



**SUPPLEMENTAL MODEL POLICY SERIES
COVID-19 POLICIES – KANSAS CITY
2020**

Introduction

The COVID-19 Supplemental Policy Series provides model policies and forms designed to assist schools during this unprecedented time. Prior to adoption or use of model policies and forms by a charter school governing board, each policy or form should be customized by adding the school's name where indicated and by tailoring the language, where appropriate, to fit the school's specific needs. MCPSA recommends that the Board of a charter school consult with the school's legal counsel in connection with adopting and implementing the policies and forms contained within this manual.

Scope of Service & Copyright Notice

This policy module prepared by the MCPSA is designed and intended as a resource of information for charter schools and is not to be construed as legal advice. It is a recommended practice for schools to obtain the advice of its legal counsel to ensure compliance with all applicable legal requirements.

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Emergency Family and Medical Leave Expansion Act

The Emergency Family and Medical Leave Act ("EFMLEA") temporarily authorizes paid family and medical leave for employees due to a "qualifying need related to a public health emergency." A qualifying need related to a public health emergency occurs when an employee requests leave because the employee is unable to work (or telework) because they must care for their minor son or daughter because their school or place of care has been closed or their child care provider is unavailable due to a government-declared public health emergency related to COVID-19. Leave under this Act is available through December 31, 2020.

An eligible full-time employee is entitled to a total of twelve weeks of leave: two weeks of unpaid leave and ten weeks of paid leave if they have a "qualifying need related to a public health emergency." A part time employee is entitled to leave for the number of hours that employee is normally scheduled to work over that period.

An employee is entitled to pay at two-thirds their regular rate of pay, not to exceed \$200 per day and \$10,000 in the aggregate. An employee may choose to use accrued paid leave, or if they qualify, paid sick leave under the Emergency Paid Sick Leave Act, during the two weeks of unpaid leave.

Because charter schools are subject to the Emergency Family and Medical Leave Expansion Act, they are required to place posters at the school describing employees' rights under EMFLEA. The poster may be found here: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_No_n-Federal.pdf.

Emergency Paid Sick Leave Act

The Emergency Paid Sick Leave Act ("EPSLA") authorizes paid sick leave for employees if their leave is related to the Coronavirus. Leave under this Act is available through December 31, 2020.

Employees are eligible for up to two weeks of paid sick leave for one of the following qualifying reasons. Their rate of pay depends upon the reason for requesting sick leave.

Employees entitled to two weeks of paid leave at 100 percent of their regular pay, not to exceed \$511 per day and \$5,110 in the aggregate:

- **Employees under Quarantine:** If an employee is unable to work because the employee is quarantined pursuant to a federal, state or local government order, or pursuant to the advice of a health care provider.
- **Employees with COVID-19 symptoms:** If an employee is unable to work because the employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees entitled to two weeks of paid leave at two-thirds of their regular pay, not to exceed \$200 per day and \$2,000 in the aggregate:

- **Employees caring for individuals under quarantine:** If an employee is unable to work because the employee is caring for someone who is quarantined pursuant to a federal, state or local government order, or pursuant to the advice of a health care provider.
- **Employees caring for children** whose school or child care provider is closed or unavailable due to COVID-19.
- **Employees with substantially similar medical symptoms to COVID-19:** The Secretary of Health and Human Services, in consultation with the Department of Labor and Treasury, are to issue guidelines and regulations on substantially similar symptoms.

Because charter schools are subject to the Emergency Paid Sick Leave Expansion Act, they are required to place posters at the school describing employees' rights under EMFLEA. The poster may be found here: https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_No_n-Federal.pdf.

APPENDIX A

MODEL EMERGENCY FAMILY AND MEDICAL LEAVE ACT POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adoption by the Board.

This policy summarizes the provisions of the Emergency Family and Medical Leave Act ("EFMLEA") and is limited to any rights or benefits contained in the EFMLEA.

1. Eligible Employees

- 1.1. Employees employed for at least 30 days are eligible for paid emergency family and medical leave.
- 1.2. Employees who have utilized 12 weeks of leave under the Family and Medical Leave Act ("FMLA") in the last twelve months are not eligible for leave under EFMLEA.

2. Reason for Leave

- 2.1. An employee may request leave for a qualifying need related to a public health emergency.
 - 2.1.1. A qualifying need related to a public health emergency occurs when an employee requests leave because the employee is unable to work (or telework) because they must care for their minor son or daughter because their school or place of care has been closed or their child care provider is unavailable due to a government-declared public health emergency related to COVID-19.

