



Agapé Jr Academy
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Memo: COVID-19 Coronavirus Policy

Date: 2/5/2021

To: All employees, Parents, Teachers, and Visitors

Re.: AJA Covid-19 Policy:

Due to the COVID-19 (coronavirus) pandemic, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and further adopt more practices protecting the health of employees, customers, visitors, and others to the campus. We also want to ensure the continuity of business operations during this pandemic; be it face-to-face or hybrid. AJA policy on social distancing and face covering remains in effect.

We ask all employees to adhere to this policy, full-time, part-time, and parent volunteers to the campus to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees, parents, students, school volunteers, and visitors are reminded of the following COVID-19 policy guidelines at Agapé Jr Academy:

- ✚ Take your temperature daily during this pandemic time and remain home if you have a fever. Stay home when you are sick.
- ✚ All employees, parents, students, visitors entering Agapé Jr Academy (AJA) campus will be subject to temperature checks. Entry will not be permitted in case of a temperature of 100.4 degrees Fahrenheit or 38 °C or higher. Entry will also not be permitted in the case that an employee, parent, student, or visitor displays any other common symptoms of COVID-19.

- ✚ In case of high temperature or exhibiting symptoms, employees, parents, students, and visitors should return home, contact their health care provider and notify the principal or her designee. The identities of these individual will be kept confidential.
- ✚ Wash your hands frequently with warm, soapy water for at least 20 seconds.
- ✚ Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- ✚ Avoid people who are sick with respiratory symptoms.
- ✚ Clean frequently touched surfaces.
- ✚ Wear a mask.
- ✚ It is the mandate of Agapé Jr Academy through this policy that employees, parents, students, and visitors, do not report to the school while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue.

Currently, the Centers for Disease Control and Prevention recommends that employees, parents, students, and visitors with high temperatures remain at home until at least 24 hours after they are free of fever (100.4 degrees F or 37.8 degrees C using an oral thermometer) or signs of a fever without the use of fever-reducing medications. It is also the recommendation from the Centers for Disease Control and Prevention that you isolate for 10 days if you are positive for COVID-19.

Many times, with the best of intentions, employees, parents, students, and visitors report to the campus even though they feel ill. Employees, parents, students, and visitors who report to the campus ill will be sent home in accordance with these health guidelines. Daily temperatures are taken on arrival on the campus.

- ✚ Agapé Jr Academy will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently-touched objects and surfaces such as telephones and keyboards.
- ✚ Employees, parents, students, and visitors are required to practice social distancing during this time.
- ✚ If a student and employee tests positive they must work remotely and on return to the campus a negative COVID-19 test result must be provided.

- ✚ Parent-teacher conferences will be performed online via the Zoom platform.












Testing for COVID-19

- ✚ All employees, parents, students, and visitors are required to receive a negative COVID-19 test after infection. We are partnering with Envision Clinic Lab Mobile Services and who will only share the results with Agapé Jr Academy and the relevant employee, and parents with students or who have a signed permission test form. Results will not be included in an employee's personal file, or in the student file.
- ✚ Testing will be applied in a consistent, non-discriminatory manner, in accordance with all laws and regulations at a local, state, and federal level.
- ✚ If an employee, parent, and student, is unable to be tested due to a disability or religious belief they need to contact the school at hilberch@yahoo.com, or agapejracademy@yahoo.com,
- ✚ Failure of an employee to comply with testing requirements will disqualify said employee from working at AJA, and at such will be considered an unexcused absence.

Return to Work after COVID-19

- ✚ Employees, parents, and students who return to the campus after a positive test for COVID-19 are required to show evidence of a subsequent negative test.

In addition to these practices, AJA will practice the following steps to maintain a safe site:

-  Supervisors should ask the following questions listed below to all employees prior to entering the jobsite. If they answer “yes” to any, they would be asked to leave the jobsite immediately. Anyone asked to leave should not return to work until 24-hours after they are free from a fever or signs of a fever without the use of fever-reducing medication.
-  Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?
-  Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
-  Have you, or anyone in your family traveled outside of the U.S. within the last two weeks?
-  Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
-  Are you having trouble breathing or have you had flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue?
-  Employees will be instructed to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
-  Soap, water, and alcohol-based hand rubs will be provided in the workplace, and would ensure that adequate supplies are maintained and located in multiple locations.
-  Do not congregate in lunch areas.
-  Do not share tools such as paper, pencils, calculators, and erasers.
-  Do not share personal protection equipment (PPE).

- ✚ Sanitize reusable PPE per manufacturer's recommendation prior to each use.
- ✚ Ensure used PPE is disposed of properly.
- ✚ Utilize disposable gloves where appropriate and wash hands after removing gloves.
- ✚ Disinfect reusable supplies and equipment.
- ✚ Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, etc. Instruct workers responsible for trash removal in proper PPE/hand washing practices.
- ✚ Provide routine environmental cleaning (doorknobs, keyboards, counters, and other surfaces).
- ✚ Do not use a common water cooler. All employees and students must bring their individual water bottles.
- ✚ Utilize disposable hand towels and no-touch trash receptacles.