

COVID-19 Preparedness Plan

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All guidance and policies are subject to change as conditions warrant.

Work from home

- **Those who are able are encouraged to work from home**
 - Consult your supervisor to determine the most appropriate work schedule to conduct your duties

Work on site

- **Those unable to work from home may work on-site**
 - Those unable to work from home may work on-site so long as this complies with appropriate regulations.
 - Any staff member working on site:
 - **Must be healthy:** An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction. The employee should contact their health care provider. See also <https://mn.gov/covid19/for-minnesotans/if-sick/> for resources.
 - **Will participate in a health screening**
 - Effective May 11, 2020, all employees reporting to work on-site at Summit Academy **must respond to a health screening questionnaire**

prior to arrival on campus. Staff may have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Staff may fill out the survey on the company intranet.

- Time spent waiting for the health screening should be recorded as time worked for nonexempt employees
- If an employee answers yes to any of these questions, they should not come to campus. If they do arrive on campus, they will be isolated and sent home.
 - Any worker who can leave immediately via their automobile will be directed to do so. Employees who were dropped off will be expected to either wait in their own private office or to wait in the nursing/lactation room until either their rides arrive or arrangements can be made to transport them home.
- An employee sent home can return to work when:
 - He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
 - At least ten (10) days have passed since the symptoms began.
- An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.
- While working on-site, employees are to
 - Wear face-masks over the nose and mouth while in the building to prevent spread
 - Maintain appropriate social distancing at all times
 - Refrain from handshakes or any type of contact
 - Avoid sharing workstations, equipment, or other tools
 - Hold meetings using remote platforms as able
 - If necessary, conduct meetings in conference rooms or in offices that are large enough to permit appropriate spacing
 - Keep their work stations clean and sanitized. See facilities staff for cleaning supplies.

Access

- Access will be limited to the two main entrances of the 935 and the 1017 building. The construction yard gates are to remain locked.
- All employees are to let their supervisor know if they plan to be on campus. All supervisors will email Vaughn no later than 9am daily about who will be in the building each day.

Face-masks

- All staff, students, guests, and visitors are required to wear masks over their nose and mouth while in the building to prevent the spread of disease.

Social distancing

- All staff, students, guests, and visitors are asked to maintain appropriate social distancing.
- Summit will use floor decals and stanchions in appropriate spaces to mark distances.

- Classrooms, labs, and other training spaces will be limited to an occupancy number which can accommodate social distancing.

Cleaning and disinfection

- The SAOIC spaces will be cleaned and disinfected at least once daily.
- Approved supplies will be stocked by maintenance and distributed to offices and classrooms throughout the building. This will allow for additional spot cleaning to be conducted by instructors and other staff as appropriate.
- Computer and equipment stations will be thoroughly cleaned and disinfected between each use.

Dining Services

- Dining services will serve a limited selection of pre-packaged items.
 - Please note that staff and / or students must meet and pick up any food deliveries in the parking lot. Food delivery should not be dropped off at the front desk.

Students

- Students must be healthy to participate in training. Students will be screened. Unhealthy students and those exhibiting symptoms will be asked to leave campus and isolated until they are able to do so.
- All students will practice social distance in classrooms, labs, and other training and common spaces on the SAOIC campus.
- Students are required to wear masks over their nose and mouth in the building at all times.
- Academic Programs will set and enforce appropriate health and safety standards.

Visitors, guests, food delivery, and appointments

- **Considerations**
 - Please keep meetings with others to essential business only
 - Please use remote platforms as able, such as RingCentral
 - If necessary, use only conference rooms or offices that permit appropriate spacing for all parties
- **Employee responsibilities**
 - Communicate with guest, visitor, deliveries, and appointments prior to their arrival that they
 - Are required to wear a face-covering while in SAOIC buildings.
 - Must be healthy. A visitor, guest, or other appointment who experiences fever and/or respiratory symptoms while home should not come to Summit Academy OIC.
 - Should call upon arrival and before entering the front lobby so that they may be met and escorted by the employee. This is to reduce congestion in the lobby and reduce contact with the receptionist.
 - Please note that staff must meet and pick up food deliveries in the parking lot. Food delivery should not be dropped off at the front desk.

Updates to Employee PTO and FMLA policies

- **Please consult the Employee Handbook for PTO and FMLA policies**
- **COVID-19 amendments to Employee policies: negative PTO balance**
 - See Temporary PTO Guidelines for Summit Academy, 19 March 2020
 - Once PTO is exhausted and an employee lacks sufficient PTO to cover time away due to COVID-19 circumstances, an employee may be allowed to use PTO in advance of earning it, up to 80 hours, regardless of that person's length of service with Summit Academy. The employee would then replenish their PTO Bank as future months' earnings accrue to their account and once all 80 hours are replenished, they would then return to positive territory and would follow normal PTO policy thereafter. If an employee that uses PTO in advance leaves the organization before replenishing all hours, the remaining balance will be adjusted in their final pay.
- **No other amendments have been approved at this time**

Communication

- Summit has hosted Health and Safety presentations for all staff during the week of 4 May
- Summit has also held multiple Town Hall meetings for all staff to hear concerns and relay information.
- The CAO and Director of HR have provided guidance to all staff via email.
- Signs and posters will be placed throughout the campus and displayed on screens in campus common areas.
- Updates will be shared with staff, students, guests, and visitors as necessary using the most appropriate means for that communication.

Management and supervision

- The Chief Administrative Officer (CAO) and the Director of HR will conduct necessary oversight to ensure implementation of these steps.



Leroy West, Vice President and Chief Administrative Officer