



Subject: Covid-19 Staff Policy
Effective Date: December 10, 2020
Approved By: Board of Directors
Policy: 8008.1

Harbor Springs Charter Schools considers the safety of all members within the school community as its highest priority. In light of recent events surrounding the COVID-19 global pandemic, school administration has put the following safety protocols in place for employees.

- Employees will adhere to safety protocols for physical distancing and wearing of face coverings.
- All staff will notify supervisors, Human Resources, and the school nurse of possible compromised health conditions.
- All staff will attend a COVID-19 training on the practice of physical distancing and face coverings.
- Staff who are at a higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided the option to work from home, whenever appropriate.
- All functions of the school, including staff meetings, professional development, and other activities will include virtual options.
- All staff meetings will be held in areas that allow room for participants to adhere to the physical distancing protocols.
- Use of communal spaces such as staff rooms, break rooms, and other settings will be permitted only when the threat of spread of the virus is low as determined by local health department orders.
- Staff will be directed to stay home when they are ill and/or will be provided with the option to work remotely when they are under self quarantine and/or displaying some symptoms of the virus.
- All campuses and facilities will provide staff health services and protocols for optional

and mandatory daily check-in, temperature monitoring, and symptoms check.

- Employees who stay home when sick or engage in a self-quarantine procedure may do so without fear of reprisal (retaliation or discrimination)
- Employee's privacy will be respected as outlined in HIPAA guidelines.
- Tracing procedures are in place to ensure that all staff that may have come in contact with a COVID-19 positive person will be notified immediately, recommended to self-quarantine, and seek medical attention.

Processes have been put in place to ensure that all employees that have been exposed to a COVID-19 positive person will be provided employee benefit information, including Workers Compensation, FMLA information, and other employee assistance information.

Due to the unpredictable nature of Covid and/or any other type of pandemic, the Board authorizes the school to close any facility and to comply with federal, state and local orders or recommendations as required or deemed necessary.