



Infectious Disease Control Policy

COVID-19

The School has taken proactive steps to protect the workplace during the infectious disease outbreak of COVID-19. It is our goal during this time, as well as during any other infectious disease outbreak, to strive to operate effectively, to continuously provide all essential services, and to ensure that employees are safe within the workplace. The School is committed to providing authoritative information about the nature and spread of COVID-19, as well as all other infectious diseases, including symptoms and signs to observe. This policy outlines the required steps and procedures as a result of the COVID-19 outbreak.

Any questions about this policy should be directed to Thomas Jagielski, 9 Dot Operations Manager, at 626-807-9237 or tjagielski@9dot-es.com, or Arthur Duncan, 9 Dot Risk Management Coordinator, at arthurduncan@9dot-es.com.

Preventing the Spread of COVID-19 in the Workplace

The School is committed to monitoring and coordinating events around an infectious disease outbreak, including COVID-19, and has created work rules to promote safety during such an outbreak through infection control. The School will ensure a clean workplace, including by providing for the regular cleaning of objects and areas that are frequently used, such as bathrooms, door handles and railings.

All employees should take the following steps to reduce the transmission of infectious disease in the workplace:

1. Getting a COVID-19 vaccine is an important step to prevent getting sick with COVID-19 disease and helps to keep yourselves, coworkers and community safe and healthy. We encourage employees to submit proof of COVID-19 vaccination. Please note that the vaccine is not a requirement, but we highly recommend it for the safety of the center.
2. Self-screen at home prior to coming into the office with temperature check and COVID-19 symptoms checks (symptoms may appear 2-14 days after exposure to the virus). Employees must have a temperature less than 100.4°F (38.0°C), and confirm that they are not experiencing coughing or shortness of breath.

3. An employee should not report to work (or should go home if already at work) if the employee experiences any of the symptoms related to COVID-19. According to the U.S. Centers for Disease Control and Prevention (“CDC”), the symptoms of COVID-19 include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Increased tiredness or fatigue
- New loss of taste or smell

**This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.*

4. An employee who experiences any of the symptoms related to COVID-19 must promptly notify Thomas Jagielski AND Arthur Duncan via email.
5. Any employee who has been in close contact with anyone exhibiting COVID-19 symptoms within the last 10 days, or who has tested positive for the virus, must not report to work and should contact Thomas Jagielski AND Arthur Duncan to disclose such exposure. COVID 19 Vaccination will alter this this requirement. If an employee has been fully vaccinated* within the past 3 months and has been in close contact to a positive COVID case or someone exhibiting symptoms, they do not have to stay home unless they begin exhibiting COVID symptoms. Confidentiality regarding such information will be maintained to the utmost extent possible and to the extent required by law.

*Fully vaccinated individuals:

- 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

People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

6. Employees must frequently and thoroughly wash their hands (scrubbing with soap and water for at least 20 seconds) in the restrooms in the building or Employees who cannot get to a sink, must use hand sanitizer with at least 60% ethanol or 70% isopropanol. 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
7. Stay home if you are sick and immediately notify Thomas Jagielski, Operations Manager, AND Arthur Duncan, Risk Management Coordinator, if you have any COVID-19 symptoms or if you believe you have been exposed to the virus. If you have been exposed to the virus or test positive please contact Thomas Jagielski AND Arthur Duncan as soon as possible. Confidentiality will be maintained to the utmost extent possible.
 8. Employees are encouraged to use respiratory etiquette by covering their mouth and nose with a tissue for coughs and sneezes (or using the inside of the employee's elbow to cover the sneeze), throwing used tissues in the trash, and washing or sanitizing their hands immediately after coughing or sneezing.
 9. The School requires all employees and visitors to use face coverings while in the office, unless the employee is working alone in a closed office. Cloth face coverings are recommended unless the staff member comes into routine contact with others. If this is the case, then the use of disposable 3-ply surgical masks is recommended. If you need face coverings, please contact your supervisor. Please see page 7 for detailed instructions on wearing a mask per the CDC.
 10. All employees must practice social distancing by maintaining at least 3-6 feet of space between each person in the workplace.
 11. If you think you have been exposed to COVID-19, or have a family member or someone you live with who has tested positive for COVID-19, or have been told by a doctor to assume they have it, contact Operations Manager Thomas Jagielski AND Risk Management Coordinator Arthur Duncan.

