

Glenelg Country School
RETURN TO CAMPUS POLICY FOR EMPLOYEES

Health and Safety Standards

As you know, COVID-19 has been declared a worldwide pandemic by the World Health Organization. While COVID-19 is highly contagious, the School is taking precautions and implementing health and safety measures to prevent the spread. All members of the School community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community.

To mitigate the risk of the spread of COVID-19 on campus, the School has developed and implemented COVID-19 Policies and Procedures, which can be accessed at <https://glenelg.org/community/health-wellness/covid-19-information/>

. The COVID-19 Policies and Procedures are incorporated into and made part of this Return to Campus Policy (the “Policy”) by reference.

The purpose of this Policy is to inform employees that they are expected to help in reducing and preventing the spread of COVID-19 and all communicable diseases in the workplace by complying with the COVID-19 Policies and Procedures in order to protect themselves, fellow employees and students. Employees are expected to read, understand and adhere to this Policy and the COVID-19 Policies and Procedures. Failure to comply with this Policy and the COVID-19 Policies and Procedures may result in an employee being sent home and or disciplinary action at the sole discretion of the School. Employees who have questions about the COVID-19 Policies and Procedures should contact MaryJo Povall, Head Nurse, at 410-531-7350 or via email at mpovall@glenelg.org

Both this Policy and the COVID-19 Policies and Procedures may be revised or updated from time to time, as necessary or appropriate and in consideration of the guidance and recommendations of the Centers for Disease Control and Prevention, Occupational Safety and Health Administration, Maryland Department of Education, Maryland Department of Health, Howard County Department of Health, or other health authorities. The School may, in its sole discretion, issue additional guidance to address specific circumstances or for other reasons. Those changes will modify or further enhance this Policy and or the COVID-19 Policies and Procedures.

This Policy and the COVID-19 Policies and Procedures, as revised from time to time, will be in effect for 2021-2022 and until otherwise rescinded by the School.

Reservations of Rights

Modifications; Events Outside the School’s Control

Due to COVID-19, circumstances will require that the policies, practices, and procedures described in the handbook change from time to time. The School reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice. The School will attempt to provide timely notice of any substantive policy changes, but it cannot guarantee that such notice will be provided. Furthermore, should events which are beyond the School’s reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of the School’s educational programs and activities, employees’ obligations as outlined in the handbook, as set forth in their offers of employment, and/or as otherwise established by the School shall continue. The School shall not be liable for any failure, delay, or modification of its programs and activities. The School reserves the right to make changes during the school year, including without limitation modifications to employees’ job duties and

responsibilities, employment status, work schedule, and compensation as necessary to account for such modification or any time lost due to any closure or delay, including without limitation the following: extending the school year for a period of time equal to the time lost due to any delay; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay or modification as described include, but are not limited to, acts of nature, fire, pandemic, U.S. government restrictions, wars, and insurrections.

Modifications to the School's Programs, Curriculum, and Activities

Due to the ongoing COVID-19 pandemic, the School may make modifications as necessary to promote health and safety to carpool, arrival and dismissal times, lunch and snacks and certain activities, including after-school activities, interscholastic sports, clubs, and tutoring. On-campus volunteer opportunities, as well as classroom parties, assemblies, large gatherings, and other in-school events may also be limited or cancelled at the School's discretion to help mitigate the risk of the spread of COVID-19 on campus. The School will provide as much advance notice of such changes **as possible**.

Work Hours; Attendance; Tracking Time Worked

School schedules and work hours are subject to change at the discretion of the Head of School for operation, health, safety, and other reasons.

Should circumstances necessitate that the School transition to distance learning, all employees are expected to adhere to their regular work hours, unless otherwise directed by their respective Division Head, Supervisor, or the Head of School. During any such periods of distance learning, non-exempt employees are expected to continue to track their work hours each week as directed by their Supervisor or the Head of School.

Job Duties and Responsibilities

The School, in its sole discretion, may make modifications to employees' job duties, responsibilities, and work schedule to account for modifications to the School year or to School operations, including transitioning to distance-learning, if necessitated. Employees are expected to perform any additional job duties or responsibilities as directed by their immediate supervisor, the Division Director, or the Head of School to account for any such modifications.

Employee Accommodations and Leave

The School complies with all applicable laws that require accommodations to employees with disabilities. Employees who believe they need an accommodation should contact Tavia Burke-Creppy, Human Resources Administrator, at (410) 531-8600 extension 2107 or via email at tburke-creppy@glenelg.org to discuss options available to them. In certain circumstances employees who are not permitted to report to campus may be eligible for leave. Tavia Burke-Creppy is available to speak with employees about leave eligibility and can review options available to those unable to report to work.

Privacy

The School respects the right to privacy of any employee who has a communicable disease. All employee records or information regarding communicable diseases will be confidentially maintained in a secure area, apart from the employee's personnel file. The employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to others including co-workers. The School will comply with federal and state laws that address confidentiality and privacy requirements.

Assumption of Risk: COVID-19

COVID-19 is extremely contagious and is believed to spread mainly between people who are in close contact with one another. The School has implemented reasonable preventative COVID-19 Policies and Procedures designed to reduce the spread of COVID-19. Employees are expected to adhere to these COVID-19 Policies and Procedures in order to reduce the risks of contracting or spreading the virus at the School.

Despite the COVID-19 Policies and Procedures and other measures the School put in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that employees may become exposed to or infected with COVID-19 by coming to campus. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus. It is possible that an employee is already an asymptomatic carrier of the virus before reporting to campus and that the employee may infect other students, employees, or other individuals at the School. Any person who receives a positive diagnosis of COVID-19, including an employee or his or her family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By returning to work on campus, employees understand, acknowledge and voluntarily assume these risks.