



**EMPLOYEE HANDBOOK ADDENDUM**  
**COVID 19 RELATED INFORMATION FOR EMPLOYEES**  
**CPP – COVID PREVENTION PROGRAM**

August 3, 2020

# **TABLE OF CONTENTS**

Protocol for Physical Distancing & Individual Responsibility	Page 3
Community Care Agreement	Page 9
Screening Protocols	Page 9
Policy for Confidential Medical Information	Page 12
Accommodations	Page 16
Emergency Paid Sick Leave	Page 19
When an Employee has COVID-19 Symptoms	Page 25
Return to Work Certification	Page 27
Request for Emergency Paid Sick Leave	Page 29
Certification of Need for Emergency Sick Leave	Page 33
Request for Emergency Family and Medical Leave	Page 34

## **POLICY AND PROTOCOLS FOR PHYSICAL DISTANCING AND INDIVIDUAL RESPONSIBILITY AT SCHOOL FOR EMPLOYEES**

The Centers for Disease Control and Prevention (“CDC”) recommends physical distancing to reduce the spread of SARS-CoV-2, the virus that causes COVID-19. According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with each other for a prolonged period (approximately 15 minutes or more). The State and the California Department of Education (“CDE”) have issued guidance recommending that students and employees maintain at least 6 feet of distance from one another in schools to the greatest extent possible.

This policy complies with CDC, CDE, state, and local guidelines regarding physical distancing protocols for employees in schools and is adopted for the protection of students, employees, and families. Employees will be provided with reasonable accommodations to the extent they have a disability that prevents them from complying with one or more of the physical distancing expectations outlined in this policy.

The School may modify this policy, as necessary, to comply with changes to the CDC, CDE, state, and/or local guidance regarding physical distancing protocols in schools. This policy will be in effect until local and state health officials provide guidance that such social distancing measures are no longer necessary.

### **A. Reduction of In-Person Employee Headcount At Any Given Time**

To comply with CDC, CDE, state and/or local guidance regarding social distancing protocols, the School may allow, encourage, or require remote work as appropriate for any employee, at any given time. If not explicitly stated, the default for employees is to work on-site, whether engaged in distance or in-person teaching. Accommodation may be requested from the Head of School.

### **A. Lower Campus Access**

Prior to entering the School’s campus, all employees must complete a health check self-screening, including temperature check, using the Health Champion app. If an employee has not submitted the data via Health Champion prior to arriving on campus, he/she must check in with the front office for a health screening. While waiting to be screened, employees must remain at least 6 feet apart from others. Employees who pass the screening requirements will be required to wash or sanitize their hands prior to entering their office and/or classrooms.

During this time, the School will restrict access to the School’s campus, and limit visitors and volunteers, including parent volunteers. All campus visitors must be approved by School Administration. Visitors or vendors who are authorized to enter the School’s campus, will not be able to do so until they have cleared the screening protocols set forth in the School’s Policy and Protocols for Screening Students/Employees.

Signs will be placed at conspicuous places at all School entrances that instruct employees, students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g., cough, shortness of breath or difficulty breathing, and/or more of the

following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs must also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while on campus.

### **B. Physical Distancing – Both Campuses Generally**

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize congregation, as much as practicable, in all campus environments including but not limited to, hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and playgrounds/outside spaces. Markers will be used as needed throughout campus and must be followed. Signage and barriers may also be in place to direct and designate foot traffic patterns.

The School will rearrange classrooms, office spaces, cubicles, and other workstations to decrease the capacity for conference and meeting and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, the School may add physical barriers (such as a plexiglass shield) to increase protection against airborne particles.

Non-essential meetings should be cancelled or postponed. In-person meetings, including parent-teacher conferences, should be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must take place in a location that allows all individuals to maintain a minimum distance of 6 feet and all individuals should sign-in to document attendees.

The School will conduct trainings virtually, or if in-person, employees shall avoid grouping together and ensure minimum physical distancing is maintained. The School will require virtual activities and events in lieu of field trips, assemblies, and on-site performances. The School may stagger use of communal spaces to minimize the size of gatherings.

Employees are expected to enforce the School's physical distancing strategies and shall take measures to decrease students congregating in any one location. For example, employees may require students to stay in an assigned section of the school yard or playground as opposed to mingling with other classes. The School will meter restroom use to avoid overcrowding.

Physical distancing is key to preventing the spread of COVID-19. The School discourages employees and students from gathering elsewhere, off campus, or creating situations where there are large group gatherings (*e.g.*, parties, etc.)

### **C. Social Visits to Be Avoided**

Employees should refrain from unnecessary social visits to other employees' workstations or classrooms. If socializing cannot be avoided, employees must observe the requirement that

they maintain minimum physical distance of 6 feet between themselves and any other person at all times.

#### **D. Physical Distancing in Classrooms**

Consistent with CDC, CDE and state guidelines, students will be grouped in static educational cohorts that will be referred to as pods. Pod sizes vary according to the program level (Primary, Kindergarten, Lower Elementary (LE), Upper Elementary (UE) and Middle School (MS). These cohorts will be grouped together each day they are at the School to minimize the mixing of student groups. Teachers are expected to stay within their assigned educational cohort and enforce physical distancing strategies amongst the students. Some Teacher Assistants may cross pods. In this case, assistants will wash hands and change their mask before entering the new pod.

Students will be required to maintain, and teachers shall enforce, at least 6 feet of physical distancing from others in the classroom whenever possible. Desks, activity stations, tables, and chairs will be spaced a minimum of 6 feet apart. Assigned seating arrangements will be used to the extent possible.<sup>1</sup>

Teachers shall have enough supplies to minimize the sharing of high-touch materials to the extent possible. To the extent possible, each student's belongings must be separated from others and in individually labeled containers, cubbies, or areas.

