



COVID-19 Response Procedures

July 1, 2021- June 30, 2022

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A Note From the Human Resources Team

Over the last years our organization has shown an unwavering commitment to our mission, dedication to our scholars, and resiliency to continue to move forward. We are continually grateful for the patience each of you has shown as we have embarked on this new way of learning. The health and safety of our staff and scholars is of the utmost priority to all of us. To ensure that health and safety is held to a high standard, this handbook was created as a reference guide for practices and procedures that will allow us to remain cautious and proactive as we continue to serve our scholars.

We have prioritized health and safety as well as the social and emotional health of our scholars and staff. We will continue to explore all options and opportunities utilizing guidance of the [Centers for Disease Control and Prevention](https://www.cdc.gov) (CDC), Department of Public Instruction, as well as state and local governments to ensure our approach is driven by the most current information and practices available. If you have follow-up questions or need guidance on any aspect of the COVID-19 Response Procedures, please reach out to hr@openskyeducation.org.



The Coronavirus Response Philosophy

To guide our efforts in developing new policies, procedures, and resources to support our return this fall, the Coronavirus Response Team (CRT) has developed the following framework which guides all our decision making.

We believe it is our mission to *“ensure that world-class academics, character formation and faith based educational choices are accessible and affordable to all.”*

We believe our families, students, and teammates have partnered to navigate and adapt to a unique time in history that has ushered in a “new normal” for our school communities.

We believe the Covid-19 pandemic continues to be a public health concern that impacts our daily lives, however we have learned much about the risks and-steps to keep our schools healthy and safe.

We believe individuals have differing views on health and safety. Now, more than ever, it is crucial that we foster a culture of love and respect for members of our community with diverse perspectives.

We consider it our responsibility to find the delicate balance between a commitment to health and safety and providing the education that every child deserves. We are committed to:

- Following all required health mandates

- Providing foundational health/safety guidelines at OSE along with decision-making processes and guidelines for local decisions in areas not specified by OSE or other governing authorities.
- Maximizing student learning and growth with the optimal environment for each child.
- Continuing measures that keep students, parents, and staff safe.
- Offering parents options that give them confidence in their child's academic growth, health and safety while meeting the needs of their family.
- Providing our educators with a healthy and safe workplace so they can focus on continuing to lead their students to excellence.
- Remaining data informed on health and safety guidelines and decisions we make.
- Maintaining effective two-way communication with our scholars, families, team members, health officials, state educational representatives, and the community at large.

We believe in-person instruction provides an optimal learning environment in our current schools where students benefit from teacher-led lessons, interventions and classroom culture that are difficult to replicate in a virtual environment. We have seen that most students achieve more growth when in the school building.

We will continue to offer virtual instruction where feasible given updates to state policies and/or waivers, giving families and students flexibility in how learning takes place with the freedom to choose a model that best serves their beliefs and needs.

We acknowledge our expertise is in-person learning, but we are committed to improving the tools and methods to support our educators in delivering the best learning possible, whether in-person or virtual. We will learn and grow together.

We are ready to embrace a new year, maintaining health and safety standards that ensure a safe environment while placing the unique needs of each student and family at the heart of our mission.

Introduction

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection, and control of COVID-19 in our schools and workplaces. We will continue to prioritize the health and safety of scholars and staff, the social and emotional health of scholars and staff, and scholar learning as our core values driving our decision making. To ensure that health and safety is held to a high standard, guidelines and information have been outlined in this document. These practices and procedures allow us to remain cautious and proactive. Our approach is to work to proactively utilize virus mitigation protocols, ensure safe environment on campus, increase basic hygiene practices.

Team Member Additional Job Responsibilities

Team members may be asked to perform additional responsibilities in accordance with organizational policies to ensure the health and safety of our scholars, team members, visitors and guests. The responsibilities may include but are not limited to duties such as temperature

screening, hall monitoring, additional considerations during arrival and dismissal, and sanitization.

Health And Safety

We continue to work towards the ways in which to best keep our scholars, staff, and families safe. The information contained in this section will provide general guidance to promote health and safety as we continue to move forward toward the 2021-2022 school year.