3. Amount of Leave

- 3.1. An eligible full-time employee is entitled to a total of twelve weeks of leave. Two weeks of unpaid leave and ten weeks of paid leave.
- 3.2. A part-time employee is entitled to leave for the number of hours that employee is normally scheduled to work over the period of requested leave.
- 3.3. An employee may not utilize EFMLEA leave in addition to leave under the Emergency Paid Sick Leave Act.

4. Notification of Leave

- 4.1. If the need for EFMLEA leave is foreseeable, the employee requesting leave must provide at least 30 days advance notice to [school

administrator or Human Resources Officer]. If such advance notice is not possible, the employee must give said notice as soon as practicable.

- 4.2. The employee requesting leave shall utilize the emergency family and medical leave request form.

5. Rate of Pay

- 5.1. An employee is entitled to pay at two-thirds their regular rate of pay, not to exceed \$200 per day and \$10,000 in the aggregate.
- 5.2. An employee may choose to use accrued paid leave, or if they qualify, paid sick leave under the Emergency Paid Sick Leave Act, during the two weeks of unpaid leave.

6. Sunset

- 6.1. This policy shall sunset on December 31, 2020.

APPENDIX A

Exhibit I

MODEL EMERGENCY FAMILY AND MEDICAL LEAVE REQUEST FORM

To request leave on the basis of the Emergency Family and Medical Leave Expansion Act ("EFMLEA"), please complete the following request form and submit it via e-mail to an Allen Village School Administrator or Human Resources Officer as soon as is practical to do so.

Employee Name (print clearly): _____

Requested Leave Start Date: _____ Estimated End Date: _____

Leave is available under the EFMLEA if you are unable to work (or telework) due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Name(s) of Child(ren): _____

Age(s) of Child(ren): _____

Name of School(s) or Child Care Provider(s):

By initialing, you are confirming that there is no other person able to provide care during the period for which you have requested leave. _____

Initials

If you are requesting leave because you are unable to work or telework to provide care for a child older than fourteen during daylight hours, please explain the circumstances that exist requiring the need for you to provide care:

Please provide a brief explanation for the reason for your leave request:

Please provide a copy of the notice from the school(s) or child care provider(s) as soon as it is practical to do so.

Employee Signature: _____ Date: _____

For School use ONLY: Date received: _____

APPENDIX B

MODEL EMERGENCY PAID SICK LEAVE ACT POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adoption by the Board.

This policy summarizes the provisions of the Emergency Paid Sick Leave Act ("EPSLA") and is limited to any rights or benefits contained in the EPSLA.

1. Eligible Employees

- 1.1. All employees are eligible for up to two weeks of paid sick time.

2. Reason for Leave

- 2.1. An employee may request leave if they are unable to work for any of the following reasons:
 - 2.1.1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - 2.1.2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
 - 2.1.3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - 2.1.4. The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine related to COVID-19;
 - 2.1.5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;
 - 2.1.6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

3. Amount of Leave

- 3.1. An eligible full-time employee is entitled to a two weeks of paid sick leave.
- 3.2. An employee may not utilize paid sick leave in addition to EFMLEA leave.

4. Notification of Leave

- 4.1. If the need for EPSLA leave is foreseeable, the employee requesting leave must provide at least 30 days advance notice to [school administrator or Human Resources Officer]. If such advance notice is not possible, the employee must give said notice as soon as practicable.
- 4.2. The employee requesting leave shall utilize the emergency paid family leave request form.

5. Rate of Pay

- 5.1. An employee is entitled to paid leave at 100 percent of their regular pay, not to exceed \$511 per day and \$5,110 in the aggregate if they request leave for reasons 2.1.1, 2.1.2, or 2.1.3.
- 5.2. An employee is entitled to pay at two-thirds of their regular rate pay, not to exceed \$200 per day and \$2,000 in the aggregate if they request leave for reasons 2.1.4, 2.1.5, or 2.1.6.

6. Sunset

- 6.1. This policy shall sunset on December 31, 2020.

APPENDIX B

Exhibit I

MODEL PAID SICK LEAVE REQUEST FORM

To request leave on the basis of the Emergency Paid Sick Leave Act ("EPSLA"), please complete the following request form and submit it via e-mail to an Allen Village School Administrator or Human Resources Officer as soon as practical.

