WAA Employee/Student COVID-19 Policy
2021-2022

The following policies were created using the most current information provided by Federal, State, and Local Health Department Guidelines.

Please know that as new guidelines are updated and received, additional policies will follow and/or existing policies will be updated by new information.

WAA Employee & Student
Daily Protective Measures and Wellness Checks

General Proactive Measures:

1. It is recommended to plan well in advance by setting up a structure in which all potential caregivers, including extended family members and friends, know their roles and expectations.
2. Provide every potential caregiver with a list of emergency phone numbers, including all family members, your healthcare provider, the local public health department, local hospital and ambulance service.
3. It is recommended that a fully vaccinated family member be the primary caregiver for your child. Be sure to assign a backup in case the first choice is sidelined by work or other commitments.
4. Have a designated bedroom ready, preferably with a private bathroom that no one else will use.
5. There are basic supplies recommended to have on hand:
   - A working thermometer to monitor fever (considered at 100 degrees Fahrenheit)
   - Fever-reducing medications, such as acetaminophen
   - Box of rubber or latex disposable gloves
   - Box of face masks
   - Regular soap and at least 60% ethanol- or 70% isopropanol-based hand sanitizer.
   - Tissues
   - Cleaning supplies, kitchen cleaning gloves and trash can liners
   - Disinfectant cleaning supplies: You can choose from a list that meets the virus-fighting standards of the U.S. Environmental Protection Agency, or you can
also make your own version by using 1/3 cup unexpired bleach per gallon of water or 4 teaspoons bleach per quart of water.

**Personal Protective Equipment:**

**Masks**

- Masks should be worn in all public places. Vaccinated people who are asymptomatic/symptomatic from COVID-19 carry just as much virus as unvaccinated symptomatic people. Your risk of getting COVID-19 is reduced if you are vaccinated, but if exposed to an infected person, it is possible that you can be infected and therefore should not be interacting with others.
- Two-ply cloth face covering or masks are recommended.
- Face coverings/masks that are homemade will need to be approved by the Administration. If a face covering or mask is unapproved, a face covering or mask will be provided to the employee.
- Masks for employees and students are mandatory whether vaccinated or not.
- Face coverings/masks may be taken off only to eat and drink.
- While wearing a face covering/mask, try not to touch the actual face covering/mask. Always remove it by touching the ear elastic or ties.
- If it is cloth, please wash it frequently with soap and water.
- Employees that have offices may take off their masks if they are alone behind closed doors, or are vaccinated with others in their office but maintaining a distance (see Meetings). If the office contains all vaccinated persons and a mask break is needed, the employee may ask the others in the office if they can remove their mask for a break.
- **Teaching employees** - MUST wear MASKS at all times in front of students. Teaching employees may only take off their mask for brief moments while they are eating or drinking.

**Other Personal Protective Options and Training**

Aside from appropriate mask wearing, teachers may be allowed to wear other face coverings should they feel the need to do so, as long as it doesn’t affect their ability to perform their job effectively and without harming themselves or others. Per the PA Department of Health website, face shields may be worn in conjunction with a face covering/mask to reduce the transfer of droplets even further. As training becomes available, the employee will be required to attend or view presentations so that they have the most current information available.

**Social Distancing:**

Employees and Students must be at least 3 feet apart, where available, from other individuals. If 3 feet is not available, please distance as much as possible. Attention to signage and stickers must be adhered to.

Policy updated

9/10/2021
Meetings
● Whenever possible the use of ZOOM meetings will remain.
● If an “in person” meeting is to take place, a room that will allow distancing must be used and the number of attendees must be limited to only those individuals involved. Face coverings / masks must be worn. Employees must clean the meeting area after use. Please refer to the section: Wiping Down Common Hard Surfaces After Use.

