



## **Louisiana | Employee COVID-19 Return to Workplace Plan**

### **Overview**

Our school will return to an in-person work environment, striving to ensure the safety of staff, students, and family members throughout the process. Creating a safe work environment remains our top priority, and we will do so by establishing consistent safety precautions that are regularly monitored.

We want you to feel as comfortable as possible returning to the workplace. This plan will provide details about this process. If you have questions beyond this document, please reach out to your leader. Leaders have been provided with information so they can support you.

NHA is actively preparing for all scenarios and will be ready to shift to more (or entirely) virtual operations should COVID-19 cases force temporary or prolonged school closures.

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### **Introduction**

Caring for our school family and ensuring their safety is one of our most important roles as an employer. The COVID-19 pandemic has required us to be more adaptable and resilient than ever before. Returning to school will include new safety protocols that help us adapt to this new normal. We want to assure you that we are thinking about your safety and how we will continue to create an environment that is welcoming to employees and visitors. This document is intended to help answer your questions related to returning to the workplace during and after the COVID-19 pandemic.

NHA will comply with local, state and federal laws, regulations, and orders during the reopening process. While we cannot make the workplace a zero-risk space, our new safety protocols will help us reduce the risk of exposure and minimize transmission of the virus. We can all do our part to follow the new safety guidelines as we each behave with care to support our community.



In addition to the guidelines set forth in this plan, NHA will adopt any additional infection-control measures that are reasonable given the work performed at the worksite and the rate of infection in the surrounding community.

This plan will be fluid as the spread of COVID-19 evolves, laws are changed, and recommendations revised. Know that NHA remains committed to keeping its employees informed and safe.

## **Guiding Principles**

Decisions about reopening are guided by the latest recommendations from the Centers for Disease Control (CDC), laws, regulations, and orders from federal, state and local governments, as well as consultation with healthcare professionals. The day-to-day status of COVID-19 cases will likely fluctuate in the coming months and continue to vary from region to region. This means that while we cannot predict with certainty what COVID-19 will look like in the coming months, we can rely on a series of guiding principles to help us make decisions, evaluate those decisions, and adjust, as necessary. Our guiding principles include:

1. Ensuring the health and safety of students, families, and employees by following public health recommendations.
2. A continued focus on student achievement and moral character development.
3. Complying with local, state, and federal laws, regulations, and orders.
4. Maintaining fiscal responsibility and viability.
5. Collecting and reviewing up-to-date data and information to revise plans as needed.

## **Preparing to Return to School**

All employees will be required to take a 2020 COVID-19 Employee Safety Training course before they return to the workplace. This is a video provided through OnCourse, and it must be completed in its entirety before an employee may enter any NHA building. A link to the video with instructions will be emailed from OnCourse.

Our school will also designate an individual(s) to implement, monitor, and report on workplace COVID-19 prevention strategies identified in this plan. This person will be onsite any time employees are present at the school.

While we are preparing for the first day of in-person instruction, work is underway to provide a virtual program available to families who choose not to send their students to school. This is separate from the hybrid model. More information will be provided as we learn more about the demand from parents for this type of learning along with an implementation plan.

## **Welcoming Visitors**

While we enjoy welcoming visitors into our building, doing so safely is always important. Essential visitors and contractors must schedule their visits ahead of time and attain approval before arrival. At that time, front office employees will conduct a visitor questionnaire and deny visitors who do not meet requirements. Visitors should only go past the front office when necessary. Additionally, parents should be limited to being in the building only when necessary and not during arrival and dismissal.



## Daily Pre-Screening

Pre-screening for COVID-19 of all individuals who enter the building will help to reduce risk and help prevent infected people from entering the building. **If you feel sick, please stay home and call your leader. If you experience symptoms while at work, please go home immediately and contact your leader.**

The following protocols will be followed before you enter the building each day:

- Daily wellness checks must be completed online before employees arrive to work each day to ensure they do not exhibit COVID-19 symptoms (fever, cough, shortness of breath, or difficulty breathing).
  - A daily questionnaire screening is available through a QR Code and a myNHA tile that asks:
    - Are you experiencing any of the following symptoms: fever, atypical cough, or atypical shortness of breath in the past two days that are unrelated to a known health condition?
    - Have you been in *close contact* with someone with a probable or confirmed case of COVID-19?
      - *Close contact* is defined as being less than six feet away from an individual for more than 15 minutes.
    - Any additional local or state specific requirements.
  - In the event you complete this questionnaire and answer “yes” to any of the questions:
    - Leave work immediately.
    - Notify your leader that you left the building because you believe you are symptomatic or have been in close contact with someone who has probable or confirmed COVID-19.
    - Seek medical attention, try to seek a test to definitively confirm, and follow physician’s guidance on next steps, if you are symptomatic.
    - Contact your People Services Business Partner for directions on requesting a leave of absence.
- Daily temperature checks are required of all staff, students and visitors who enter the building. These will be conducted at main entry points.
  - Schools will be supplied with digital thermometers, which allow for daily no-contact temperature screenings.
  - Anyone with a temperature of 100.4 or higher will be sent home. Students will be isolated while waiting to be picked up.