Teachers are encouraged to implement strategies for classroom discussion and turning in assignments that minimizes contact but encourages engagement and participation. Teachers should develop practices that promote physical distancing but also permit students to have movement.

Physical distancing strategies should not result in unintended segregation of students or interfere with specific support for needs (or medical needs) for preschool-age students, or students with disabilities or behavioral challenges. Physical distancing strategies should also not inhibit emergency protocols, or prohibit access to students. Teachers are expected to meet student personal or support needs as necessary.

#### **E. Preschool Classroom Capacity and Structure**

In accordance with the California Department of Social Services ("CDSS") and county requirements, preschool students will be in groups of 12 or fewer children. The same teachers and staff will be with the same group of children each day to the greatest extent possible, and consistent with CDSS and local adult/child staffing ratios for preschool programs. All furniture and play spaces will be arranged to maintain 6 feet of separation, when possible.

For napping, mats will be placed 6 feet apart, with the children's heads placed alternatively in opposite directions.

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<sup>1</sup> This is recommended for tracking purposes when there is COVID-19 exposure.

All students' personal items should be labeled and kept in a separate bag to ensure personal items are separate from others, and personal toys should be kept home during this time until further notice.

#### **F. Handwashing/Promoting Healthy Hygiene Practices**

Employees are expected to wash their hands (for a minimum of 20 seconds) or use hand sanitizer when a sink is not available and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering or leaving the facility or classroom, going on break, and before and after their work shift.

Employees must also promote and reinforce regular handwashing by students. Hand-washing should take place at the beginning of the day, before and after meals, after outside play, after using the restroom, after coughing or sneezing, and before and after classroom activities that involve sharing supplies and materials.

Employees will teach and reinforce CDC guidance on proper handwashing techniques found here: <https://www.cdc.gov/handwashing/index.html>. Employees will also reinforce healthy hygiene practices including avoiding contact with eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Employees will remind students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.

Hand sanitizer<sup>2</sup> will be provided in all classrooms that do not have sinks with soap and water. Employees and students using hand sanitizer should rub it into their hands until it is completely dry.

Teachers and staff should build routines for washing of hands upon entering and leaving the classroom or other campus space, and create regular cleaning practices for frequently used items.

#### **G. Cloth Face Coverings/Face Shields**

All employees must wear face coverings while at school at all times, except during designated meal times. Students in 1<sup>st</sup> grade and above must wear cloth face coverings. Employees must monitor the use of cloth face coverings for young students to ensure that they are able to breathe without choking or suffocating. Children will not be required to wear face masks during outdoor play, physical education, while napping, and at mealtimes.

Preschool and Kindergarten age children age 2 – 6 years old should be encouraged, when feasible, to wear facemasks throughout the school day, other than during meal times.

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<sup>2</sup> Children under age 9 should use hand sanitizer under adult supervision. Hand sanitizer must be a minimum of 60 percent alcohol and fragrance-free. The CDE states that Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. The CDE notes that frequent handwashing is more effective than the use of hand sanitizers.

## **Cloth Face Coverings**

Cloth face coverings must be made out of breathable cloth materials, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Cloth face coverings are not surgical faces masks, respirators, or personal protective equipment. However, the School may provide some employees surgical face masks, respirators, or personal protective equipment dependent (“PPE”) on the employee’s job duties.

Cloth face coverings that no longer cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded. Employees are responsible for maintaining face coverings with proper care. Cloth face coverings should be washed daily per CDC guidance found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

The School will have face covering or face shields available for employee who fails to bring one or whose face covering becomes damaged while at school.

Employees with medical conditions or disabilities that prevent them from being able to wear a cloth face covering, will be provided with accommodations made on a case-by-case basis consistent with the School’s Policy on Reasonable Accommodation of Employees.

- **Face Shields**

Preschool Teachers will be allowed to use face shields, if available, which enable younger students to see their faces and to avoid potential barriers to phonological instruction.

### **H. Restrooms**

Employees must ensure they follow physical distancing and cleaning/disinfecting protocols when using the restroom. On the Upper Campus, Casa has its own bathroom in room D36, which can be accessed from the outside. This bathroom will remain locked and employees will need to use their school-issued key to gain entry. The public bathrooms at the Community Center will be locked and only available to tenants. At publication, specific details on which bathroom(s) Casa students will use were still being finalized.

Janitorial vendor will conduct daily cleaning and disinfecting of restrooms every evening.

### **I. Break/Meal Periods**

Hourly employee breaks and meal periods will be staggered. If using a shared amenity, like a table or bench, exercise caution and assume such equipment has not been cleaned or disinfected. Employees are expected to follow all physical distancing strategies while on a break or during a meal period. Employees are also expected to ensure that students are not sharing water bottles, food, or other items.

#### **J. Playgrounds/Outdoor Play Activities/Athletics**

Outdoor physical education or play activities will be staggered for different student groups, and limited to an assigned designated area of the campus. Students must maintain a distance of at least 6 feet from other students during physical education and athletic activities.

Teachers will be expected to manage their student group within their assigned designated area of the campus during outdoor physical education or play activities, and will not be permitted to leave their designated area.

Teachers should develop instructions for appropriate physically distanced outdoor activities that are easy for students to understand and are developmentally appropriate. Physical education and athletics will be limited to activities that do not involve physical contact with other students.

The outdoor play structure used by students will be cleaned between uses by different groups of children. Each pod will have its own outdoor play equipment and sand toys that will be cleaned regularly.

