and public health guidelines and industry best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. The Board reserves the right to modify this Policy at any time to adapt to changing circumstances, consistent with its commitment to maintaining a safe and healthy learning environment.

1. Health Evaluations

- A. All employees that enter the building must complete a health self-assessment prior to coming to the school. Anyone exhibiting the symptoms as outlined by the Center for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) will not be permitted at the school and should seek appropriate medical care.
- B. The school reserves the right to conduct health evaluations on any employee, including temperature checks, at the school building before an individual enters the school.

2. Quarantine for Individuals Diagnosed or Exposed to COVID-19

- A. Pursuant to Ohio Department of Health guidelines, employees must notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They must also notify the school if they are quarantined or have been recommended to quarantine.
- B. Employees with known or presumed exposure to COVID-19 are required to self-quarantine at home for 14 days or the quarantine period designated by the local or state health department.
- C. Employees who travel to a location with known COVID-19 community spread should self-quarantine at home for 14 days.
- D. Employees with known or presumed exposure to COVID-19 must meet conditions prescribed by the Ohio Department of Health and their local health departments prior to returning to school. These conditions may change, and any changes made are expressly incorporated into this Policy.

3. Personal Protective Equipment

- A. For the purposes of this Policy, a **“facial covering (mask)”** is defined as any material that covers an individual’s nose, mouth, and chin.
- B. For the purposes of this Policy, a **“face shield”** is defined as a type of personal protective equipment wrap that is made of see-through material which covers the individual’s face and extends below the chin. It must originate at the forehead with no gap, wrap around the sides of the face, and extend below the chin.

- a. Per the guidance from the Ohio Department of Health and the Center for Disease Control, a face shield is not an acceptable replacement for a face mask.
 - b. If an individual meets an exception to the K-12 face covering requirement, as issued by the Ohio Department of Health, a face shield may be an option.
- C. All employees must wear a face mask when on school premises.
- D. An accommodation to the requirement to wear a face mask may be granted if one of the following apply:
- a. Facial coverings in the school setting are prohibited by law or regulation; or
 - b. Facial coverings are not advisable due to a medical condition including a respiratory condition that restricts breathing, mental health conditions, or a disability that contradicts the wearing of a facial covering; or
 - c. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is appropriate or necessary; or
 - d. The individual is seated and actively consuming food or beverage; or
 - e. Where staff and employees can maintain distancing of at least six feet and the removal of the facial covering is necessary for instructional purposes, including foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument; or
 - f. Facial coverings are not required when the staff works alone in an enclosed space such as an office; or
 - g. When an established sincerely held religious requirement exists that does not permit a facial covering.
- E. Any request for an accommodation must be made orally or in writing to the School Leader or his/her designee. The School must provide written justification to local health officials, upon request, explaining why a staff member is not required to wear a facial covering in the school.
- a. A face shield as defined in this policy may be considered as part of a requested accommodation
- F. Additional details regarding Face Masks and Accommodations can be found in the Order issued by the Director of the Ohio Department of Health on August 13, 2020 title “Director’s Order Requiring the Use of Facial Coverings in Child Education Settings.” All school employees, staff, and students are required to adhere to this Order. The Order is attached as Exhibit B.

4. Social Distancing Requirements

- A. For the purposes of this Policy, “**social distancing**” is defined as maintaining at least three (3) feet of distance from other individuals. The Ohio Department of Health and the CDC recommend six (6) feet between individuals and it is recommended that six (6) feet be utilized when possible.
- B. All employees shall comply with Social Distancing guidance pertaining to school settings set forth by the Ohio Department of Health and the Ohio Department of Education.

5. Shared Supplies and Equipment

- A. Employees shall not share personal office supplies and equipment. You should notify the School Leader if you need equipment that was previously shared, such as staplers, scissors, or other personal office equipment.
- B. Employees should limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent consistent with business necessity. If you must use this equipment:
 - a. Maintain social distancing;
 - b. Use hand sanitizer before and after each use; and
 - c. Disinfect equipment before and after each use on all touch surfaces.

6. Break Area

- A. Employees are encouraged to take lunch or breaks at your desk or outdoors. Non-exempt employees must refrain from work during any required lunch or breaks.

7. Visitor Restrictions

- A. For the purposes of this Policy, a “**Visitor**” shall be defined as any individual who is not a student or employee member that enters the school premises.
- B. This Policy shall work in conjunction with the school’s previously adopted “School Visitor Policy.” The below clauses shall supersede any conflicting clause contained within the “School Visitor Policy.”
- C. Visitors will not be permitted at the school unless an appointment has been made with the School Leader.
- D. All visitors to the school will be required to wear a face mask that covers the nose, mouth, and chin.
- E. All school visitors must confirm, upon entrance, that none of the following apply:
 - a. Currently experiencing active COVID-19 symptoms as defined by the CDC;
 - b. Has been instructed to quarantine by a local or state health department;
 - c. Has traveled to a location outside the state with active community spread of COVID-19;
 - or
 - d. Has been in contact with anyone who has tested positive for COVID-19.
- F. The school reserves the right to conduct health evaluations, including temperature checks, at the school building before a person enters the school.

8. Enforcement of this Policy

- A. Failure to comply with this Policy may result in discipline, up to and including termination of employment.
- B. If you witness or become aware of any employees or other individuals violating this Policy, you should report them to the School Leader immediately.
- C. The school prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy or any other health and safety concerns.

9. Notice

- A. A copy of this Policy shall be given to each employee and posted in a conspicuous location on the school premises.

Reference Materials

Ohio Department of Health: <https://coronavirus.ohio.gov/static/responsible/schools/K-12-Schools-Guidance.pdf>

COVID-19 Planning Considerations: Guidance for School Re-entry – The American Academy of Pediatrics:
<https://services.aap.org/en/pages/2019-novel-coronavirus-COVID-19-infections/clinical-guidance/COVID-19-planning-considerations-return-to-in-person-education-in-schools/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://odh.ohio.gov/wps/portal/gov/odh/media-center/odh-news-releases/face-shields-not-appropriate-substitute-for-masks>