



AGBU MANOOGIAN-DEMIRDJIAN SCHOOL

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Coronavirus (COVID-19) Return-to-Work Policy Guidelines

This policy is for employees of AGBU Manooagian-Demirdjian School (“AGBD MDS” or “school”) and is intended to reinforce guidelines already in effect. AGBU MDS and its employees are expected to comply with applicable city, county, and state orders, which may be modified or amended as circumstances surrounding the pandemic change.

Purpose of Policy

This COVID-19 Return-to-Work Policy (the “Policy”) describes the measures that AGBU MDS is actively taking to mitigate the spread of COVID-19. Everyone at AGBU MDS is expected to diligently follow these guidelines to help sustain a healthy and safe workplace. We all must respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data in a confidential and sensitive matter.

AGBU MDS has a COVID-19 Compliance Team. Vanessa Aguilera, Health, Safety, and Security Director (the “HSS Director”), is the person to direct questions or concerns relating to this policy. AGBU MDS reserves the right to update and change its policies at any time, including but not limited to when there are changes in any applicable laws, regulations, or orders. AGBU MDS also reserves the right to keep or implement more stringent safety guidelines and procedures than those required by law.

Scope

This Policy applies to all employees (and will be extended to students, families, and visitors). It is enacted to protect the health and wellbeing of everyone in the school in light of the COVID-19 pandemic. Because health and safety are our utmost priority, failure to adhere to this Policy and/or other related reasonable directives given by AGBU MDS related to COVID-19 will not be tolerated.

Key-Terms

Case: an individual who has a positive COVID-19 test.

Close Contact: When an individual is within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

Fully Vaccinated: It’s been ≥ 2 weeks after receiving the second dose in a 2-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of one dose of a single-dose COVID-19 vaccine.

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Policy Guidelines

Below are the required actions of those entering the school must undertake to help protect themselves, co-workers, students, families, and visitors from potential COVID-19 exposure.

I. Employee Health

AGBU MDS reserves the right to require all persons entering the school, including partners, employees, and visitors, to respond to a Health Screening related to COVID-19 symptoms or exposures before they may enter campus. Therefore, all employees are required to fill out a Daily Health Screening using the **Titan HST app**, which includes a daily temperature recording before coming to work. Upon arrival, employees will show their proof of completing the Daily Health Screening to the School Guard or any other designated school personnel. Anyone who responds “Yes” to any of the health survey questions will either be further interviewed or they will not be admitted to work. Likewise, if an employee registers a higher than average temperature but below the 100.4-degree cutoff, they will be monitored throughout the day.

AGBU MDS will protect employees’ privacy as required by law. If an employee’s temperature is at or above 100.4° Fahrenheit or 38° Celsius, they will not be permitted to come to school.

The following list of symptoms will be screened for in the Daily Health Screening:

- Cough
 - Shortness of breath or difficulty breathing
 - Fever (at or above 100.4° Fahrenheit or 38° Celsius)
 - Chills
 - Congestion or runny nose
 - Muscle pain or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Gastrointestinal symptoms, such as nausea, vomiting, or diarrhea
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- Any employees exhibiting symptoms of sickness will be dismissed from campus immediately.
 - Any possible exposure to COVID-19 must be reported immediately to your direct supervisor and the HSS Director.
 - If an employee begins showing symptoms of COVID-19 while at school, they must immediately report it to their direct supervisor AND provide a list of employees and/or students that would be considered “close contacts.”

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- AGBU MDS reserves the right to request that employees get tested for COVID-19 if permitted by law. Employees who test positive for COVID-19, have symptoms of COVID-19, or live with someone who tests positive for or has symptoms of COVID-19 may be required to self-isolate in keeping with the Centers for Disease Control and Prevention (CDC) guidelines before they will be permitted to return to the school. AGBU MDS will protect employees' privacy as required by law.
- AGBU MDS has implemented mandatory thermal temperature readings for all persons entering the school, including partners, employees, and visitors. Pursuant to the Instructions, if the scan shows a temperature at or above [100.4° Fahrenheit or 38° Celsius], you will be denied entry to the school. AGBU MDS will protect employees' privacy as required by law.
- AGBU MDS reserves the right to require all persons entering the school, including partners, employees, and visitors, to respond to a health survey related to COVID-19 symptoms or exposure before they can enter. Therefore, all employees are required to fill out a Health Screening each day prior to coming to work.

II. General Hygiene Rules

- Six feet of distance from other persons is an industry-standard and should be maintained whenever feasible.
- Hands must be washed frequently, and always after using the restroom, before eating, and if you cough/sneeze into your hands, following the [20-second hand-washing rule](#).
- Coughing/sneezing into sleeves, preferably into elbows, is required. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly your eyes, nose, and mouth.

III. Safety Measures

- Personal Protection Equipment (PPE) will be provided and must be used.
 - All individuals entering the building are required to wear a face-covering at all times while in communal or open spaces in the school. Face coverings will be available in the main office, but employees may elect to bring their own. If non-disposable coverings are used, they need to be regularly washed and sanitized.
 - Gloves will be provided. When gloves are used, they should be safely removed by rolling them inside out and off the hand from the wrist down to the fingertips and should be safely and immediately disposed of in the trash. Employees should avoid removing gloves by pulling them off at the fingertips and should always wash their hands after removing gloves.
 - Hand sanitizer will be provided and set up throughout the school and classrooms.
- Desk objects, including headsets, mouses, keyboards, or any other things that are near the hands, mouth, or nose must not be shared. Everyone will be expected to clean their desks and workspaces with provided disinfectant wipes frequently.

