

The health and safety of the students and staff is a priority at Allen Village School. The updated for 2021-2022 COVID-19 policies and procedures are intended to provide and maintain a safe school and workplace that and to eliminate or reduce recognized hazards. Allen Village School's Covid-19 policies are intended to comply with all state and local laws and are based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and state and local public health and licensing authorities, as applicable.

Based on the CDC and local health department guidance, Allen Village School created and adopted a Safe Return to In-Person Instruction and Continuity of Services Plan (SRCSP). This plan includes the Reopening Phases, Mitigation Strategies, and Continuity of Services. The plan will be reviewed and adjusted as needed due to the COVID-19 infection rates and local, state, and federal regulations.

Board Adopted: August 3, 2021

August 2021

Allen Village School has strongly encouraged all employees to receive the Covid-19 vaccine.

Allen Village will require all employees to receive a COVID-19 vaccination beginning the 2021-2022 School Year. Allen Village School is adopting this policy to safeguard the health of our students and employees from COVID-19, an infectious disease, that may be prevented or reduced by vaccination. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

COVID-19 vaccinations are free, whether an individual has health insurance or not. Employees are responsible for scheduling and obtaining all recommended doses of an FDA-approved COVID-19 vaccine or a COVID-19 vaccine granted Emergency Use Authorization by the FDA. Employees may get the vaccine during their regularly scheduled work hours contingent on human resources approval. Allen Village School will pay employees for time spent getting the vaccine if done during the regular work hours. Human Resources must approve the leave to take the vaccine during working hours to minimize business interruptions.

Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered. Allen Village School will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

Allen Village School will provide reasonable accommodations for employees who are exempt from mandatory immunization based on the Americans with Disabilities Act, Title VII of the Civil Rights Act and other federal laws.

Allen Village School will provide reasonable accommodations, absent undue hardship, to employees with disabilities, sincerely held religious beliefs, or other medical reasons that conflict with getting vaccinated. The employee will be responsible for requesting reasonable accommodations from the school's Human Resources. Accommodations will be granted where they do not cause Allen Village School undue hardship or pose a direct threat to the health and safety of others. Any employee that does not receive the vaccine must wear an approved face-covering at all times while in the workplace.

CDC and public health guidelines and restrictions and business and industry best practices regarding COVID19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved and distributed. Allen Village School 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 school and workplace.

## **COVID-19 Screening and Testing for School Students and Employees      COVID Policy – 3**

Based on CDC and state health department guidance, Allen Village School's COVID-19 precautions will include:

1. Daily Temperature Checks for all people entering the school.
2. Staff and students, with parental assistance, will screen themselves for COVID-19 symptoms before coming to the school daily. Staff and students that screens or tests positive for COVID-19 should not come to the school and should contact the school administrator, human resources, or school nurse.
3. An onsite quick result COVID-19 test is offered for students or employees that have symptoms of the infectious disease. This test is administered by the school's nurse that has been trained on the testing procedures. Students will need their parent's permission prior to testing.
4. At home rapid COVID-19 tests for students may be provided to families as needed due to local positivity rates. Parents will be asked to provide the results of the at home tests. This testing will be optional for students but encouraged by Allen Village School as consistent with its commitment to maintaining a safe and healthy school and workplace.
5. At home rapid COVID-19 tests for employees may be provided as needed due to local positivity rates. Employees will be required to provide the results of the at home tests. This testing is consistent with Allen Village school's commitment to maintaining a safe and healthy school and workplace.
6. Based on CDC and local health guidelines any student or employee that has a positive test result, will be required to isolate/quarantine for 5 days and have no symptoms and a negative test before returning to school. Allen Village School will not publicly disclose the identity of any child or adults who tests positive unless required or permitted by law.
7. Based on CDC and local health guidelines, students and employees may be required to quarantine for 5 days if they had close contact exposure with a COVID-19 positive individual either on or off campus. They may also be asked to have no symptoms and a negative test before returning to school.

The CDC and local health department guidelines have changed during the pandemic. Allen Village School reserves the right to modify this policy to meet any changes in the health guidelines.

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August 2021

## **COVID-19 Contact Tracing**

## **COVID Policy – 4**

This policy implements the Missouri and Kansas City Department of Health’s guidance regarding contact tracing.

1. The school nurse and appointed administrator shall be responsible for the COVID-19 contact tracing for students and staff.
2. Once a staff member or student has been diagnosed with COVID-19 or has a suspected case of COVID-19, the school nurse or appointed administrator 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. Based on current health guidelines the school nurse or appointed administrator shall notify the Department of Health with information about an individual who has been tested at the school, or if an individual was diagnosed as positive and exposed a student or employee at the school.
4. Based on CDC and local health guidelines for close contact, the school shall notify any exposed staff member or student and inform them not to return to school until their quarantine is complete, and if appropriate, based on health guidelines, have had a negative test for COVID-19.
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.