Social Distancing Guidelines for Workplace upon Return to Work

The School is currently implementing the following social distancing guidelines to minimize the spread of COVID-19 among the staff:

1. The School may implement staggered shifts in order to maintain the CDC's recommendation of social distancing of at least 3-6 feet.
2. Workstations will be reconfigured to maintain social distance between other employees in the office.
3. Common areas of the building, such as break rooms and conference rooms should not be used to congregate where social distancing is not possible.

4. Employees are asked not to share offices, desks, phones, work supplies, keyboards or office equipment whenever possible. Employees must never share face coverings.
5. Employees must avoid person-to-person contact such as shaking hands. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
6. Bathrooms and elevators should be used by only one staff member at a time
7. Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
8. The School will frequently disinfect commonly shared equipment and high-traffic areas, such as door handles, copiers, staplers, refrigerator handles, and faucet handles.

Following a COVID-19 Positive Exposure

Employees who appear to have COVID-19 symptoms (i.e., fever, cough, or shortness of breath, as outlined above) upon arrival at work or who become sick during the day will immediately be separated from other employees and will be sent home to self-isolate. If an employee is confirmed to have COVID-19 infection, the School will inform fellow employees of their possible exposure of COVID-19 in the workplace, but will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and other federal and state laws. The School will work with the employee to identify close contacts of a possible exposure (defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset [for asymptomatic patients, 2 days prior to test specimen collection] until the time the patient is isolated), and will take steps to contact and isolate those contacts. The School will immediately close down any areas used for prolonged periods of time by the infected person for 7 days or until a deep cleaning can be done. The School will wait 24 hours before an enhanced cleaning and disinfection takes place to minimize potential for other employees being exposed to respiratory droplets. During this waiting period, the School will open outside doors as much as possible (and if safe), to increase air circulation in areas.

When to Discontinue Home Isolation and Return to Work

Employees with COVID-19 who have stayed home (self-isolated), per CDC guidance, may return to the workplace in accordance with the conditions as set forth below.

1. An employee with COVID-19 who has symptoms and was directed to care for themselves at home may return to work-after these three things have happened:
 - The employee has had no fever for at least 24 hours;

AND

- All other COVID-19 symptoms have improved (for example, cough or shortness of breath have improved);

AND

- At least 10 days have passed since the symptoms first appeared.

2. An employee who DID NOT have COVID-19 symptoms, but who tested positive (asymptomatic) and stayed home (self-isolated) may return to work under the following conditions:

- At least 10 days have passed since the date of the employee's first positive test;

AND

- The employee continues to have no symptoms (e.g., no fever, cough or shortness of breath) since the test.

(Note: Some severely ill patients may need to self-isolate for up to 20 days)

Employees who were close contacts to a COVID positive person may return to the workplace in accordance with the conditions as set forth below.

***Close contact** is defined as being within 6 feet of a COVID positive person for 15 cumulative minutes beginning 2 days prior to symptom onset (or specimen collection date if case is asymptomatic) *

1. An employee who is a household contact to a COVID positive person may return to work under the following conditions:

Household contact is defined as an individual who shares any living spaces with a COVID positive person including bedrooms, bathrooms, living rooms, kitchens, etc.

- Employee must be quarantined through 10 days after the COVID positive person has completed their (minimum) 10-day isolation (whether the case is symptomatic or not)

AND

- No symptoms (e.g., no fever, cough or shortness of breath) arise during the 10-day quarantine
 - i. If the employee discontinues their quarantine after day 10, they must monitor for symptoms through day 14.
 - ii. If symptoms occur, immediately self-isolate and contact Thomas Jagielski or Arthur Duncan

2. Non-household contacts: An employee who is a close contact to a person diagnosed with COVID-19 and has not had contact with the positive case since the initial exposure may return to work under the following conditions:

- Employee must be quarantined for 10 days after the date of their last exposure to the COVID positive person, regardless of whether the case was symptomatic.