Common Areas
● At least 3 feet of distance between one’s self and another individual, where possible, at all times. This is for hallways, Main Office and Administration Offices, etc. Try not to congregate in common areas. If there is a need to speak to someone for more than a brief comment, please send an email or arrange a meeting.
● When using Common areas for the purpose of using refrigerator(s), beverages, and re-heating food, social distancing in these common areas is STRONGLY encouraged. Self-limiting the number of people using these appliances at one time is requested, as well as following all signage guidelines.

Offices
Depending on the size of the office, there must be at least 3 feet of space between an employee and their office guests. No more than 3 to 4 individuals, depending on the size of the office, can be in a private office at one time.

Elevators
Elevators will be used only when needed or through special permission by Administration. Limit only one person may ride in the elevator at one time. If a student medically requires the elevator, the school employee will accompany the student to the elevator, use the key to call the elevator, the student will enter the elevator on their own, select the floor button needed, and arrive at their floor.

Cleaning & Hygiene:
Constant cleaning and good hygiene practices are a strong defense against the spread of any virus. Each employee is asked to participate in keeping their hands clean. ALL employees are encouraged to wash hands frequently. Especially after touching something in a Common Area or shared items (like a front desk pen), before and after eating, etc. A minimum of 20 seconds is recommended (the time it takes to sing the “Happy Birthday” song from beginning to end twice). When soap & water are unavailable, please use hand sanitizer. Hand sanitizer bottles / stations will be placed throughout the building. Please notify the Administration if a hand sanitizer bottle is running low or if we are out of soap anywhere in the building.

Wiping Down Common Hard Surfaces After Use

Policy updated
9/10/2021
The Facilities employees will do their best at keeping areas clean and disinfected; however, the employees are asked to help by wiping down areas they just used in Common Areas. These areas consist of:

- **Main Office Conference Room** (counters / table / coffee service area)
- **Administration Office Conference Table**
- **counter in the Copy Rooms** (Main Office & Student Center)
- **3rd Floor Teachers Room tables/phone.**

Basically any hard surfaces that may have been used or touched. Cleaning/Disinfecting products will be provided in each of these areas. Please notify the Administration if cleaning supplies are running low.

**Procedure for Cleaning Potential Infected Area**

All exposed areas must be wiped down and/or the use of a special cleaning device, if appropriate, would be used to disinfect the area. General cleaning will take place in ALL Areas throughout the day. DEEP cleaning techniques will be used when students and employees are not in the building. ALL employees are requested to use cleaning products provided by School in their Classrooms and Common Areas as often as they feel necessary and/or after heavy use.

**Daily Procedures:**

**Dropping off/Picking up your child**

- The U.S. Centers for Disease Control and Prevention recommended picking up your child from school alone, with car windows open for ventilation. If you do have other children with you, everyone should be masked unless they are under the age of 2.
- If possible, stay in the car and have your child brought to you.
- CDC recommends waiting 24 hours before cleaning and disinfecting your car to allow more time for the amount of virus in the air of your car to die off," (See [CDC link](https://www.cdc.gov)).

**Self Health**

Upon waking up, if an employee or student does not feel their best, the employee or student is asked to stay home and to contact the school either by phone or email to advise the school of their absence.

**Temperature Taken Upon Arrival**

- **Employees:** will use the wall thermometer to check their temperatures and follow the guidelines posted near the thermometer once their temperature is read.

- **Students:** will have their temperatures taken and documented. If a line forms at the bus entrance or the Main office door, the students are expected to wait in line, but will not be marked absent.

*If the temperature is normal but the employee or student is not feeling well or breathing is*
labored: the employee or student can go to the school nurse for oxygen level reading.

- If an employee is sent home - employee will be able to use PTO time if available or arrangements with HR will be discussed via email or call. (Please refer to the COVID PTO POLICY).
- If a student is sent home due to identified symptoms - Westinghouse Arts Academy’s STUDENT CORONAVIRUS EXPOSURE POLICY would go into effect and the steps outlined in this policy are to be followed. (Please refer to this policy).