#### **K. Field Trips, Performances, and School Assemblies**

Teachers are encouraged to plan virtual activities and events in lieu of field trips, assemblies, and on-site performances.

Except as authorized in writing by the Head of School, all School facilities will remain closed for student assemblies, performances, or other large gatherings, until further notice.

#### **L. Employee Cleaning and Disinfecting Responsibilities**

The School and each employee of the School serve a critical role in promoting a safe and healthy school and workplace. To that end, the School will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees as set forth in the School's IIPP so employees can carry out the following individual responsibilities:

- Teachers and staff must clean and disinfect frequently-touched surfaces and objects in the classroom between student use, including, but not limited to, desks and tables, chairs and other seating, computers and keyboards, doorknobs, light switches, sink handles, and any other surface or object in the classroom touched or used by students.
- Each evening, the professional cleaning service will clean and disinfect all high touch surfaces.
- Teachers must avoid the sharing of objects, supplies, and equipment, such as art supplies, electronic devices, books, pencils, pens, and learning aids between students to the extent practicable. When certain objects, supplies, or equipment must be shared between students, classroom teachers must clean and disinfect those items between uses.

- Teachers must remind students to keep their personal belongings separate, to not share their personal belongings with other students.
- After a student uses a shared materials, it will be placed on a cart designated for this purpose to be disinfected. The Teacher Assistant will disinfect the item and return it to the shelf. The school may employ the use of ultraviolet light boxes to assist in disinfecting materials, when appropriate.

Employees must carry out any additional cleaning and disinfecting responsibilities set forth in this School’s Cleaning and Disinfecting Policy and as directed by their supervisor.

**M. Developing Illness at School**

Employees who develop a fever and cough during the school day or other symptoms consistent with COVID-19 should notify their supervisor, put on a cloth face covering (if not already on) and immediately move to an isolation area.

To minimize educational disruption, the School may cross-train employees so that more than one employee is familiar with essential job duties. Employees may be trained and assigned to assist in a variety of positions, if needed.

Employees must immediately notify their supervisor if a student develops a fever or cough or other symptoms consistent with COVID-19 during the school day. The employee is expected to review and follow the School’s separate Protocol on When a Student Exhibits Symptoms Consistent with COVID-19.

**COMMUNITY CARE AGREEMENT FOR EMPLOYEES**

As a member of the Casa community, employees are asked to do their part in limiting their exposure during non-work hours. This includes minimizing contact with non-household members, avoiding large gatherings such as parties, wearing a mask while in public spaces, and maintaining 6 feet of distance between the employee and non-household members.

**PROTOCOL FOR EMPLOYEE COVID-19 SYMPTOM SCREENING**

In order to protect the safety of our students, employees, and the school community at large, employees will be screened for symptoms of COVID-19 prior to entering School facilities/campuses. The School adopts this Employee COVID-19 Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control (“CDC”), California Department of Public Health, California Department of Industrial Relations, California Department of Education, and local public health officials. This policy will remain in place until further notice.

**A. Symptoms Associated with COVID-19**

The CDC currently identifies the following symptoms as being associated with COVID-19:

- Fever, defined as 100.4 degrees Fahrenheit or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

Each of these symptoms is hereinafter referred to as a “symptom associated with COVID-19.” This list does not include all possible symptoms associated with COVID-19, and the School may update this list as the CDC identifies additional or different symptoms.

Employees who present a symptom associated with COVID-19 prior to the start of the school day should not come to work, and should report their need for time off to their supervisor as soon as possible.

**B. Self-Screening and Self-Reporting Obligations**

School employees working on campus shall self-screen daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to leaving for work. The school will use the Health Champion App to assist employees in self-screening. In addition, the school will check each employee’s temperature upon arrival. An employee exhibiting one or more symptoms associated with COVID-19 shall stay home and notify his or her supervisor of the reason for his or her absence. Employees who report symptoms associated with COVID-19 may return to School after they have met the requirements set forth in Section D of this Policy.

In addition to daily reporting the results of self-screenings, employees are obligated to report the following information as applicable and isolate at home as recommended by the CDC:

- If the employee has traveled outside of the country, he or she may not return to work for 14 days after returning to the U.S. The school requests that employees

refrain from international travel until further notice.

- If the employee had close contact with someone who was ill with COVID-19, he or she may not return to work until 14 days after the date of exposure. According to the CDC, “close contact” means being with 6 feet of an individual for at least 15 minutes.
- If a member of the employee’s household is ill with confirmed COVID-19, he or she may not return to work until 14 days after the date of exposure and shall remain least 6 feet away from the ill individual until it is safe for that individual to discontinue isolation.

### **C. Screening Procedure**

Employees will use the Health Champion app to report a COVID-19 self-screening, including daily temperature check. The school reserves the right to shift to conducting on-site health screening if it is deemed necessary. Employees may not enter any campus building prior to submitting the health screening information. If an employee forgets to take their temperature prior to leaving for work, the employee must report to the front office (lower campus) or D-40 (upper campus) for a temperature check. This may be self-administered, or administered by an administrative employee.

If school conducts its own health screening, it will involve the following:

- Take the employee’s temperature using a non-invasive contactless infrared thermometer (If necessary, the designated screener may take an employee’s temperature a second time to confirm the results of the first test or if the results of the first test suggests an erroneous result.)
- Visually check the employee for symptoms associated with COVID-19;
- Provide the employee with a written list of COVID 19 symptoms, and ask whether or not they have experienced any of these symptoms;
- Ask the employee if he/she has traveled outside of the US in the last 14 days.