- **Wash your hands** often.
- **Take everyday precautions to keep space between yourself and others** (stay 6 feet away, which is about two arm lengths).
- **Cover your coughs and sneezes**
- **Clean and disinfect** frequently touched services.
- **Call your healthcare professional if you have concerns** about COVID-19 and your underlying condition or if you are sick.
- [Steps You Can Take \(Printer Friendly version\) pdf icon](#)
- [How to Protect Yourself](#)

Frequently Asked Questions

What are the symptoms?

According to the CDC, signs and symptoms of COVID-19 may appear 3 to 5 days after exposure and can include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, headache, and new loss of taste or smell.

How does COVID-19 spread?

In general, the virus is spread mainly from person-to-person in close contact with one another (within about 6 feet) when an infected person coughs or sneezes or from contact with infected surfaces or objects and then touching their own mouth, nose, or eyes.

Do you have any tips regarding prevention and minimizing transmission?

The CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoiding close contact with people who are sick.
- Avoiding touching your eyes, nose, and mouth.
- Staying home when you are sick.
- Covering your cough or sneeze with a tissue, then throw the tissue in the trash.

- Cleaning and disinfecting frequently touched objects and surfaces.
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Using an alcohol-based hand sanitizer with at least 60% alcohol.



Prevention And Exposure While at Work

The information contained in this section will provide general guidance to assist with navigating your work while staying safe and healthy.

Team Members Wearing Facial Coverings Or Masks

There continues to be research to support that an infected person wearing a cloth mask may reduce spreading the disease to others. Since a person infected with COVID-19 may not exhibit symptoms for many days, he or she may unknowingly spread the virus when interacting with others. However, there has not been research to support that a currently infected, healthy person will avoid getting the virus by wearing a cloth face mask covering.

The Centers for Disease Control (CDC) is recommending that people consider wearing a cloth face mask if they need to be in places where it may be difficult to maintain the recommended feet of social distance from others. Cloth masks may also serve to reduce the amount a person touches his or her face.

Team members are required to wear an appropriate cloth face mask at all times while in and outside of the building except while eating or drinking during designated break times or if they are alone in their space. Team members should ensure they are wearing their cloth face mask properly. The cloth face mask must cover both the nose and mouth.

Lastly, if you believe that you are unable to wear a cloth face mask, please inform your leader that you need speak with Human Resources and then contact Human Resources as soon as possible to better understand your circumstances. We will take into consideration any religious protections under Title VII or if the team member may need a related reasonable accommodation under the Americans with Disabilities Act (ADA). Please keep in mind that while reasonable accommodations may be able to be made, refusal to follow this policy may also result in discipline that may result in termination.

Defining Close Contact or Exposure And Social Distancing

What is a “Close Contact” or “Exposure”? Casual contact, like passing someone in the grocery store, is low risk for spreading COVID-19. Close contact with someone with COVID-19 makes you at higher risk for getting sick or spreading COVID-19. Close contact or exposure is being within 6 feet of someone with COVID-19 for a total of 15 minutes during one instance or multiple shorter instances adding up to 15 minutes starting from 48 hours before the person began feeling sick to the time the person was isolated. A few examples of where close contact or exposure may occur:

- having a family member who has tested positive for COVID-19
- sharing a drinking glass or eating utensil
- physically touching the person or things that may have their germs on them like dirty tissues
- being coughed or sneezed on

All team members should focus on practicing social distancing (stay 6 feet away, which is about two arm lengths).

- All schools should plan to limit nonessential visitors and postpone or cancel use of classroom attendants.
- Non-essential visitors should remain in the lobby, visitors deemed essential should be scanned to ensure they are fever free, complete self-attestations and provided with mask and gloves
- Essential visitors must enter through the doors using the temperature screening
- Procedures for monitoring during all hours have been developed at each campus.
- All contracted service providers will adhere to team member guidelines

The Plan To Limit Symptomatic And Asymptomatic Spread Of The Virus

I have been exposed to someone who tested positive for COVID-19. What should I do?

You should immediately inform your manager and Human Resources of your exposure. Please share the exposure date and if you are experiencing any symptoms.

The team member shall notify their leader and Human Resources with documentation regarding their test results or quarantine guidance from their medical provider.