Documentation & Storage of Past Information

- **Employees:** Previously recorded employee temperature reading information is held in a separate employee group COVID health file stored in a locked cabinet within the school nurse's office.
  - Any access to this file would be strictly limited to HR and the Nurse.
  - Information would only be shared with the Administration if suspected infection occurs or as requested by Federal or State Laws.

- **Students:** Student temperature readings will be recorded on a sheet next to the student's first name and last initial. Once all students have been documented, the information will be held in a separate student group COVID health file stored in a locked cabinet within the school nurse's office.
  - Access to this file would be strictly limited to administration and the Nurse.
  - Information would only be shared with the Administration if suspected infection occurs or as requested by Federal or State Laws.

If Symptoms Are Identified Upon Employee Entry

When an employee is notified that a symptom has been identified, the Westinghouse Arts Academy’s EMPLOYEE CORONAVIRUS EXPOSURE POLICY would go into effect and the following steps are to be followed:

- The identified employee would be sent home and Administration would be notified for coverage needs.
- Anyone in close contact with the identified employee, would be able to have their vitals checked by the School Nurse that day and be monitored by the school nurse for the rest of the week.

Suspected Employee Case

Should an employee exhibit symptoms, the Westinghouse Arts Academy’s EMPLOYEE CORONAVIRUS EXPOSURE POLICY would go into effect and the steps outlined in this policy would be followed.

**EMPLOYEE CORONAVIRUS EXPOSURE POLICY**

1. The employee must ensure that the on-staff nurse is aware of any positive COVID results or symptomatic behavior as soon as possible, including persons in the
employee's home who test(s) positive and/or display symptoms (See section on Secondary Exposure/Caring for Infected Person).

2. The on-staff nurse will then inform the employee in question to stay home until cleared by EITHER a medical provider or the Allegheny County Health Department.

3. The Nurse will notify Administration, HR, and advise the course of action prescribed by the Allegheny County Health Department as per CDC/PDE protocol.

How to Notify Administration: Should symptoms be identified, a message is to be sent to the Administration of the situation via school email accounts/school private messenger system.

- Administration will then decide the next steps, with guidance from the Allegheny County Health Department, for the remaining employees and students.
- Administration will then notify families of school status and steps being taken via school email/website. (See Information Given To Other Employees)

This Sequence Of Events Will Occur In The Event Of A Positive COVID Case or Otherwise Symptomatic Behavior:

1) ASSUMING AN EMPLOYEE IS WITHIN THE SCHOOL BUILDING AND RECEIVES A POSITIVE TEST RESULT: From the employee’s report of this incident, the on-staff nurse will record the name, phone number, where testing was done, and email address of the employee so the Allegheny County Health Department can contact them.
   - The employee will be asked to promptly return to their home and await further instruction.
   - The on-staff nurse will email covid19k-12@alleghenycounty.us.
   - IF A STAFF MEMBER IS ASYMPTOMATIC BUT TESTS POSITIVE, THEY ARE STILL REQUIRED TO ISOLATE FOR 14 DAYS.

2) ASSUMING AN EMPLOYEE IS SYMPTOMATIC: The employee should promptly return to their home and contact their primary care physician for further guidance, as well as await further instruction.
   - Following the employee’s report of the situation, the on-staff nurse will then email covid19k-12@alleghenycounty.us.
   - Administration will then decide appropriate actions, with the guidance of the Allegheny County Health Department, regarding students/parents and remaining employees.
   - Potential infected areas will be deep cleaned per training and guidance by Allegheny County Health Department.
   - If the employee is not well enough to get home or to the doctors on their own, the employee will be isolated in the Nurse’s office until a family member or ambulance arrives.

3) The on-staff nurse will investigate who was in contact with the positive/symptomatic employee for more than 15 minutes by using attendance records, seating charts, etc.
Questions regarding social distancing, mask usage, and vaccination status will be included in the investigation.