Employee Name (print clearly): _____

Requested Leave Start Date: _____ **Estimated End Date:** _____

Reason for Leave Request:

___ I am quarantined pursuant to a Federal, State, or local government order or advice of a health care provider.

If the quarantine is pursuant to government order, state the jurisdiction that issued the order (e.g. City of St. Louis, St. Louis County, Kansas City, Jackson County, etc.):

JURISDICTION

If the quarantine is pursuant to the advice of a health care provider, identify the health care provider and provide some documentation as soon as it is practical to do so.

MEDICAL PROVIDER

___ I am unable to work because of a bona fide need to care for an individual subject to quarantine pursuant to a Federal, State, or local government order or advice of a health care provider.

Please provide the name and your relationship to the individual you are caring for:

NAME

RELATIONSHIP

If the quarantine is pursuant to government order, state the jurisdiction that issued the order (e.g. City of St. Louis, St. Louis County, Kansas City, Jackson County, etc.):

JURISDICTION

If the quarantine is pursuant to the advice of a health care provider, identify the health care provider and provide some documentation as soon as it is practical to do so.

MEDICAL PROVIDER

___ I am experiencing COVID-19 symptoms and seeking a medical diagnosis. Please provide some documentation from your health care provider as soon as it is practical to do so.

___ Unable to work to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19. Please provide a copy of the notice from the school or child care provider as soon as it is practical to do so.

NAME(S) OF CHILD(REN)

AGE(S) OF CHILD(REN)

SCHOOL(S) OR CHILD CARE PROVIDER(S)

By initialing, you are confirming that there is no other person able to provide care during the period for which you have requested leave. _____
Initials

If you are requesting leave because you are unable to work or telework to provide care for a child older than fourteen during daylight hours, please explain the circumstances that exist requiring the need for you to provide care:

___ Experiencing a substantially similar condition to COVID-19. Please provide some documentation from your health care provider as soon as it is practical to do so.

Please provide a brief explanation for the reason for your leave request:

By signing this form, you are confirming that you require leave because you are unable to work or telework for the reason provided in this form.

Employee Signature: _____

Date: _____

For School use ONLY: Date received: _____

APPENDIX C

MODEL TELEWORK POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adoption by the Board.

I. Purpose

Approved telework is provided to assure the goals and mission of Allen Village School are accomplished in a productive, thoughtful, and economical manner. Teleworking can increase employee productivity when there is a beneficial match between the needs of Allen Village School and the employee.

II. Definitions

- a. **Approved alternate location** is a work location approved by Allen Village School that is not the employee's designated office or residence.
- b. An **approved telework position** is an existing position that has been approved for teleworking by [school administrator]. The duties and responsibilities of eligible positions shall be suitable for telework. Individual telework schedules must fit the needs of Allen Village School and employees.
- c. **Designated office** is the employee's usual and customary Allen Village School work address.
- d. A **home-based office** is an area in is an employee's residence used for work during teleworking hours.
- e. **Teleworking or telecommuting**, is the practice of working from a remote work location such as a home-based office or an approved alternate location.
- f. **Teleworking schedule** is a flexible deployment of staff to meet Allen Village School and employee needs. Telework may occur on either a regular schedule or episodic schedule. Teleworking may be less than full-time, supplemented by working at the designated office.

III. Procedures

- a. **Telework Agreement**
 - i. Teleworking at Allen Village School is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and

every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. Instead, it is an option that management uses whenever there is agreement between the employee and the appropriate administrator that telework is most appropriate for the situation and circumstances.

- ii. This is a voluntary program both for Allen Village School and the employee, and the arrangement can be terminated by either party.
- iii. The employee shall complete a Telework Agreement form and return it to [school administrator]. Employees shall complete a new Telework Agreement form each year.
- iv. In the event of a mandatory school shutdown, it is a management option to allow employees to telework. In that circumstance, any employee who teleworks is still subject to this policy.

b. Employee Duties and Responsibilities

- i. All applicable federal, state, and local laws, and Allen Village School policies apply to teleworkers.

c. Training

- i. Teleworkers will participate in specialized telework training, including strategies, expectations, commitment, and logistics.
- ii. In the event of an emergency school shutdown, [school administrator] may waive any and all training requirements.

d. Authorized Expenses

- i. [School administrator] may authorize expenditures using established procedures and based on available funding for office equipment, software, communication devices and office supplies needed by teleworkers at their remote work place.

e. User Responsibilities for Computer Systems and Network Security

- i. Allen Village School retains ownership of all equipment provided for telework. When Allen Village School equipment is used at a remote work location, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse. The use of any personal equipment by the employee for purposes of telework is done solely at the employee's risk.

