

ADDENDUM

Reasonable Accommodations for Staff

The School will document employee concerns/requests and will abide by the ADA and other relevant federal, state, and local laws. Staff with an underlying medical condition should reach out to Human Resources to request a reasonable accommodation. These determinations will be made on a case-by-case basis.

School Decision Tree

In preparation for and outbreak of COVID-19 in the schools, when a confirmed case has entered the school, the following procedures will be implemented:

√ **Coordinate with local health officials.**

Once learning of a COVID-19 case in someone who has been in the school, local health officials will be notified immediately. These officials will help administrators determine a course of action for the schools.

√ **Dismiss students and staff according to local and state officials.**

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single class, multiple classes) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the school.
- During school dismissals, extracurricular group activities, school-based afterschool programs, and parent meetings will be cancelled.
- Staff, students, and their families will be discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

√ **Communicate with staff, parents, and students.**

Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- Communication to staff, parents, and staff will contain messages that will counter potential stigma and discrimination.
- Confidentiality of the student or staff member will be maintained as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

√ **Clean and disinfect thoroughly.**

Areas used by the individuals with COVID-19 will be closed off and custodial staff will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection the most common EPA-registered household disinfectants will be used.

√ **Make decisions about extending the school dismissal.**

Temporarily dismissing the school is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), schools will stay open for staff members (unless ill) while students stay home.
 - Keeping facilities open:
 - a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and
 - b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- School administrators will work in close collaboration and coordination with local health officials to make dismissal decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

√ **Implement strategies to continue education and related supports for students.**

- **Ensure continuity of education**
 - Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.

- Determine, in consultation with school district officials or other relevant state or local partners:
 - If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding.
- **Ensure continuity of meal programs.**