Screeners will be trained on CDC recommendations for proper use of personal protective equipment.

### **D. Exclusion From Worksite Based on Symptoms of COVID-19**

No persons who have a fever of 100.4° F (38.0° C) or other symptoms associated with COVID-19 will be permitted on campus. If the screener determines that an employee is presenting with symptoms associated with COVID-19, the employee will not be allowed to enter the School

facilities/campus and will be sent home pursuant to the School's Protocol When an Employee Exhibits Symptoms Associated with COVID-19 at Work.

Employees who are sent home based on symptom screening results must notify the Head of school as soon as possible by phone or email and await further instructions. The School may track employees' potential exposure to COVID-19, and such documentation, as well as any documentation regarding an employee's medical symptoms, will be considered confidential medical records.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

Employees exhibiting symptoms associated with COVID-19 will not be allowed to return to campus until one of the following occurs:

- He or she certifies that at least 10 days have passed since the symptoms first appeared AND the employee has been free from fever without the use of fever-reducing medication for at least 3 days AND respiratory symptoms have improved;
- He or she provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable); or
- His or her health care provider provides the School with a note certifying that he or she is free from COVID-19.

Employees must complete the Return to Work Certification form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave and may request to take Emergency Paid Sick Leave pursuant to the School's policies. Employees may also elect to use any accrued sick or vacation leave.

## **POLICY FOR THE USE AND DISCLOSURE OF CONFIDENTIAL EMPLOYEE MEDICAL INFORMATION RELATED TO COVID-19**

The purpose of this Policy is to safeguard confidential employee medical information in a manner compliant with the Confidentiality of Medical Information Act ("CMIA"), the Americans with Disabilities Act ("ADA") and the Fair Employment and Housing Act ("FEHA") with respect to all confidential medical information that the School obtains through implementing the following policies, or by other means:

- (1) Protocol for Employee COVID-19 Symptom Screening; and
- (2) Accommodation Of Employees Who Are At High-Risk Of Severe Illness From COVID-19.

The policies above authorize the School to collect certain confidential medical information about employees. As used in this Policy, “Confidential Medical Information” is defined as any individually identifiable information, in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient’s medical history, mental or physical condition, or treatment.

This Policy shall be effective immediately and shall remain in effect as long as necessary to safeguard Confidential Medical Information acquired or obtained by the School and as otherwise required by law.

**A. Scope of Coverage**

This Policy covers the Confidential Medical Information that the School acquires or obtains for School employees and applicants relating to COVID-19. The information covered by this Policy, includes, but is not limited to, symptoms associated with COVID-19, COVID-19 test results, and other health or medical conditions that would place the employee at high-risk for a serious illness if the employee contracted COVID-19.

Specifically, this Policy covers the following types of Confidential Medical Information:

- All Confidential Medical Information acquired by the School during or because of the administration of the School policies listed above. [For example, the Policy covers COVID-19 test results, temperature test results, the results of screenings for symptoms associated with COVID-19, and information regarding other medical conditions.]
- All Confidential Medical Information that the School obtains by means other than by screening administered by the School. For example, the County Public Health Department may inform the School that a School employee has tested positive for COVID-19 or a School employee may voluntarily disclose a positive or negative COVID-19 diagnosis that is not the result of a test result obtained directly by the School.
- All Confidential Medical Information related to COVID-19 that the School acquires or obtains, including, but not limited to, information about an employee’s health or medical conditions that may put the employee at increased risk of serious illness if the employee contracts COVID-19 [as provided under the School’s Policy for Accommodation Of Employees Who Are At High-Risk Of Severe Illness From COVID-19].

**B. Permissible Uses and Disclosures of Confidential Medical Information Related to COVID-19**

The School may use and disclose an employee's Confidential Medical Information related to COVID-19 for certain public interest and benefit purposes that are job-related and consistent with business necessity, including, but not limited to:

- Where there is a serious threat to public health or safety;
- To a public health authority that is authorized by law to collect or receive the information for the purpose of preventing or controlling disease and conducting public health investigations; and
- As required by law.

The uses and disclosures of an employee's Confidential Medical Information related to COVID-19 for these purposes do not require the employee's authorization. Further, the School may use and disclose an employee's Confidential Medical Information related to COVID-19 for the following purposes:

- If compelled by judicial or administrative process or by any other specific provision of law;
- If compelled by a search warrant;
- If compelled by a medical examiner, forensic pathologist, or coroner;
- To be used in a lawsuit, arbitration, grievance, or other claim or challenge to which the employer and employee are parties and in which the employee has placed in issue his or her medical history, mental or physical condition, or treatment;
- For the purpose of administering and maintaining employee benefit plans, including health care plans and plans providing short-term and long-term disability income, workers' compensation and for determining eligibility for paid and unpaid leave from work for medical reasons; and
- To first aid and safety personnel if the employee's condition might require emergency treatment.

**C. Disclosures of Confidential Medical Information Related to COVID-19 to the Employee**

Employees are entitled to access and review their medical file as maintained by the School. The School must disclose the Confidential Medical Information contained in the employee's medical file to the employee when requested.

**D. Reasonable Safeguards for Confidential Medical Information Related to COVID-19**

The School employs reasonable safeguards in order to protect against and limit the incidental use and disclosure of employee Confidential Medical Information related to COVID-19. As with other Confidential Medical Information the School receives, the School will store Confidential

Medical Information related to COVID-19 in a medical file that is separate and distinct from the employee's personnel file.