If you were exposed to someone with COVID-19	
If you: Have been boosted OR Completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series of J&J vaccine within the last 2 months	Wear a mask around others for 10 days. Test on day 5, if possible. If you develop symptoms, immediately quarantine, and get tested for COVID-19

<p>If you: Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR Completed the primary series of J&J over 2 months ago and are not boosted OR Are unvaccinated</p>	<p>Asymptomatic: • Stay at home for 5 days after last contact • Properly wear a well-fitting mask around others at home and in public for an additional 5 days</p> <p>• Symptomatic: • Stay at home • Get tested at day 5 • Testing means (1) PCR test or (2) antigen tests in a 24-hour period • For a positive test, stay home an additional 5 days • Properly wear a well-fitting mask around others at home and in public for an additional 5 days</p> <p>• If a test is unavailable after 5 days: stay at home until fever-free for 72 hours without medication • Properly wear a well-fitting mask around others at home and in public for an additional 5 days</p>
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What are the symptoms of COVID-19 (according to the CDC)?

Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle or body aches, fatigue, sore throat, headache, congestion or runny nose, nausea or vomiting, diarrhea, and new loss of taste or smell

What if I have symptoms of COVID-19?

If you are experiencing two or more of the symptoms above, team members should notify their leader and Human Resources immediately. The team member should not come to work or leave work immediately. The team member should then seek medical guidance from their medical provider.

If directed to be tested, the team member should quarantine at home until they receive test results. The team member shall notify their leader and Human Resources with documentation regarding their test results or quarantine guidance from their medical provider.

If you test positive for COVID-19
<p>Everyone, regardless of vaccination status should isolate at home or residence</p> <ul style="list-style-type: none"> • After 5 days IF fever-free for 24 hours without medication and with a negative antigen test • If an antigen test is unavailable: after 5 days IF fever-free for 72 hours without medication • After day 5 AND symptoms are resolved if an antigen test taken on day 5 is positive • Individuals must also continue to properly wear a well-fitting mask around others for 10 days after the start of symptoms, or after receiving a positive test

What kind of questions may Human Resources or my leader ask me related to my health?

A few questions you can expect to be asked are:

- Do you currently have any symptoms? If so, what are they?
- Have you recently taken your temperature?
- Have you been tested for COVID-19? If so, when and what were the results?
- Have you seen a medical professional or a physician? If so, what was their advice? Did they provide you a note or any recommendations?

Time Off Due To COVID-19

If you require time off due to COVID-19 (ex. Due to a positive test, experiencing 2 or more symptoms, exposure to positive case, etc.) you are welcome to use any paid time off (PTO) available to you or take unpaid time off. FMLA and ADA Accommodations will continue to be

available for qualifying serious health conditions and disabilities. Please refer to the team member handbook on more information regarding paid time off policies.

Return To School After Testing Positive For COVID-19

Team members who are diagnosed with Coronavirus (COVID-19) should follow current guidance from public health officials, their physician, and Human Resources before being released from isolation and thus returning to work. Team members may be asked to provide a fitness for duty form or a note from their physician.

Team Member Expectations During Quarantine & Isolation including Remote Work

Remote Working is Possible: If a team member has symptoms of COVID-19 or is exposed to someone who tests positive for COVID-19, he or she may work remotely, if feasible and practical at the discretion of their site leader. They may continue to work remotely until their leader and Human Resources, advises the team member may return to the office.

When Remote Work is Not Possible: If a team member is too ill to work remotely, or remote work is neither feasible nor practical. For more information, please refer to the team member handbook or the PTO and Sick time section above.

Voluntary Vaccination for COVID-19 (Coronavirus)

Team members may choose to get voluntarily vaccinated against COVID-19. At this time, the organization does not collect information regarding team member vaccination unless documentation is required for approval of leave under the Families First Coronavirus Response Act (FFCRA).