The CDC and local health department guidelines have changed during the pandemic. Allen Village School reserves the right to modify this policy to meet any changes in the health guidelines.

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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. Only the school administrator and school health care provider shall have access to the contact tracing or testing information file.
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.
3. Based on the most current CDC and state/local health department guidelines, the school will notify the appropriate students, their parents, and employees that had contact with a positive individual. However, the school will not share the positive individual's name or other personally identifiable information.
4. 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.

The CDC and local health department guidelines have changed during the pandemic. Allen Village School reserves the right to modify this policy to meet any changes in the health guidelines.

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August 2021

ALLEN VILLAGE SCHOOL  
COVID-19 PAID SICK LEAVE POLICY

This policy provides for COVID-19 related provisions to Allen Village’s policy for employees taking sick leave.

The Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020. This temporary rule provided direction to employers regarding paid sick time under the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA).

At the time of this COVID-19 Sick Leave Policy, there is no federal requirement for employers to provide paid sick leave and expanded family and medical leave to its employees. Therefore, the following guidance will be applicable to Allen Village School employees should an employee experience absenteeism from work due to close contact exposure requiring the need to quarantine or a positive diagnosis of COVID-19. Allen Village School encourages all employees who are infected, unvaccinated workers who have had close contact with someone who have had close contact with someone who tested positive for COVID-19, and all workers with COVID-19 symptoms to stay home from work to prevent or reduce the risk of transmission of the virus that causes COVID-19.

Definitions

Allen Village School defines the following for the purposes of this policy and other policies related to COVID-19:

Close Contact through Proximity and Duration of Exposure – Someone who was within 6 feet of an infected person 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*).

Confirmed COVID-19 Case – Report of person with COVID-19 and meeting confirmatory laboratory evidence.

Fully Vaccinated – CDC generally considers persons fully vaccinated upon the following:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

Isolation – It is used to separate people infected with COVID-19 from those who are not infected. Allen Village School requests all staff (vaccinated or unvaccinated) that have had a positive test result to isolate/quarantine for 5 days based on current CDC and local health guidelines. Staff may return on the 6<sup>th</sup> day if they don’t have symptoms and have a negative test result.

Quarantine – The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease. Quarantine if you have been in close contact with someone who has COVID-19, even if you have been fully vaccinated. Allen Village School requests all staff (vaccinated or unvaccinated) that have had close contact exposure to quarantine for 5 days based on current CDC and local health guidelines. Staff may return on the 6<sup>th</sup> day if they don’t have symptoms and have a negative test result.

## Absenteeism and Leaves

1. Family Medical Leave Act (FMLA) Eligible Employees
  - a. Employees that have worked at Allen Village School for 12 months, and at least 1250 hours during that 12-month period, are eligible for FMLA. FMLA allows for up to 12 weeks of job-protected, unpaid leave for COVID-19 related family and medical reasons that are covered under FMLA. Employees on COVID-19 related FMLA leave are also entitled to the continuation of group health insurance.
2. Absence Related to COVID-19 Exposure and Diagnosis
  - a. Fully vaccinated employees who have been determined a close contact of or have been diagnosed with COVID-19 will be granted up to four (4) days of paid leave per semester from Allen Village School for COVID-19 related quarantines. Subsequent days off will be taken from the employee's remaining sick time.
  - b. Unvaccinated employees who have been determined a close contact of or have been diagnosed with COVID-19 shall use up to four (4) available regular paid sick days each semester. If the employee has no remaining sick days available, the absence shall be without pay.
  - c. All employees are eligible for job-protected, unpaid leave for COVID-19 related family and medical reasons that are covered under FMLA.
3. Reason for Leave: An employee may request leave if they are unable to work for any of the following reasons:
  - a. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - b. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
  - c. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - d. The employee is caring for an immediate family member 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;
  - e. 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;
4. Notification of Leave
  - a. The employee requesting COVID-19 related leave shall utilize the Allen Village leave request form.
  - b. Additional COVID-19 leave forms may be required by HR and sent electronically to the employee to complete.

Any employee that is not forthright in disclosing a positive diagnosis or disclosing exposure is subject to discipline up to and including termination. The CDC and local health department guidelines have changed over time during the pandemic. Allen Village School reserves the right to modify this policy to meet and changes in the health guidelines.

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