School employees must utilize the following safeguards in order to limit the incidental use and disclosure of Confidential Medical Information related to COVID-19:

- (1) Determine if individuals not permitted to access Confidential Medical Information are with an employee before discussing the employee's Confidential Medical Information.
- (2) Do not assume an employee will permit disclosure of his/her/their Confidential Medical Information to anyone in the workplace, including a family member or friend.
- (3) Dispose of unnecessary paper products that contain Confidential Medical Information in a shredder.

**E. Limiting the Use of Confidential Medical Information Related to COVID-19**

The School limits the use of Confidential Medical Information to the "minimum necessary" amount needed to accomplish the intended purpose of the use of the information. Any use of the information must be job-related and consistent with business necessity.

**F. Limiting the Disclosures of Confidential Medical Information Related to COVID-19**

All requests for Confidential Medical Information, whether routine or non-routine, are handled by the School's Human Resources Department. All School employees must therefore direct all requests for Confidential Medical Information to the School's Human Resources Department.

**G. Accounting of Disclosures**

Employees are entitled to an accounting of any disclosures of their Confidential Medical Information. When an employee requests an accounting of the School's disclosures of their Confidential Medical Information, the School will provide the accounting in a timely manner.

**H. Policy on Requests to Amend Confidential Medical Information Related to COVID-19**

Employees are entitled to request that the School amend or addend Confidential Medical Information contained in the employee's medical file if the information is incomplete or inaccurate.

If the employee requests to addend the Confidential Medical Information contained in the employee's medical file, the School will add the employee's written addendum to the file. The School shall provide the written addendum as part of all subsequent disclosures of the employee's Confidential Medical Information.

If the School accepts an employee's request to amend the existing record, the School shall make a reasonable effort to provide the amended information to the following:

(1) Persons the employee identifies as needing the information; and

(2) Persons the School knows may rely on un-amended information to the program participant's detriment.

If the School denies an employee's request for amendment of medical records, the School will provide the employee a written denial of the request and allow the employee to submit a statement of disagreement within 30 business days. The School shall place both the School's written denial and any statement provided by the employee in the employee's medical file.

**I. Protocol on Requests to Restrict Use and Disclosure of Confidential Medical Information Related to COVID-19**

Employees are entitled to request the School restrict the use or disclosure of Confidential Medical Information. However, the School is under no obligation to agree to requests for restrictions made by employees.

**J. Confidential Communications Protocol**

The School provides employees the opportunity to request alternative means for receiving communications regarding Confidential Medical Information.

**POLICY AND PROTOCOLS FOR THE ACCOMMODATION OF EMPLOYEES WHO ARE AT HIGH-RISK OF SEVERE ILLNESS FROM COVID-19**

The School may at its discretion provide certain employment-related accommodations to employees who, because they are age 65 or older or have an underlying medical condition, are at higher risk of severe illness if they contract the virus that causes COVID-19, in order to reduce the risk of such employees contracting the virus. Employees who have a disability will need to be reasonably accommodated pursuant to applicable state or federal law.

**A. Those Eligible to Request Accommodations**

This policy applies to and covers all School employees who can demonstrate that they are at higher risk of severe illness if they contract the virus that causes COVID-19 because they are age 65 or older or have one or more of the underlying medical conditions enumerated below.

Based on the available information at the time that this policy was adopted, the Centers for Disease Control and Prevention ("CDC") identifies the following individuals as those who might be at higher risk of severe illness if the individual contracted the virus that causes COVID-19:

- People 65 years of age and older;
- People who have chronic lung disease;
- People with moderate to severe asthma;
- People who have serious heart conditions;

- People who are immunocompromised by conditions such as cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, and prolonged use of corticosteroids and other immune weakening medications;
- People with severe obesity (body mass index of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis; and
- People with liver disease

The School may modify the above enumerated conditions based on new information or guidance provided by the CDC or other public health authorities.

Further, employees may request accommodations, and the School will consider these requests, if they are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19.

#### **B. Process for Accommodation Request**

If an employee is age 65 or older, has any of the recognized underlying medical conditions enumerated herein, or another condition that places them at higher risk for severe illness if they contract the virus that causes COVID-19, the employee may inquire with the School's Head of School regarding a potential workplace accommodation.

While the request for accommodation under this policy is separate and distinct from a request for a reasonable accommodation under the ADA and the FEHA, an employee at higher risk of severe illness if they contract the virus that causes COVID-19 must make such an accommodation request in accordance with the School's Reasonable Accommodation Policy.

Following receipt of the request, the School may require a note from the employee's health care provider certifying that the employee has a qualified underlying medical condition that exposes the employee to a higher risk of severe illness if the employee contracts the virus that causes COVID-19. The School may require additional information from the health care provider, including, but not limited to, documentation to determine whether the employee's underlying condition necessitates an accommodation.

Employees who are unable to safely distance themselves from members of their household who are at higher risk of severe illness if they contract the virus that causes COVID-19, may inquire with the Head of School regarding a potential accommodation, and the School will consider this request. In considering this request, the School may require a note from the household member's healthcare provider certifying that the household member has a qualified underlying medical condition that exposes the household member to a higher risk of severe illness if they contract the virus that causes COVID-19.

Determinations regarding accommodations under this policy will be made on a case-by-case basis by the School. Accommodations may include, but are not limited to, the following:

- Alternative work assignments or locations;
- Telework;
- Reassignment;
- Increased social distancing measures; and/or
- Leave.

This Policy will remain in effect until the end of the present public health emergency, as declared by the Governor or local health officials.