- ii. Teleworkers must protect information and resources against theft, unauthorized access, tampering, and loss.
- iii. Teleworkers must comply with any and all school policies relating to computer and network use.

APPENDIX C

Exhibit I

MODEL TELEWORK AGREEMENT

1. Introduction

- 1.1.** This Agreement establishes the respective obligations of the parties under the Allen Village School telework program. The employee has been authorized to telework at a location other than their designated office, such location being described in this Agreement.
- 1.2.** This Agreement is neither an employment contract nor a guarantee of employment. The unenforceability of any provision of this Agreement shall not affect the remainder of the Agreement.
- 1.3.** Both parties will abide by Allen Village School policies and any changes thereto.
- 1.4.** Teleworking at Allen Village School is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. Instead, it is an option that management uses whenever there is agreement between the employee and the [school administrator] that telework is most appropriate for the situation and circumstances. The teleworking arrangement can be terminated by either the employee or [school administrator] at any time, using the process outlined in this Agreement. Termination of an employee's participation in the telework program is not by itself grounds for an administrative complaint or subject to appeal.

2. Work Location

- 2.1.** The terms "remote work location" or "remote workplace" shall mean the employee's home-based office or approved alternate location. "Offsite" is a general term to describe any work location other than the designated office, which shall mean the employee's usual and customary Allen Village School work address.
- 2.2.** The employee agrees that Allen Village School may make on-site visits to the remote workplace during the employee's work hours. Any visits shall be made at a mutually-agreeable time for the purpose of picking up or delivering work,

equipment, materials, evaluating the telework arrangement, or checking or maintaining Allen Village School owned equipment.

2.3. The employee must work at the designated office or other Allen Village School assigned location when not at the remote workplace.

3. Supplies and Equipment

3.1. All Allen Village School policies and procedures relating to supplies and equipment applicable to employees who work at their designated office, apply to employees who telework.

3.2. The costs associated with internet and telephone service will be the sole responsibility of the employee. Further, the employee understands that Allen Village School is not responsible for the operation or troubleshooting of remote networking environments.

3.3. Equipment, software, and supplies provided by Allen Village School for use at the remote workplace shall be limited to use by authorized persons for purposes related to official Allen Village School business, including professional development training and tasks sponsored by [school].

3.4. Employee agrees that all [school]-owned data, software, equipment, facilities, and supplies will be properly protected and secured. [School]-owned data, software, equipment, and supplies shall not be used to create employee-owned software or personal data. Allen Village School software shall not be duplicated. Products and programs developed while telecommuting for Allen Village School shall become the property of [school].

3.5. In the event of [school]-owned equipment failure or malfunction, the employee shall immediately notify Allen Village School so that the equipment may be repaired or replaced, as necessary. In the event of delay in repair or replacement, or any other circumstances under which it would be impossible or impractical for the employee to telework, the employee will be assigned other work and/or assigned to another work location, at the sole discretion of [school].

3.6. Upon separation of employment, Allen Village School equipment will be returned to the Allen Village School IT Department within five (5) business days, or within a timeframe previously arranged and agreed upon by the [school administrator] and the IT Department. In the event that legal action is required to regain possession of property owned by [school], the employee shall pay all costs incurred by [school], including attorney's fees, should Allen Village School prevail.

4. Work Hours and Compensation

- 4.1. [School administrator] shall validate the employee's time and work accomplished at the remote workplace.
- 4.2. Schedule changes may be made at [school administrator's] discretion. In every case, the operational needs of Allen Village School shall take precedence over telework arrangements.
- 4.3. Work hours and vacation schedules shall conform to existing policies and procedures and the terms of this Agreement. Before overtime is worked, approval must be obtained from [school administrator]. The employee's salary, retirement, and benefits remain unchanged.

