

Memo: COVID-19 Employee-Screening Procedures and Mask Requirement (Updated 8/4/20)

Effective immediately, all employees reporting to the school campus will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Employees should only report to campus if pre-scheduled with their supervisor and HR.

Every employee will be screened, including having his or her temperature taken, when reporting to work. Employees should call Jennifer Meeker 760-419-6213 before entering the pedestrian gate at Bella Mente Montessori Academy.

Each employee will be screened by Jennifer Meeker using an infrared thermometer. Employees with a temperature of 100 or above will be sent home. The employee is also required to complete the online "COVID-19 Questions" survey daily before reporting to the worksite. If you answer yes to any of the questions, the employee should stay home and call Jennifer Meeker at the number above. This information will be maintained as a private medical record.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees so employees should report at their scheduled start time.

An employee who has a fever at or above 100 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact Jennifer Meeker for further direction.

All employees reporting to campus will be required to adhere to all established health and safety protocols and to practice good hygiene in the workplace, which includes the following:

- Washing your hands often with soap and water for 20 seconds;
- Washing your hands after blowing one's nose, coughing, or sneezing;
- Washing your hands after using the restroom;
- Washing your hands before eating or preparing food;
- Washing your hands before and after providing routine care for another person who needs assistance (e.g., a child); and

- Washing your hands immediately after removing gloves.

The School will also take steps to ensure enhanced cleaning of classrooms, the main office and all other areas of the School premises. Common areas, for purposes of this policy, are defined as hallways, restrooms or anywhere else where you will be within six feet of another individual.

Employees reporting to campus should report directly to their work area upon arrival. For the safety of all of our staff, common areas such as the conference room and lounge have been closed. Shared convenience items such as refrigerators and microwaves have been disconnected.

Employees staying for an extended period of time should remain in their personal workspace. To communicate with fellow employees, the phone, or a google hangout should be used. Employee to employee in-person interaction should be avoided. When required, strict 6ft social distancing and a mask are required at all times.

If an employee is sick, the School encourages the employee to remain at home until the employee is able to return to work. The employee should follow the School's sick leave policies for time off of work.

Required Use of Masks

Protective masks must be worn to enter the School's premises. If an employee forgets to bring a mask when reporting to campus, please inform Jennifer Meeker when calling for your temperature screening and a cloth mask will be provided to you at this time. All employees walking around the campus or in the presence of any other employee or visitor, or who work in open spaces, will be required to wear a face mask. Masks are to be worn while others are present and in all common areas, including hallways, at all times. Staff may take off their mask when working in a classroom, office or workspace alone.

We apologize for any inconvenience these new guidelines cause but appreciate your efforts to ensure everyone visiting our campus remains safe.

Please note this guidance is subject to change at any time.