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- Food, dishes, and utensils should not be shared. Employees should use disposable utensils and dishes, and each person is responsible for disposing of their own trash.
- Individual school doors should be kept open when possible to allow for a fresh exchange of air.
- Common areas, including kitchens, conference rooms, break areas, etc., are restricted to a limited number of people to allow adherence to social distancing protocols. The general rule is that if the 6-foot social distancing can not be maintained, then do not enter a room.
- Visits to classrooms and offices should be limited to necessary face-to-face meetings. Other methods of meetings should be practiced, i.e., telephone, video chat, etc.

IV. Cleaning Protocols

Routine cleaning will occur. This cleaning will include:

- Frequent and regular cleaning and disinfecting of the workplace and workspaces, including communal areas and surfaces, doorknobs, handles, copy machines and printers, conference room furniture, etc.
- Provision of disinfectant wipes to enable employees to clean spaces, devices, and equipment that they routinely touch.

V. Sick Leave Arrangements

- If you have any of the symptoms described above related to COVID-19, cold symptoms, or otherwise feel sick, please contact your immediate supervisor and Arpy Mankerian, Accounting Officer and Human Resources Representative (the “AO & HRR”) and request sick leave.
- If you have a positive COVID-19 diagnosis, you can return to the school *only after* you’ve fully recovered, with a doctor’s note confirming your recovery or confirming that you have followed the Los Angeles County Department of Public Health (LACDPH) [Isolation Instructions](#).
 - The LACDPH states that a person with COVID-19 must stay home until:
 - At least ten days* have passed since your symptoms first started, and
 - You have had no fever for at least 24 hours (without the use of medicine that reduces fevers), and
 - Your symptoms have improved.

*If you have a weak immune system, you might need to stay home for longer than ten days. Talk to your doctor. If you never had any symptoms, you must stay home for ten days after the positive COVID-19 test was taken. But If you develop symptoms, you need to follow the instructions above.

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- If you feel sick, please immediately notify your direct supervisor and Arpy Mankerian. You may use any accrued sick leave and/or vacation time and may be eligible for additional paid leave pursuant to the Families First Coronavirus Response Act (“FFCRA”).
- FFCRA Paid Sick Leave and Expanded Family and Medical Leave:
 - Employees may qualify for leave under FFCRA, which provides paid sick leave if the employee is unable to work, including unable to telework, because of one of the following reasons:
 1. The employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19 (other than a broad shelter-in-place order impacting the employee’s worksite);
 2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
 3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 5. The employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
 - Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
 - Intermittent leave may be available under the FFCRA if you need to care for a family member or child.
 - Please contact Arpy Mankerian if you think you may qualify or have other questions about leave under the FFCRA.
- If you’ve been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please immediately notify your direct supervisor and Arpy Mankerian and request sick leave. You will also be asked not to come into physical contact with any colleagues or household members during this time.
- If you’re a parent and you have to stay at home with your children, and you do not want to take or are not eligible for paid leave under the FFCRA, you may request to use any accrued paid time

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off or to take unpaid leave. Follow up with the AO & HRR to make arrangements and set expectations.

- If you need to provide care to a family member infected by COVID-19, and you do not want to take or are not eligible for paid leave under the FFCRA, you may request to use any accrued paid time off or to take unpaid leave. If you need to provide care to a family member infected by COVID-19, you will only be permitted to return to the school ten calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you do not have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
- If you believe you may be a "high risk," please meet with Arpy Mankerian to discuss. The CDC has information regarding [High-Risk Individuals](#).
- For each of the situations described here, see Section VII below regarding the Interactive Process.

VI. Travelling/Commuting

- In-person meetings with outside parties should be done virtually where possible.
- If you usually commute to the school by public transportation and do not have other alternatives, please use PPE. Please also use hand sanitizer or wash your hands as soon as you are off the transit system, out of the shared vehicle, and when you arrive at your destination. Other means of transportation include carpooling, biking, driving, or walking.
- If you have recently traveled, including in areas with a high number of COVID-19 cases (based on [current CDC guidance](#)), we reserve the right to ask you not to come to the school for ten calendar days, either unpaid or take PTO, and return to the school only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time. We also have the right to ask about potential travel to countries considered by the Centers for Disease Control and Prevention to be high-risk areas for exposure to the coronavirus.

VII. No Retaliation and Interactive Process

AGBU MDS will engage in the interactive process in good faith and will not retaliate against any employee who inquires about his or her rights with respect to safety and/or accommodation of any disability or medical condition. If you think you may require a reasonable accommodation related to any of the requirements of this Policy, please contact the HSS Director.

Employees may report to the School Principal and/or the HSS Director violations of AGBU MDS's COVID-19 safety guidelines and procedures or that a colleague is exhibiting signs of illness or symptoms of COVID-19 without fear of retaliation.

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EMPLOYEE ACKNOWLEDGEMENT

I have read and understood the 2021-2022 Coronavirus (COVID-19) Return-to-Work Policy Guidelines. I further agree that I will comply with these policies and will report any safety concerns or violations which I observe or of which I become aware without fear of retaliation. I understand that I can engage in a confidential interactive process at any time regarding requests for leave and/or for the accommodation of any medical condition I may have. Each time I come to the school, I represent that I am not aware of having any symptoms of COVID-19 as described above, I have not had a fever for at least 24 hours (without the use of medication), and I have not been diagnosed with COVID-19 within ten days of coming to the school. I understand that a knowing violation of any of the provisions of this policy may be subject to disciplinary action up to and including termination.

Name (Printed): _____

Signature: _____

Date: _____

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