5. Safety and Liability

- 5.1. The employee and Allen Village School liability and obligations shall be governed by all applicable federal, state, and local laws and regulations.
- 5.2. Allen Village School does not assume liability for loss, damage, or wear of employee-owned equipment. The employee is responsible for proper operation of Allen Village School equipment and shall be liable for any damage or loss caused by the employee's intentional wrongful or negligent act. The employee is not required to insure [school]-owned property; however, any loss of Allen Village School property that is paid by the employee's homeowner's or renter's insurance policy will be reimbursed to [school].
- 5.3. The employee shall designate a workspace within the remote workplace and shall maintain this workspace in a safe condition—free from hazards and other dangers to the employee and equipment.
- 5.4. The employee shall maintain the same environment in the remote workspace as they would at the designated office. Employees are subject to the same Allen Village School policies, regulations, and procedures regardless of work location.
- 5.5. Furniture, lighting, environmental protection, and household safety equipment incidental to use to Allen Village School equipment, software, and supplies shall be appropriate for its intended use and shall be used and maintained in a safe condition, free from defects and hazards.
- 5.6. The employee shall notify the [school administrator] immediately in case of injury that occurs while conducting Allen Village School business in the remote work location designated in this document.

6. Employee Duties and Obligations

- 6.1. The employee shall adhere to the agreed upon alternate work arrangement details specified in the Work Assignment and Conditions Addendum.

- 6.2. The employee shall be held responsible for official documents and shall be subject to disciplinary action for any loss of these documents that is attributable to the employee's actions or negligence.
- 6.3. The employee shall be held responsible to ensure all documents, such as requisitions, payroll-related forms, reimbursement requests, etc., are processed in a timely manner and not hindered by the employee's location away from [school].
- 6.4. The employee agrees to come to their designated office for meetings on offsite work days with a minimum of twenty-four (24) hours advance notice by [school administrator].
- 6.5. The employee shall submit a plan to the [school administrator] indicating how daily mail/email will be handled and how other time-sensitive documents will be handled to ensure a timely process. Such plan shall be addressed in the Work Assignment and Conditions Addendum..
- 6.6. The employee agrees to obtain from the designated office all supplies needed for work at the remote workplace. Out-of-pocket expenses for supplies will be reimbursed only upon prior approval by [school administrator].
- 6.7. The employee shall comply with all applicable laws, policies, regulations, and instructions regarding ethics, conflicts of interest and confidentiality.
- 6.8. The employee shall participate in all required telework surveys, reports, or analysis relating to teleworking for [school].
- 6.9. The employee shall comply with all Allen Village School rules, policies, regulations, procedures, instructions, telework policies, and this Agreement. The employee understands that violation of such may result in cancellation of this Agreement and/or disciplinary action, up to and including termination of employment.

7. Termination of Agreement

- 7.1. This agreement shall remain in effect for no more than one year, beginning _____, 20___ and ending _____, 20___, unless terminated by either party under the terms set forth in this Agreement. The employee understands that they must re-apply each year for the privilege of teleworking.
- 7.2. Teleworking is a voluntary program. Allen Village School reserves the right to terminate this Agreement at any time for any individual employee or as a program, and will provide written notice of terminations within ten (10) business days. In cases of termination for cause, this Agreement may be terminated without prior notice, according to Allen Village School policies. The

employee may terminate this Agreement at any time, and will provide written notice of termination within ten (10) business days.

7.3. Allen Village School will not be held responsible for costs, damages, or losses associated with the termination of this Agreement.

7.4. Upon termination of this Agreement by either party, the employee shall return to their designated office all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, supplies, and all other Allen Village School documents in the employee's possession or control at the alternate work location within five (5) days of termination.

I affirm by my signature below that I have read this agreement and agree to the terms specified herein and in the Work Assignment and Conditions Addendum.

Employee Printed Name	Date
-----------------------	------

Employee Signature	Date
--------------------	------

I have reviewed and accepted this alternate work arrangement.

Administrator Printed Name	Date
----------------------------	------

Administrator Signature	Date
-------------------------	------

APPENDIX C

Exhibit II

WORK ASSIGNMENT AND CONDITIONS ADDENDUM

The following telecommuting assignment and conditions must be completed by the employee and initialed by both the employee and [school administrator].

1. The employee agrees to work via telecommuting at the following location(s):

____ Residence / Address:

____ Alternate Location / Address:

2. The employee will telecommute ____ days per week, or as agreed upon with [school administrator] and specified below:

3. The employee's work hours will be as follows:

Days/Hours at designated office:

__ Monday __ Tuesday __ Wednesday __ Thursday __ Friday

Hours per day ____ Start time: _____ a.m. / p.m. Finish time: _____ a.m. / p.m.