There may be a charge submitted to your insurance provider for the administration of the vaccine, but it is covered at 100%. If you do not have insurance, there will not be any out-of-pocket cost to you for the vaccine. For additional information regarding the COVID-19 Vaccine information, please visit the resources below:

- COVID-19 Vaccine CDC: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>
- Missouri Department of Health & Senior Services <https://covidvaccine.mo.gov/residents/>
- St. Louis County: <https://stlcorona.com/covid19-vaccines/>

Vaccine Side Effect Policy and Guidance

Team members who are vaccinated against SARS-CoV-2 (the virus that causes COVID-19) and develop post-vaccine side effects consistent with the COVID-19 vaccination can return to work without viral testing if the following is true:

- They feel well enough and are able to work

- They are afebrile – Team members with a fever of 100.4°F or higher should be excluded from work and viral testing should be considered if the fever persists for more than 2 days
- Their side effects are limited to those associated with COVID-19 vaccination and not COVID-19 disease (cough, shortness of breath, sore throat, or change in smell or taste)

If a team members COVID-19 vaccination side effects persist for more than 2 days from onset to resolution and exceed 72 hours from vaccination, they should be excluded from work and viral testing should be considered.

How Are Quarantine And Isolation Different?

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine **helps prevent spread of disease** that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation is used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.** People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

School Wellness Room & Staffing

Please note that wellness rooms are developed for the care of scholars, please contact your leadership for guidance if a scholar is exposed or positive

Confidentiality of Team Member or Scholar Information

During the course of employment, team members may have access to confidential personal information pertaining directly to their job duties or responsibilities.

Confidential information is only for the purposed use and not intended for distribution outside the company. Distribution of such information outside of the organization or internally without our knowledge or permission may result in disciplinary action, termination or legal ramifications.

Access to confidential personal information does not carry with it personal benefit or an advantage but imposes an obligation on every team member to keep such information confidential and to use it solely in the interest intended.

When in doubt, all team members should treat information acquired in the course of employment at the organization in the strictest confidence and consult the Human Resources Department with any questions or concerns

Appendix A – Workplace Posters

How to Protect Yourself and Others (CDC)



Keep Calm/Wash Hands (CDC)



Appendix B – Health Resources

Public Health Resources

Always look to federal, state, and local public health officials for the most up-to-date information on the coronavirus pandemic and associated health and social distancing guidance.

For guidance from the [Centers for Disease Control and Prevention](https://www.cdc.gov) (CDC) on COVID-19 considerations in the workplace, including information on enhanced cleaning protocols, worker safety, and more, see:

- [Employer FAQs](#)
- [Print resources](#)

For guidance from the [Department of Health and Human Services](https://www.hhs.gov) (HHS) on COVID-19 topics, including mental health guidance, see:

- [HHS Coronavirus \(COVID-19\) Updates](#)

Team Member Acknowledgment Receipt of COVID-19 Protective Measures

In this handbook, I have been provided EAGLE policies, requirements, and guidelines for hygiene, cleaning, return-to-work protocols, and protective measures intended to mitigate the risk of exposure to COVID-19, including but not limited to the following:

- Social distancing, whenever possible
- Wearing required protective mask/face covering at all times while in the building unless team members are alone.
- Etiquette for covering coughs and sneezes
- Hand-washing frequency
- Disinfecting and sanitizing surfaces and equipment.
- Cleaning common areas, such as break rooms, restrooms, and lobbies.
- Interacting with families, visitors, scholars, team members and other non-team members
- Return-to-work requirements for any team member who has received a diagnosis or is experiencing symptoms of COVID-19, or who has had direct contact with anyone diagnosed with or experiencing symptoms of COVID-19.

I agree to abide by EAGLE policies, requirements, and guidelines at all times. I recognize these measures are intended to protect me and others from the risk of exposure to COVID-19, as well as anyone I may come into contact with. I understand that I am responsible for notifying the Human Resources Department in the event I experience symptoms or received a positive diagnosis, have had direct contact with someone else experiencing symptoms/received a positive diagnosis, and agree to provide accurate and honest information. Lastly, I acknowledge that my failure to follow these policies and procedures may be subject to disciplinary action including and up to termination.

If I have any questions or concerns regarding EAGLE's protective measures or my ability to safely return to work, I will ask my manager or Human Resources.

Team Member Signature _____

Print Name _____ Date _____

Disclaimer: This document is subject to change based on the evolving CDC and Public Health guidelines regarding the COVID-19 outbreak. EAGLE reserves the right to amend these policies at any time and to make the amended document available.