AND

- No symptoms (e.g., no fever, cough or shortness of breath) arise during the 10-day quarantine.
 - If the employee discontinues their quarantine after day 10, they must monitor for symptoms through day 14.
 - If symptoms occur, immediately self-isolate and contact Thomas Jagielski or Arthur Duncan
- 3. Fully vaccinated close contacts: An employee who has been fully vaccinated within the past 3 months can continue to work unless they begin to exhibit symptoms. Then, they must stay home from work for 10 days.
 - People are considered fully vaccinated:
 - i. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
 - ii. 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

Notes:

- If the person with a positive case of COVID has been released from isolation and symptoms return, household contacts do not need to restart the 10-day period as long as the COVID positive person has completed the minimum 10-day isolation and had symptom resolution for a minimum of 24 hours
- If a household contact develops symptoms of COVID-19, they should be treated as a COVID case and should begin isolation (start the 10-day minimum isolation after symptom onset). They should consider getting tested.
- If the positive COVID case can separate from household members for their entire isolation, household members may be treated as non-household contacts and begin their quarantine after their last close contact to the case.

**In all cases, employees must follow the guidance of their doctors and local health departments. The decision to stop home isolation should be made in consultation with healthcare providers and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed the virus even after they recover.*

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

If an employee requests paid sick leave because the employee is unable to work or telework due to a qualifying reason related to COVID-19, the employee must provide documentation in support of the reasons for the paid sick leave. Such documents may include: a copy of the federal, state or local quarantine or isolation order related to COVID-19, or written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19.

Confidentiality of Medical Information

Any medical information regarding the medical condition of an employee shall be treated as a confidential medical record, except:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- Government and public health officials investigating regulatory compliance shall be provided relevant information, to the extent permitted by law.

How to Put on a Mask

1. Wash your hands with soap and water for at least 20 seconds or, if that's not possible, apply hand sanitizer with at least 60% alcohol.
2. Make sure there are no holes or tears in your mask, bandana, or whatever fabric face covering you're using.
3. If you wear glasses, take them off.
4. Determine which side of the face mask is the front. You should always wear your mask in the same orientation to avoid cross-contamination.
5. If you're using a mask with ear loops, bring the mask to nose level and place the loops around your ears. If you're using a mask with ties, bring the mask to nose level and secure the top set of ties into a bow around the crown of your head. If you're using a mask with elastic bands, hold the mask in one hand at nose level. Stretch the top strap over your head so that it rests over the crown of your head. Then pull the bottom strap over your head so that it rests below the ears at the nape of your neck.
6. If your face mask has a moldable nose bridge, pinch the mask around your nose for a more secure fit.
7. If you're using a mask with ties, secure the bottom set into a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin and adjust the mask so that it's snug, but not so tight that it's painful or will move around. All straps should lay flat

against your skin and not crisscross. Avoid having any large gaps between your face and the mask.

9. Put your glasses back on.
10. Avoid touching the front of the mask. If you do, wash your hands or apply hand sanitizer again.

How to Remove a Mask

1. Wash your hands with soap and water for at least 20 seconds or, if that's not possible, apply hand sanitizer with at least 60% alcohol.
2. If you're wearing glasses, take them off.
3. If you're wearing a mask with ear loops, tilt your head forward, grasp the mask by the loops, and remove them from your ears. If you're wearing a mask with ties or elastic bands, tilt your head forward and grasp the mask by the ties or bands, removing the bottom ones before the top.
4. Machine wash and dry the mask, if possible, or hand wash the mask with soap and water and leave it in the sun to dry.
5. Put your glasses back on.

Conclusion

Any employee that does not feel safe or has not been provided with suitable face coverings to conduct their job should immediately contact their Supervisor or the 9 Dot HR Helpdesk. We are committed to maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

As the COVID-19 pandemic is an ever-evolving situation, the School reserves the right to change, rescind, cancel or withdraw or add any sections to this policy at any time, with or without prior notice, but we will communicate all changes to our employees.

Please acknowledge and accept your understanding of this policy in Workday.

Should you have any questions, please feel free to contact Thomas Jagielski at 626-807-9237 tjagielski@9dot-es.com or Arthur Duncan at arthurduncan@9dot-es.com.