Days/Hours at offsite location:

__ Monday __ Tuesday __ Wednesday __ Thursday __ Friday

Hours per day ____ Start time: _____ a.m. / p.m. Finish time: _____ a.m. / p.m.

The employee will be accessible during work hours via the following contact information:

____ Phone(s):

____ Work Email:

____Alternate Email:

4. The employee agrees to come into their designated office for meetings on offsite work days with _____ hours advance notice. (Allen Village School will provide a minimum of twenty-four (24) hour notice.

5. The following [school]-owned* or employee-owned equipment will be used by the employee at the remote work location(s):

Description	Company/Item#	Serial#	Owned By

**The employee is financially liable for loss or damage to VSD-owned equipment if the loss or damage results from the employee’s negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintenance, or service of this equipment.*

6. The following arrangement is agreed upon for handling telephone calls made by the employee from the remote work location for Allen Village School business:

7. The following plan will ensure timely paperwork processing and flow for mail, reimbursements, requisitions, payroll-related forms, etc. Conditions agreed upon by the employee and the [school administrator] are as follows:

APPENDIX D

MODEL E-LEARNING POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adoption by the Board.

The purpose of e-learning is to ensure that students continue to build conceptual understanding and skill development even though they are not able to attend school in person. Students will receive course expectations, class announcements, and learning objectives in a digital format. Students will participate in a variety of activities, but not all will be digital in nature. The purpose of this policy is to outline procedures and expectations for e-learning.

Delivery of Instructional Materials

Instructional materials, including course expectations, class announcements, learning objectives, and class assignments, will be delivered to students each day during the class time assigned. Materials will be delivered via school email, or school approved online programs including Google Classroom, Zoom, and Class Dojo.

Attendance

Attendance is recorded daily based on online class attendance and work completed. In order to be considered present, a student must attend online Zoom class times and complete required assignments on school days.

Live Classroom Sessions

Zoom will be used to host live class sessions. If your child is unable to attend a live session, the teacher may but is not required to provide a recorded version of the video conference.

Each academy will provide a daily schedule of the classes for the students.

Teacher Office Hours

Teachers will be available by email or by voice mail through the school phone number. Teachers will respond to all communication requests within 24 hours during school hours via phone or email.

Teachers will provide their email to all parents/guardians. Parents/guardians may also leave messages through the school or school voicemail.

Accommodation Support

Special education and EL teachers will notify parent(s)/guardian(s) of each student who has accommodations how the school will provide instruction to that student. Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English Learners will receive accommodations according to their Individual Learning Plan (ILP). Students with Section 504 Plans will receive appropriate accommodations outlined in their 504 Plan.

APPENDIX F

MODEL MASK POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adopting by the Board.

This policy implements the Kansas City Department of Health's guidance that all employees, students, and visitors wear masks in any charter school building.

1. Mask Requirement

- 1.1. All employees shall wear a mask covering their mouth and nose while in the school building.
- 1.2. All students shall wear a mask covering their mouth and nose while in the school building.
- 1.3. All visitors shall wear a mask covering their mouth and nose while in the school building.

2. Mask Safety

- 2.1. The school will provide training to employees and students on how to safely wear their mask.
- 2.2. Parents will be provided with materials describing proper mask care, including instructions for washing their student's mask.

3. Exemptions to Mask Requirement

- 3.1. An individual is not required to wear a mask while eating, drinking, or engaging in active outdoor recess, or outdoor physical education activities.
- 3.2. Any student who is unable to wear a mask for medical reasons must provide a note from their doctor to the COVID-19 team describing the reason for requiring an alternative face covering or an exception to the mask requirement.
- 3.3. Any employee who is unable to wear a mask for medical reasons must provide a note from their doctor to the COVID-19 team and school human resource department describing the reason for requiring an alternative face covering or exception to the mask requirement. The employee shall request an accommodation and work through an interactive process with the school's human resource department to identify any accommodations that permit the employee to work.

4. Failure to Bring Mask to School

- 4.1. The first time an employee or a student forgets to bring their mask, the school will provide a mask. However, on subsequent occasions, the employee or student will be asked to return home to retrieve their mask.
- 4.2. Any visitor who does not have a mask will be provided one prior to entering the school building.

