



## **BOB HOPE SCHOOL HEALTH AND SAFETY POLICY**

### **Policy**

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, and in accordance with local government orders and guidance, it is the policy of Bob Hope School to require the following:

#### **1. Face coverings**

All persons, including employees, students, visitors, volunteers and contractors who enter the Bob Hope School premises must wear a face covering over their nose and mouth (such as a homemade mask, scarf, bandana, or handkerchief).

The requirement of face covering does **not** apply when:

- a. The person is alone in a separate single space, whether indoors or outdoors at the workplace not in proximity of other persons;
- b. The person is in the presence only of other members of the same household or residence, whether indoors or outdoors;
- c. Doing so poses a greater mental or physical health, safety, or security risk;
- d. The person is outdoors engaging in an allowed activity while alone, or with members of the same household or residence, or while maintaining a consistent separation of six feet or more from others and engaging in conduct authorized and as allowed by Governor's orders or not otherwise prohibited by local order;
- e. For purposes of eating and drinking; or
- f. Operational needs require a face covering be temporarily removed.

#### **2. Social distancing protocols**

Even with the use of appropriate face coverings, individuals should maintain six feet of social distancing whenever possible and shall follow TEA Guidelines or instructions as may be issued from time to time. Employees should not work within six (6) feet of one another, except to the extent necessary. Other mitigating methods, such as face shields, may also be used and should be when a face covering cannot be safely worn.

#### **3. Hand washing and hygiene**

All employees, students, visitors, volunteers and contractors are encouraged to wash their hands with soap and water for at least 20 seconds as frequently as possible or use hand sanitizer with at least 60% alcohol. Individuals should also cover coughs and sneezes (into the sleeve or elbow, not into hands), immediately throw away used tissues into appropriate trash receptacles, and wash hands after coughing, sneezing, or using a tissue. Bob Hope School will provide hand sanitizer throughout its facilities.

#### 4. Cleaning protocols

Bob Hope School will implement cleaning protocols in accordance with guidance from the Centers for Disease Control and Prevention (“CDC”), including regular cleaning of high-touch surfaces and discouraging sharing items.

#### 5. Symptomatic Individuals

Employees, volunteers, students, visitors, and contractors experiencing symptoms of COVID-19, as identified by the CDC, should not enter to any Bob Hope School premises or facility.

#### 6. Symptomatic / Exposed Individuals

Individuals with symptoms that could be related to COVID-19 or exposed to someone with COVID-19 must report this information to their supervisor. The individual must attempt to get tested immediately through an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/> and stay home throughout the symptomatic period. Bob Hope School will also attempt to coordinate with the individual to allow work from home (or “teleworking”) to the greatest extent possible, so that the individual may continue supporting the school’s educational mission.

Bob Hope School will also coordinate with the employee to determine potential leave options under the Family First Coronavirus Response Act (“FFCRA”).

Any individual who **themselves** either (a) are lab-confirmed to have COVID-19 or (b) experience the symptoms of COVID-19 **must stay at home throughout the infection period**, and cannot return to campus until Bob Hope School screens the individual to determine if any of the below conditions for campus re-entry have been met:

- a) In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria have been met:
  - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - iii. at least ten (10) days have passed since symptoms first appeared.
- b) In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- c) If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:
  - i. Obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis; or
  - (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

## **COVID-19 Symptoms**

Any of the following symptoms indicate a possible COVID-19 infection:

- Temperature of 100.4-degree Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

## **Close Contact**

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency.

### **For clarity, close contact is defined as:**

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within six (6) feet for a cumulative duration of 15 minutes;

**...if either occurred at any time in the last 14 days at the same time the infected individual was infectious.**

## **7. Violations**

Persons who do not wear a face covering may be asked to leave the premises until the face covering requirements are followed.

If a student over the age of ten (10) for whom it is developmentally appropriate to wear a face covering and for whom a face covering does not pose a mental or physical risk does not wear a face covering on campus, the student will be removed from class and their parent/guardian will be contacted to either bring the student a face covering or take the student home.

An employee who does not wear a face covering and is not subject to an exception to this Policy may be asked to leave the workplace. Such time will be counted against the employee's accrued leave. An employee violating this policy may be subject to discipline, up to and including termination.

## **8. Notice and Signage**

Notice of this Health and Safety Policy will be posted in a conspicuous location of all Bob Hope School facilities, including entry points.