4) The results of this investigation will determine if any additional staff members/students must isolate or quarantine in addition to the positive/symptomatic employee.
   - Any/all employees required to isolate 14 days will need a doctor’s note clearing them to work following the isolation period or otherwise approval from the Allegheny County Health Department.
   - All employees should be absent from fever for 24 hours without use of fever reducing agents, in conjunction with absence of other symptoms prior to returning to the premises.

Regarding Information Collected: ANY employee’s health information collected is considered a FERPA protected file. However, in light of COVID, certain basic, non-personal information may be shared with the company should a potential for viral spread be likely and directed to do so by the Allegheny County Health Department. The information collected CANNOT be done so without employee permission and will not be used as a means to remove from or disrupt said employee’s work duties. Only if a condition is life threatening to said employee or other employees, may the information be used. If a presumptive case is identified, the nurse and/or the Administration will share the said employee’s information with the Allegheny County Health Department. The Allegheny County Health Department will then use that information for school guidance and county contact tracing.

Information Given To Other Employees: Once Administration has been notified of potential exposure and guidance given by the Allegheny County Health Department, they will notify the remaining employees of potential COVID symptoms and how the rest of the school day will be handled. This notification may be communicated as a school email and/or school private messaging system.

Employees needing time off due to COVID (COVID PTO POLICY):
Full-Time Salary and Full-Time Hourly employees are given 80 hours of PTO time at the start of the Fiscal/School year (July 1). If not feeling well or are sent home due to suspected symptoms, the Employee will use PTO time.
   - Should the employee in question get a COVID test and the test is POSITIVE, proof of the positive result is to be submitted to the nurse and/or HR. At which point the COVID PTO BANK will replenish the used PTO time and provide additional paid time off (up to 80 hours) should the employee or a person in the care of the employee be diagnosed with COVID.
   - The employee would be granted 80 hours in COVID PTO BANK time to recover.
   - Part-time hourly employees will also have access to this bank up to the max number of average work hours for a two week pay period.
   - To use this special time bank, proof of diagnosis either for self or for the person you are caring for must be provided either before or during use.

Policy updated
9/10/2021
● Once the COVID Bank Hours are spent, those employees with granted PTO (and/or earned vacation time) as part of their benefits package, will be urged to use those hours for any additional time off for recovery or secondary illness.
● If an employee is still experiencing illness/recovery (not released by a healthcare provider)/caring for an ill individual, the employee may qualify for FMLA or the ADA.
  ○ A phone meeting with HR would be held to discuss qualifications and any payment allowed by these plans. Part-Time employees still ill or caring for an ill person, having used the COVID Bank PTO and their 40 hours of PTO Time, would be asked to contact HR to discuss these programs as well.
● If a full-time or part-time employee is ill but **NOT diagnosed** with COVID, the employee will follow normal PTO usage.

**STUDENT CORONAVIRUS EXPOSURE POLICY**

1. ALL students **must** ensure the on-staff nurse is aware of any positive COVID results or symptomatic behavior as soon as possible, including persons in student’s homes who test positive/display symptoms (**See section on Secondary Exposure/Caring for Infected Person**).
2. This information **must** be reported as soon as possible.
3. The on-staff nurse will then inform the student in question to stay home until cleared by **EITHER** a medical provider **or** The Allegheny County Health Department.