5. Refusal to Wear a Mask

- 5.1. Any employee without a medical exemption as set out in section 3.2 who refuses to wear a mask shall notify the school at least two weeks prior to students returning to school. The school may reassign or terminate such employee.
- 5.2. No student may refuse to wear a mask without a signed note from their parent or guardian. Any student who refuses to wear a mask will be provided learning materials and required to utilize virtual learning options.

APPENDIX G

MODEL HEALTH SCREENING POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adopting by the Board.

This policy implements the Kansas City Department of Health's guidance that health screening should occur for staff members and students.

1. Health Screenings

1.1. There shall be daily health screenings for staff and students that include an assessment of symptoms and exposure to persons with a known or suspected COVID-19 diagnosis.

1.2. Any visitor to the school shall be screened for COVID-19 symptoms.

2. Staff Member Screenings

2.1. Prior to arrival to school, staff members shall screen themselves for COVID-19 related symptoms and report the outcome of that screening to the school leader (or designated staff member).

2.1.1. The school shall maintain records of staff self-screening.

2.2. The school leader (or designated staff member) shall perform a temperature check on each staff member upon arrival to school.

2.3. If a staff member screens positive for COVID-19, the staff member should not report to work and should contact the school leader (or designated staff member).

3. Student Screenings

3.1. Prior to arrival to school, students, with parental assistance, shall screen themselves for COVID-19 related symptoms and report the outcome of that screening to the school leader (or designated staff member).

3.1.1. The school shall maintain records of student self-screening.

3.2. The school shall perform a temperature check on each student upon arrival to school.

3.3. If a student member screens positive for COVID-19, the student should not report to work and should contact the school leader (or designated staff member).

4. Visitor Screening

- 4.1. Prior to a visitor entering the school, the school leader (or designated staff member) should screen the visitor for COVID-19 symptoms and perform a temperature check.**
- 4.2. Visitors shall sign-in and sign-out, recording times of entry and exist. The school shall also document the locations in the school visited by the visitor.**

APPENDIX H

MODEL CONTACT TRACING POLICY

The Board of Allen Village School adopts the following policy, effective on the date of the adopting by the Board.

This policy implements the Kansas City Department of Health's guidance regarding contact tracing.

- 1.** The school nurse shall receive training on contact tracing.
- 2.** Once a staff member or student has been diagnosed with COVID-19 or has a suspected case of COVID-19, the school nurse shall be responsible for identifying any student or staff member that should be considered exposed to the staff member or student who has been diagnosed with COVID-19 or has a suspected case of COVID-19.
- 3.** The staff member in charge of communication with the Department of Health shall notify the Department of Health with information about the individual who has been diagnosed or has a suspected case of COVID-19 and any staff member or student who has been exposed to that person.
- 4.** The school shall notify any exposed staff member or student and inform them not to return to school until their quarantine is complete.
- 5.** The school may notify other staff members and students that there has been a person who is suspected of having COVID-19 or diagnosed with COVID-19. This notification should include the notice that unless a staff member or student has received a notice that they were exposed, they were not exposed to COVID-19.

APPENDIX I**MODEL COVID-19 HEALTH INFORMATION PRIVACY POLICY**

The Board of Allen Village School adopts the following policy, effective on the date of the adopting by the Board.

Health screenings and contact tracing are important aspects of the public health response to the COVID-19 pandemic, however, they require the school to collect personal health information. The school is committed to protecting the health information of its employees and students while engaging in health screenings and contact tracing.

- 1.** Any health information received by the school shall be saved in a secure location and separated from any personnel or student files.
 - 1.1.** If the information is received electronically, the school shall store this information in a password protected electronic file. Only the school administrator and school health care provider shall have access to the password.
 - 1.2.** If the information is received through non-electronic means, the school shall store this information in a locked file. Only the school administrator and school health care provider shall have access to the key to the file.
 - 1.3.** This information shall be securely discarded at the end of the school year.
- 2.** If the school is made aware of a student or employee who has tested positive for COVID-19, the school shall only share the student or employee's name or other personally identifiable information with the Department of Health.
 - 2.1.** The school shall notify students or employees who came in contact with the positive individual, however, the school is prohibited from sharing the individual's name or other personally identifiable information.
 - 2.2.** The school may notify students or employees who did not come in contact with the positive individual only to share the steps the school is taking to provide a safe and health school environment in light a positive COVID-19 test.