# EMERGENCY PAID SICK LEAVE

Consistent with the Federal Families First Coronavirus Act, the School will, commencing April 1, 2020 through December 31, 2020, provide employees with Emergency Paid Sick Leave as follows:

## I. Permitted Uses

- (a) Employees are entitled to up to 80 hours of Emergency Paid Sick Leave at their regular rate of pay, subject to the caps set forth in section V5 of this Policy, if they are unable to work or telework for the following reasons:
  - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (b) Employees are entitled to up to 80 hours of Emergency Paid Sick Leave at two-thirds of the employee's regular rate of pay, subject to the caps set forth in Section V5 of this Policy, if they are unable to work or telework because of one of the following reasons:
  - (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - (2) The employee is caring for a son or daughter whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions, and no other suitable person is available to care for the employee's son or daughter during the period of such leave.
  - (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

## II. Definitions

- (a) "Child Care Provider" means a provider who receives compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or

registered under State law; and satisfies the State and local requirements. However, the eligible child care provider *need not be compensated or licensed* if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

- (b) "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care because of a mental or physical disability.
- (c) "Subject to a Quarantine or Isolation Order" means a quarantine or isolation order includes quarantine, isolation, containment, shelter-in-place, or stay-at-home orders issued by any Federal, State, or local government authority that cause the employee to be unable to work even though his or her employer has work that the employee could perform but for the order. This also includes when a Federal, State, or local government authority has advised categories of citizens (*e.g.*, of certain age ranges or of certain medical conditions) to shelter in place, stay at home, isolate, or quarantine, causing those categories of employees to be unable to work even though their employers have work for them.
- (d) "Individual" for the purpose of Section I(b)(1) above means an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. "Individual" does not include persons with whom the employee has no personal relationship.

### III. Small Business Exemption

As a small business with less than 50 employees, the School is exempt from providing certain employees with Emergency Paid Sick Leave in order to care for a son or daughter whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions, if granting the requested would:

- result in the School's expenses and financial obligations exceeding available business revenues and cause the school to cease operating at a minimal capacity; or
- and would entail a substantial risk to the financial health or operational capabilities of the School because of the employee's specialized skills, knowledge of the School, or responsibilities; or
- there are not sufficient workers who are able, willing, and qualified, and who will be available at the time and place needed, to perform the labor or services

provided by the employee or employees requesting leave, and the labor or services are needed for the School to operate at a minimal capacity.

In cases when the School determines that it is not able to provide an employee with Emergency Paid Sick Leave, it will notify the employee in writing regarding this determination.

#### **IV. Amount of Leave**

Full time employees working 40 hours per week may take up to 80 hours of Emergency Paid Sick Leave.

Part time employees may take up to the number of hours that they work on average over a two-week period as determined by reviewing the six-month period prior to the usage of leave.

Leave taken as Emergency Paid Sick Leave is in addition to any other statutory or contractual leave to which the employee is entitled, or other leaves provided pursuant to School policies. Unused Emergency Paid Sick Leave does not carryover for any employees, and any unused leave will expire on December 31, 2020.

Employees hired on or after April 1, 2020 who took the full 80 hours of Emergency Paid Sick Leave when employed by another employer are not entitled to take any additional Emergency Paid Sick Leave with the School. An employee who has taken some, but not all, of the Emergency Paid Sick Leave to which they are entitled when they were employed by another employer is entitled only to the remaining portion of such leave from the School if the employee meets the eligibility requirements provided in Section I.

#### **Caps on Amount of Pay Provided for Emergency Paid Sick Leave**

Emergency Paid Sick Leave is subject to the following caps:

- (a) \$511/Day and \$5,110 in the Aggregate for the Following Employee-Related COVID-19 Absence Reasons:
  - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (b) \$200/Day and \$2,000 in the Aggregate for the Following COVID-19 Absence Reasons:
  - (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

- (2) The employee is caring for a son or daughter whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**V. Notice of Leave**

An employee who needs to use Emergency Paid Sick leave should notify their supervisor or the Head of School as soon as possible either orally or in writing regarding their need for such leave. Employees may provide such notice through the employee's spokesperson (e.g., spouse, adult family member, or other responsible party) if the employee is unable to provide such notice him or herself.

If an employee fails to provide proper notice, the School will provide the employee notice of the failure and an opportunity to provide the required documentation, described below, prior to denying the employee's request for leave.

**VII. Certification and Documentation Regarding the Need for Leave**

In order to substantiate the need for Emergency Paid Sick Leave, the employee must provide the following information:

- (1) Employee's name;
- (2) Date(s) for which leave is requested;
- (3) Qualifying reason for the leave and documentation in support of that reason in the form of a certification provided by the School;
- (4) Oral or written statement that the employee is unable to work because of the qualified reason for leave.

In addition, based on the qualifying reason for use of Emergency Paid Sick Leave, the employee is required to provide to the School documentation in support of his/her request for Emergency Paid Sick Leave as follows:

- (1) To take Emergency Paid Sick Leave because the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, the employee must provide the name of the health care provider who advised the employee to self-quarantine due to concerns related to COVID-19.
- (2) To take Emergency Paid Sick Leave because the employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order, the employee must provide either:
  - i. The name and relationship to the individual; and

- ii. The name of the government entity that issued the Quarantine or Isolation Order to which the individual being care for is subject; or the name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19.
- (3) To take Emergency Paid Sick Leave because the employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions, the employee must provide:
- i. The name and age of the Son or Daughter being cared for;
  - ii. The name of the School, Place of Care, or Child Care Provider that has closed or become unavailable;
  - iii. A representation that no other suitable person will be caring for the Son or Daughter during the period for which the Employee takes Emergency Paid Sick Leave or Emergency FMLA; and
  - iv. With respect to the need to care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care to such child.