**How to Notify Administration:** Should symptoms be identified, a message is to be sent to the on-staff nurse of the situation via school email account. Administration will then decide the next steps, with guidance from the Allegheny County Health Department, for the remaining employees and students. Administration will then notify families of school status and steps being taken via school email/website. (**Please refer to:** Information Given To Other Students)

**This Sequence Of Events Will Occur In The Event Of A Positive COVID Case or Otherwise Symptomatic Behavior:**

1) **ASSUMING A STUDENT IS WITHIN THE SCHOOL BUILDING AND RECEIVES A POSITIVE TEST RESULT:**
   From the Student’s/Parent’s report of this incident, the on-staff nurse will record the name, phone number, where testing was done, and email address of the student so the Allegheny County Health Department can contact them.
   ● The student will be asked to promptly report to the quarantine room across from the nurse’s office (Room 120) where they will be isolated until a parent/guardian can pick them up. **Failure to do so will result in an ambulance being called.**
   The nurse will determine if any student able to drive is well enough to do so.
   ● The on-staff nurse will at this point, email **covid19k-12@alleghenycounty.us**.
   ● **IF A STUDENT IS ASYMPTOMATIC BUT TESTS POSITIVE, THEY ARE STILL REQUIRED TO ISOLATE FOR 14 DAYS.**

Policy updated
9/10/2021
2) **ASSUMING A STUDENT IS SYMPTOMATIC:**

The student should promptly report to the quarantine room across from the nurse’s office (Room 120) where they will be isolated until a parent/guardian can pick them up. Failure to do so will result in an ambulance being called. The nurse will determine if any student able to drive is well enough to do so.

- Following the report of the situation, the on-staff nurse will then email covid19k-12@alleghenycounty.us.
- Administration will then decide appropriate actions, with the guidance of the Allegheny County Health Department, regarding students/parents and remaining employees.
- Potential infected areas will be deep cleaned per training and guidance by Allegheny County Health Department.

3) The on-staff nurse will investigate who was in contact with the positive/symptomatic student for more than 15 minutes by using attendance records, seating charts, etc. Questions regarding social distancing and mask usage will be included in the investigation.

4) The results of this investigation will determine if any additional staff members/students must isolate for 14 days in addition to the positive/symptomatic student.

- Any/all students required to isolate will need a doctor's note clearing them to work following the isolation period or otherwise approval from the Allegheny County Health Department.
- All students should be absent from fever for 24 hours without use of fever reducing agents, in conjunction with absence of other symptoms prior to returning to the premises.

**Regarding Information Collected:** ANY student health information collected is considered a FERPA protected file. However, in light of COVID, certain basic, non-personal information may be shared with the company should a potential for viral spread be likely and directed to do so by the Allegheny County Health Department. Only if a condition is life threatening to said Student or other Students, may the information be used. If a presumptive case is identified, the Nurse and/or the Administration will share the said Student’s information with the Allegheny County Health Department. The Allegheny County Health Department will then use that information for school guidance and county contact tracing.

**Information Given To Other Students:** Once Administration has been notified of potential exposure, they will notify the remaining students of potential COVID symptoms and will determine how the rest of the school day will be handled.

**Related Policies**

Policy updated 9/10/2021
Secondary Exposure/Caring for Infected Person:

EMPLOYEES:
- If an employee who is not vaccinated feels they MAY have been exposed to the infection or is in contact with someone who was exposed or ill, and the employee feels ill, the employee is asked to self quarantine and contact their doctor.
- If the employee is vaccinated or is notified that they were not exposed by a doctor, they may return to work the next day.
- If an unvaccinated employee is caring for an ill person, the employee is asked not to enter the building until the employee can get a note from a doctor allowing them to come back into the work building.
- The caretaking employee may not work from home during this time, and should refer to COVID PTO policy above.

STUDENTS:
- If a student feels they MAY have been exposed to the infection or is in contact with someone who was exposed or ill, the student is asked to self quarantine.
- If the student is notified that they were not exposed by a doctor, they may return to school the next day with a doctor’s note.
- If a student is caring for an ill person, the student is asked not to enter the building until they can get a note from a doctor allowing them to come back into the building.
- If the caretaking student is able to continue working remotely, the student would be allowed to do so.
- If a caretaking Student is unable to work during this time, teachers will be notified and they will be able to make up any missed work.