## Promoting Healthy Habits and Personal Protective Equipment (PPE)

Appropriate signs will be placed throughout the building to remind staff and students to maintain social distancing, wash hands adequately, wear masks, etc. The CDC and other public health outlets have made several signs available and the community should expect to see signs like the ones below.



All individuals in our school are encouraged to frequently and thoroughly wash hands following the suggested handwashing procedures from the CDC. Wash using soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry. Hand washing should occur:

- Before putting on and after removing any PPE.
- Any time you are preparing or eating food.
- Before and after treating a cut or wound.
- After using the bathroom.
- After blowing your nose, coughing, or sneezing.
- After touching items such as door handles, tables, carts, etc.
- Any time hands are visibly dirty.

Employees should adhere to the following protocols during a pandemic:

- If you cough or sneeze, do it into a tissue or your sleeve/elbow. Throw used tissues in the trash and immediately wash your hands,
- Avoid touching your eyes, nose, and mouth with unwashed hands,
- Use all PPE required for your work area/position,
- All employees must wipe down their workstations at least twice daily, using provided disinfecting supplies.
- Refrain from using others' phones, desks, offices, or other equipment or materials.
- Employees should avoid using shared tools, equipment, and materials whenever possible. To the extent it is not possible, employees should disinfect shared tools, equipment, and materials after each use.

NHA will provide resources and a work environment that promote personal hygiene:

- NHA will provide tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizer containing at least 60% alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
- Hand blowers are being removed from restrooms and paper towels will be used instead.
- Plexiglass shields are being installed at the front desk.



- Handles and keypads on the printer must be wiped down with a disinfecting wipe after each use.

### **Face Coverings**

All employees will be provided with two reusable cloth face coverings and should be washed regularly. Face coverings must be worn at all times while inside the school and cover both your mouth and nose. This includes shared spaces, during instruction and in-person meetings and in restrooms and hallways. Face coverings should be worn outside when unable to maintain a social distance.

### **Social Distancing**

We understand that social distancing will be challenging in our work environments. For the foreseeable future, we ask that you please maintain social distancing of 6 feet whenever possible so that we can continue to help slow the spread of germs.

- Please do not congregate and socialize in conference rooms, offices, or open areas if you cannot maintain proper social distancing.
- Hand shaking, high fives, side hugs, and fist bumps are not allowed for the foreseeable future.
- Face coverings must be worn at all times within the building covering both the mouth and nose.
- Teachers should maintain social distancing from students when possible and teach from a single location within the room.

### **Disinfecting**

We always take the cleaning of our facilities seriously, but even more so now with the risk of COVID-19. Recommended CDC cleaning protocols will be followed with fidelity, including increased facility cleaning and disinfecting, especially on high-touch surfaces and shared equipment. **We request that all employees depart from the building no later than 7 p.m. each day so Aramark may disinfect the building.**

## **Our Response to COVID-19 in the Building**

Despite our efforts, it is possible that a staff member or student will contract COVID-19 and bring it into the school environment. NHA will follow the CDC guidelines if a staff member or student exhibits symptoms or is a confirmed case of COVID-19. Please understand each situation will be handled individually of others.

- Staff or students who exhibit symptoms will be directed home to self-isolate and seek medical attention.
- Positive cases will be immediately reported to the local Office of Public Health who will assist with developing a recommended next step based on the level of potential exposure.
- Staff and families will be notified if they have been in “close contact” with a confirmed case involving an employee, student or visitor and will be asked to stay home and monitor symptoms for 14 days.
  - *Close contact* is defined as being less than six feet away from an individual for more than 15 minutes.
- Not every student/faculty member in a school will need to stay home for 14 days, just those who are identified as close contacts to a probable or positive case.
- Probable or confirmed cases may result in the temporary closure of classrooms, wings, or the entire building. At a minimum, in the event of a probably or confirmed case, portions of the building will be closed off for a period of 48 hours for disinfecting.