The School will provide a written request form that an employee may use to provide the information listed above and certification forms to provide written support for an employee's need for Emergency Paid Sick Leave.

The School reserves the right to request that employees provide any additional materials it may need to support a request for tax credits pursuant to the FFCRA.

**Substitution of Accrued Paid Leaves**

An employee receiving Emergency Paid Sick leave in amounts that are less than the employee's regular wages or salary may use any other unused accrued leave (sick leave, vacation, personal leave) in order to receive the employee's full wages.

**VIII. Intermittent Use**

The School may approve an employee's intermittent use of Emergency Paid Sick leave either: (1) to care for a child whose school or place of child care has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; or (2) if the employee is unable to telework their normal schedule of hours due to one of the qualifying reasons for leave set forth in Section I of this Policy.

**IX. Sick Leave Is Not Considered Hours Worked**

Emergency Paid Sick Leave will not be considered hours worked for purposes of overtime calculation. An employee will not receive compensation for unused Emergency Paid Sick leave upon termination, resignation, retirement or other separation from employment with the

School. No employee will receive a cash-out of emergency paid sick leave in lieu of taking emergency paid sick leave for one of the qualifying uses listed above in Section I.

**X. Reinstatement Rights**

An employee who uses Emergency Paid Sick Leave is entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave such that the employee who not otherwise have been employed at the time of reinstatement.

An employee who is laid off or whose employment is otherwise terminated on or after March 1, 2020 and who is rehired on or before December 31, 2020 will be eligible for unused Emergency Paid Sick Leave for the qualifying reasons set forth in Section I of this Policy. Unused Emergency Paid Sick Leave will not be reinstated after December 31, 2020.

**Authority:** *On March 18, 2020, the Families First Coronavirus Response Act (H.R. 6210, which is accessible here: <https://www.congress.gov/bill/116th-congress/house-bill/6201/text>) was signed into law. This law provides for Emergency Paid Sick Leave, in addition to other entitlements. The leave is protected and employers may not discharge, discipline, or discriminate against employees who take the leave or who file any complaint or institute proceedings under the act.*

## **PROTOCOL WHEN AN EMPLOYEE EXHIBITS SYMPTOMS ASSOCIATED WITH COVID-19 AT WORK**

Employees exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other employees and report this information to their supervisor by phone or email as soon as possible so that they can be relieved from work and sent home, and ensure they are wearing a face mask.

The School may seek emergency medical attention, including calling 9-1-1, on behalf of an employee if symptoms associated with COVID-19 become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The School may also arrange for an emergency contact to pick up the employee if the employee is not able to drive home.

An employee exhibiting one or more symptoms associated with COVID-19 who is not able to leave campus on his or her own, will be required to wait in a designated isolation room/area while the employee waits for transport home or to a healthcare facility.

The School will close off indoor areas contaminated by the ill employee's respiratory droplets until the area has been cleaned and disinfected according to the Cleaning and Disinfecting Policy. The School will similarly disinfect any shared equipment used by the employee.

The employee may not return to School until one of the following occurs:

- The employee certifies that at least 10 days have passed since the employee's symptoms first appeared, the employee has been free from fever without the use of fever-reducing medication for at least 3 days, and the employee's respiratory symptoms have improved;
- The employee provides the School with a negative viral test result for COVID-19 (antibody tests may not show when someone has a current infection and are not acceptable);
- The employee's health care provider certifies that he or she is free from COVID-19; or
- The employee is otherwise safe to be around others per CDC criteria for discontinuing home isolation, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Employees must complete the Certification for Employee Returning to Work after COVID-19 Symptoms, Positive Test Result, or Exposure form prior to returning to work. During this absence, employees may be eligible for Emergency Paid Sick Leave or leave under the Family Medical Leave Act ("FMLA") and may request to take Emergency Paid Sick Leave or FMLA Leave pursuant to the School's policies. Employees may also elect to use any accrued sick leave, vacation, or personal leave.

If an employee subsequently reports that he or she has tested positive for COVID-19, the School shall notify the school community without disclosing any personally identifiable information. In addition, the School will consult with the local county department of public health to determine necessary next steps.

## CERTIFICATION FOR EMPLOYEE RETURNING TO WORK AFTER COVID-19 SYMPTOMS, POSITIVE TEST RESULT, OR EXPOSURE

I, \_\_\_\_\_ (“Employee”), certify that the following is true and correct (*check as appropriate*):

- All of the following are true and correct:
  - At least 10 days have passed since I first began to exhibit symptoms associated with COVID-19, including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; **AND**
  - I have been free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) for at least 72 hours without the use of fever-reducing medicines; **AND**
  - Any respiratory symptoms I exhibited have improved.
- I was tested for COVID-19 after I began exhibiting symptoms consistent with COVID-19 and the test shows that I am not infected with COVID-19. **A copy of the viral (i.e., non-antibody) test is attached.**
- My health care provider certifies that I am free from COVID-19. **A copy of the health care provider’s note is attached.**
- I tested positive for COVID-19, I am free of fever (a “fever” is defined as 100.4° F [37.8° C] or greater) without the use of fever-reducing medicines, any respiratory symptoms I exhibited have improved, and I was subsequently tested for COVID-19 and the test shows that I am not infected with COVID-19. **A copy of the viral (i.e., non-antibody) test is attached.**
- I tested positive for COVID-19, but have not had any symptoms associated with COVID-19, and at least 10 days have passed since the test. **A copy of the viral (i.e., non-antibody) test is attached.**
- I tested positive for COVID-19, but have not had any symptoms associated with COVID-19, and I was subsequently tested for COVID-19 and the test shows that I am not infected with COVID-19. **A copy of the viral (i.e., non-antibody) test is attached.**
- I had close contact (was within 6 feet for 15 minutes or more) with a person known to have COVID-19, I have not had any symptoms associated with COVID-19 and I have not tested positive for COVID-19, **AND:**
  - It has been 14 days since I had close contact with that person; **OR**

- It has been 14 days since the person who I had close contact with has been required to self-isolate.