Traveling
The CDC recommends that unvaccinated individuals should postpone any travel until fully vaccinated. Any person fully vaccinated can travel safely as long as they adhere to safety guidelines posted by their airline or destination.

EMPLOYEES:
If the employee is traveling, in state or out of state, for personal or business reasons, CDC and STATE/LOCAL guidelines for traveling should be followed. This means employees, whether vaccinated or not, traveling within or out of the state and are without symptoms, no longer have to quarantine or isolate before returning to work. If an employee becomes ill and is unable to work, please view COVID PTO information.

STUDENTS:
• If the student is traveling, the student **must** inform administration of their travel plans prior to departure. Regardless, in state or out-of-state, CDC and STATE/LOCAL guidelines for traveling should be followed.

• Upon return from traveling, the student **MUST** self-quarantine for at least 10 days unless symptoms surface **OR** obtain a COVID test, at which point, a negative result will allow them to begin schooling in-person.

• If symptoms surface or a positive result is obtained, the student must contact a health care provider and will need a doctor’s note to return to work.

• If the student is self isolating or quarantining and is able to work remotely, the student may do so.

• If a student becomes ill and is unable to work, teachers will be notified and they will be able to make up for any missed work.

**Building Visitor Policy:**

This policy is to be used for outside persons to enter the building during COVID. Examples of (but not limited to) outside persons would be: Parents/Guardians; Deliveries/Construction & Maintenance Workers; Educational Support Service Providers; Guest Instructors.

- **ALL GUESTS MUST WEAR FACE COVERING/MASK** if entering the building.
- Before entering the main building, the guest will be asked to take their temperature using the wall thermometer. If the guest is registering a temperature, that guest will be asked to leave the premises. All non-essential visitors are strongly discouraged until the pandemic is deemed under control by the State and CDC.

**Meetings** - Whenever possible meetings/presentations with Parents/Guardians; Educational Support Services, Guest Instructors should be held virtually. If an in-person meeting is needed, a meeting room allowing social distancing must be booked through the Main Office Admin Assistant and the meeting is scheduled on the internal Google facilities calendar, as well as a sign is placed on door(s) with time of meeting. Only those directly involved with the scheduled meeting should be invited and attended. All involved will have their temperature taken and must wear face coverings/masks for the duration of the meeting and when exiting the building after the meeting.

**Parents Picking Up** - Parents may pull up to the Main Office door in their vehicle. Once the car is in park, they may call the Main Office to let them know they are picking up their student / paperwork / etc. The Main Office Admin Asst. will call down students for departure / notify staff that the parent is here to pick up paperwork. In this scenario, the parent does not have to enter the building.

**Deliveries** - Deliveries may be left in the Main Office lobby, outside the Main Office Admin Assistant’s window. Once a member of the facilities Team is available, the Facilities Team member may pick up and deliver the item(s) to their destinations.

**Educational Service Providers / Construction & Maintenance Workers** - Whenever possible, a call should be made in advance or an appointment should be made so that whatever
accommodations can be made (meeting room assigned, hallways cleared or roped off, elevator not being used, etc). Upon entry, the “guest” should be wearing a mask and check in at the Main Office to be entered into the Raptor security system. During the Raptor process, a general “how are you feeling today” may be asked and temperature taken prior to having an Administrative person escort the “guest” to their destination. The guest MUST wear a face covering mask the entire time they are in the building as long as it is physically safe for them to do so.

**Guest Instructors** - Virtual presentations are strongly encouraged until the pandemic is deemed under control. If an In-Person presentation is required, the presenter must follow the visitor policy and wear a mask at all times.

**Additional Resources/Information:**


Policy updated
9/10/2021
I have read the COVID Employee Policies and I will do my best to follow and assist School Administration in implementing them to the best of my ability.

_________________________________________              ______________________
Employee/Student Signature                     Date

________________________________________
PRINT Name

________________________________________
Parent Signature                       Date

Policy updated
9/10/2021