- Employees or students with a probable or confirmed case must wait at least 72 hours since symptoms ceased (resolution of fever and improvement in respiratory symptoms) AND 10 days since symptoms first appeared.

## Supporting Employees Impacted by COVID-19

We understand that COVID-19 may create situations where our employees need to be off from work due to school closures, to care for themselves or their immediate family.

Below is an outline of our leave and time off policies as they relate to COVID-19. This chart is not all inclusive and is only intended to provide an overview. Each situation will be reviewed by our People Services team. Please see NHA’s handbook for more information on NHA’s leave of absences. While our intent is to pay 100% for mandated school closures due to COVID-19, we reserve the right to adjust our pay strategies based on funding, reduced enrollment or a combination of the two.

<p><b>Mandated NHA School Closure due to COVID-19</b></p> <ul style="list-style-type: none"> <li>•All NHA employees will continue to receive 100% of their pay</li> </ul>	<p><b>Employee Tests Positive for COVID-19</b></p> <ul style="list-style-type: none"> <li>•Employee will receive 67% of pay during the time deemed medically unable to work up to 6 weeks</li> </ul>	<p><b>Employee must Isolate or Quarantine due to Experiencing Symptoms or Direct Exposure (Defined by CDC)*</b></p> <ul style="list-style-type: none"> <li>•Employee will be eligible for 67% of pay for required isolation or quarantine periods</li> </ul>
<p><b>Caring for Child (Childcare/School Closures)</b></p> <ul style="list-style-type: none"> <li>•Employee may request an unpaid leave of absence up to 6 weeks</li> </ul>	<p><b>Employee is in a Vulnerable Population</b></p> <ul style="list-style-type: none"> <li>•Employee may request an unpaid leave of absence up to 6 weeks</li> </ul>	<p><b>Employee is Not Comfortable with the Return to School Plan</b></p> <ul style="list-style-type: none"> <li>•Employee may request an unpaid leave of absence up to 6 weeks</li> </ul>

*\* Direct exposure and close contact is defined as when someone is within 6 feet of an individual who tested positive for more than 15 minutes.*

### Benefits

- Many states have expanded benefits during COVID-19 such as reduced eligibility criteria for cash assistance, Child Development and Care support, health care coverage, State Emergency Relief (SER), Emergency Housing utilities and burial situations. Check in with your local Department of Health and Human Services for access to these benefits.
- NHA’s Life Assistance Program (LAP) offers confidential resources for therapy/counseling, parenting, financial planning, and many other behavioral and social supports. More information is available by calling 1-800-538-3543.
- NHA has created a list of resources available to you through [HighFive](#). Here, you can view categories such as childcare, financial security, and personal wellbeing.
- The CDC also has resources available on coping, and managing stress and anxiety [here](#).



### **NHA Gives**

NHA Gives is a charity established and funded by the organization and NHA staff. The purpose of this program is to provide funds to employees and students who are going through a time of crisis and need additional financial support. If an employee would like to request support from NHA Gives, they should reach out to their principal.

### **COVID-19 Testing**

We expect testing to be available for all employees. The cost of the test is covered free-of-charge through our health plan, for those who have coverage with us. If not, other plans also are covering it as a part of the national expanded benefit requirements. COVID-19 antibody tests, while not required, are encouraged so that NHA employees can identify if they have already had the virus. Immunity is unknown at this time due to positive antibodies, but we will continually review and provide support as it comes available and recommended by the CDC.

### **Communication**

NHA promotes open and honest communication with our employees. In a time of such uncertainty, keeping you informed is of the utmost importance. We commit to communicating with you throughout the COVID-19 pandemic and as rules and regulations change.

Employees are encouraged to voice safety concerns to their leader or People Services Business Partner. NHA also has an anonymous [hotline](#) for employees to express concerns if they are not comfortable doing so directly with their leader. A member of the People Services Department will review the report and act in alignment with our policies and procedures.

### **Business and Personal Travel**

#### **Business Travel**

While supporting and learning from each other is important, work-related travel (including in-person conference events) is restricted to essential business travel only. Therefore, any business travel must obtain prior approval from the employee's principal and DSQ. If there is a need to travel for work, and it is permitted, the employee should follow NHA safety protocol, procedures, and policies to reduce the risk of exposure and minimize transmission of the virus. If in-person meetings can be conducted virtually or by phone, it is highly recommended for the foreseeable future.

#### **Personal Travel**

If an employee travels to a Level 3 country ([specific countries defined by the CDC](#)), he/she needs to notify their leader. Employees who travel to a Level 3 country will be required to complete a 14-day self-quarantine period. Currently, there are no quarantine requirements for domestic travel.