I understand and agree that if I exhibit symptoms associated with COVID-19 (*e.g.*, fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) after returning to work, I must inform my supervisor immediately, and the School may direct me to stay away from work until I meet the School's requirements in the applicable policy to return to work.

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Employee Name	Signature	Date
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## REQUEST FOR EMERGENCY PAID SICK LEAVE

Employee Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Position Title \_\_\_\_\_ Hire Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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Please complete the following form if you are requesting to take Emergency FMLA Leave (“EFMLA”) and/or Emergency Paid Sick Leave (“EPSL”) under the Families First Coronavirus Response Act (“FFCRA”). The information requested in this form must be submitted as soon as practicable after the need for leave arises.

I am requesting (check one or both):

\_\_\_\_\_ Emergency FMLA Leave

\_\_\_\_\_ Emergency Paid Sick Leave

If approved for EFMLA, the first 10 days of this leave are unpaid but you have the option to use any available accrued vacation, personal, sick, or EPSL during those 10 days.

If you are requesting EFMLA and want to use EPSL for the first 10 days, check both options above and complete both Sections of this form.

If you are requesting EFMLA and want to use accrued leave other than EPSL, complete Section One of this form and request the vacation, personal, or sick leave as you would normally.

\_\_\_\_\_  
Employee Signature

I acknowledge that if approved for EFMLA that the first 10 days of EFMLA are unpaid but that I have the option to use during those 10 days any available accrued vacation personal, sick, or EPSL I may have.

\_\_\_\_\_  
Employee Signature

*Only Sign If You Are Caring for Children Older than 14 During Daylight Hours: My request for EFMLA relates to the need to provide care for a child older than 14 during daylight hours, and I*

herby state that there are that special circumstances existing requiring me to provide care for that child.

\_\_\_\_\_  
Employee Signature

I acknowledge that I will provide written support for the reason I need to take EFMLA by completing the certification at the end of this form.

\_\_\_\_\_  
Employee Signature

NOTE ON DOCUMENTATION: To provide written support for your request for EFMLA, complete the EFMLA Certification at the end of this request form and return it along with this request form. Please note the School reserves the right to request that employees provide any additional materials it may need to support a request for tax credits pursuant to FFCRA

**SECTION TWO: REQUEST FOR EPSL**

I am requesting EPSL because I am unable to work or telework because of the following reason:

\_\_\_\_\_ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19. The name of governmental entity (e.g., state, city, county) issuing the order is \_\_\_\_\_.

\_\_\_\_\_ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. The name of the health care provider is \_\_\_\_\_.

\_\_\_\_\_ I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

\_\_\_\_\_ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

The name of the individual and my relationship (e.g., immediate family member, roommate) to them are \_\_\_\_\_.

The name of governmental entity (e.g., state, city, county) issuing the order or the name of the health care provider issuing the advise is \_\_\_\_\_.

\_\_\_\_\_ I am caring for a son or daughter whose school or place of care has been closed, or whose child care provider is unavailable for COVID-19 related reasons and because there is no other suitable person available to care for my child during the period of such leave.

The name of the school or child care provider is \_\_\_\_\_.



- I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

I acknowledge that I will provide written support for the reason I need to take EPSL by completing the EPSL Certification at the end of this form.

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Employee Signature

NOTE ON DOCUMENTATION: To provide written support for your request for EPSL, complete the EPSL Certification at the end of this request form and return it along with this request form. Please note the School reserves the right to request that employees provide any additional materials it may need to support a request for tax credits pursuant to FFCRA.

# EMPLOYEE CERTIFICATION OF NEED FOR PAID EMERGENCY SICK LEAVE

I, \_\_\_\_\_, certify that I am unable to work (or telework) for one of the following reasons:

- \_\_\_\_\_ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- \_\_\_\_\_ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- \_\_\_\_\_ I am experiencing symptoms of COVID-19 (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) and seeking a medical diagnosis.
- \_\_\_\_\_ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- \_\_\_\_\_ I am caring for my child whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 related reasons and there is no other suitable person to care for my child during the period in which I am requesting EPSL.
- \_\_\_\_\_ I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

I understand that if my circumstances change, I must immediately inform my supervisor and the School and I may be directed to report back to work (or telework).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Only Sign If You Are Caring for Children Older than 14 During Daylight Hours: My request for ESPL relates to the need to provide care for a child older than 14 during daylight hours, and I hereby certify that there are that special circumstances existing requiring me to provide care for that child.

# EMPLOYEE CERTIFICATION OF NEED FOR EMERGENCY FAMILY AND MEDICAL LEAVE

I, \_\_\_\_\_, certify that I have a child, whose school or place of care has been closed, or whose childcare provider is unavailable for reasons related to a COVID-19. I represent that no other suitable person will be caring for my child during the period for which I take Emergency Family Medical Leave. I understand that if my childcare needs change, I must immediately inform my supervisor and the School and I may be directed to report back to work (or telework).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***If you are caring for a child older than 14 during daylight hours, please also complete this additional certification:*** I certify that special circumstances exist that leave me unable to work (including telework) because of a need to provide care for a child older than fourteen during daylight hours.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date