

Milestones Day School (effective 7/6/20)
COVID-19 WORKPLACE SAFETY STANDARDS POLICY¹

Introduction

This COVID-19 Workplace Safety Standards Policy (the “Policy”) is intended to provide guidance to employees of the steps Milestones (the “School”) has taken to implement these workplace safety standards and what is expected of employees when returning to the workplace. These workplace safety standards are categorized into four categories: **Social Distancing; Hygiene Protocols; Staffing and Operations; and Cleaning and Disinfecting**. The Policy is subject to change or modifications at the School’s discretion, consistent with or as may be required by, pandemic-related laws or guidance.

If you have any questions or concerns regarding the Policy, please contact Kim Rockers - CEO and/or a member of our COVID-19 response task force.

Phased Reopening:

To promote an orderly and safe return to the school, Milestones has decided to gradually reopen the school in phases. The duration and timing of these phases will depend primarily on public health and DESE/state-level guidance. The phases thus far are as follows: This summer, beginning July 20, 2020 we are beginning onsite hybrid programming at a restricted capacity. During phase 1 this summer, most staff are assigned to work at Milestones one day per week effective July 20th, with certain roles being assigned more often. Students whose families have consented for onsite instruction will each be assigned to one day per week of onsite programming. Phase 2 will begin after Labor Day, 2020 based on the release of forthcoming State-level reopening guidance later this summer, and these plans will be updated once confirmed.

Social Distancing

Six Feet Apart: All persons, including employees, students, and vendors, must remain at least six feet apart to the greatest extent possible, both inside and outside the workplace. The School has spaced desks at least 6 feet apart, has repositioned desks where applicable so all desks face the same direction, and has developed protocols to maintain social distancing when students are entering and exiting the building and moving through the School to the extent practicable. Further, we have taken additional steps to ensure social distancing and minimize the sharing of equipment, etc such as reduced maximum occupancy at Milestones during Phase 1,² reconfiguration of certain spaces, directional hallways, closure or configuration of common

¹ In addition to the areas where specifically noted in the footnotes, you should refer to Massachusetts [industry-specific standards and best practices](#) when developing a COVID-19 Workplace Safety Standards Policy. Consult with your local town or city to determine whether it has additional reopening requirements.

² Businesses shall limit occupancy within their office space to no more than 50% of either (i) the maximum occupancy specified in their certificate of occupancy/permit/or per state building code, or (ii) in the business’s typical occupancy as of 3/1/20. COVID-19 Essential Businesses as of 5/18/20 have until 7/1/20 to comply.

spaces where workers congregate (classrooms, break rooms, eating or kitchen areas, cafeterias), limit in person meeting sizes/utilizing continued virtual forums, cohort work schedules, and verifying ventilation maintenance with our building management company³ to ensure employees have the ability to practice adequate social distancing. Further, to ensure social distancing, employees should avoid overcrowding in any work area, confined space, or elevator⁴. In compliance with applicable guidance from the DESE, class sizes are not permitted to exceed 10 students (although at Milestones our approved maximum group size for students is 9) and 2 adults per class and, where feasible, individual groups of students will be assigned to one teacher, with limited mixing with other students or staff. There should be no more than 12 individuals in a classroom at once.

Circumstances Where Social Distancing is Not Possible: Given the work performed by the School and the population served, there may be instances where maintaining social distance is not possible in order to provide services to students. In situations where employees must provide hands-on assistance, such as physical prompting, helping students sit at a desk, manipulating academic materials etc., employees must wear appropriate protective equipment based on the activity and risk level, which will be provided by the School. Further, in such situations, employees should wear long hair up or tied back. If an employee has any questions about protective equipment or circumstances where social distancing is not possible, they should contact Lyn Ross (School Nurse) or the onsite Assigned Director on Duty.

Enrollment and Capacity: Based on the final summer guidance by DESE schools must limit enrollment to less than 50% of the School's capacity (i.e., note Phase 1 at Milestones is scheduled to be limited within 25% as that was the initial restriction established by DESE in June, 2020) and will limit class sizes to no more than 10 students and 12 people total in a classroom. Employees are expected to assist the School in adhering to the class size limitations throughout the school day.

Toileting Protocols: Milestones does not toilet/diaper students. However, if a student has an accident resulting in secretions or bodily fluids in the students' clothing, an employee must bring the student to the nurse's office, and we will ask the student to change their clothing, and the soiled will be bagged and sent to the appropriate home.

Physical Intervention and Restraint Protocols: Prior to any physical intervention or restraint, where possible, employees should put on disposable gloves, disposable masks or face coverings, face shields, and, to the extent available, long sleeves. Only employees required for safely restraining a student should be involved; one additional employee should monitor and address protective equipment needs for those employees who are involved in the restraint. After a physical restraint, the employee should remove and dispose of and/or clean protective equipment immediately by placing the equipment in the trash or cleaning the equipment based on the employee's training. Staff who may be involved in a restraint should have a change of clothes available onsite. Employees should immediately wash their hands

³ Refer to industry-specific guidance to assess what specific actions should be taken.

⁴ Refer to industry-specific guidance to assess what specific actions should be taken.

with soap and water for at least 20 seconds after the restraint is over.

Breakfast and Lunch: Until further notice, breakfast, snacks (if applicable) and lunch will be held in individual classrooms. Social distancing protocols must continue to be followed during breakfast and lunch. Students will not be permitted to use the same serving or eating utensils and will not be able to share cups.

Visitor Policy: According to mandated guidance by the Department of Elementary and Secondary Education, visitors are not permitted at school this summer. Per Massachusetts regulations, visitors on Milestones Day School's premises must only be limited to and consistent with business, educational or medical needs/emergencies. In such occurrences, individuals must follow safety guidelines including, but not limited to, keeping a 6-foot distance, sanitizing upon entry and exiting of our building, and wearing a mask at all times.

Families of existing students may not enter the building and should use the bus line for dropping off or picking up students. All meetings with outside providers, families, or affiliates (e.g., IEP meetings) shall be held virtually until further notice. Optional visitors are not permitted onsite (e.g., alumnae, family members etc.). All consultants shall conduct virtual program oversight until further notice.

The only permissible exceptions to this rule include:

- Emergency personnel that must enter the building (e.g., fire, medical, or behavioral)
- Building maintenance, should an emergency occur (e.g., air conditioning breaks)
- Deliveries that must be signed for (the delivery person shall stay in the lobby only)
- Families of new students may drop off their child in Milestones' lobby on the student's first day but must join the bus line for dismissal.
- On Fridays only or after school hours on Mondays-Thursdays but prior to the evening cleaning, our Head of Admissions may invite potential students (accompanied by relevant people such as their parents, districts, or advocates) for an intake and to tour our facility. These reflect times when onsite school is not scheduled to be in session.

If applicable, necessary individuals would be restricted to areas of the school that are consistent with the purpose of their visit. Any visitor allowed at Milestones Day School would be required to complete the school's visitor's attestation form related to COVID-19 exposure and symptoms.

Postings: The School has developed a COVID-19 Control Plan outlining how its workplace will prevent/slow the spread of COVID-19, which is posted at the front door lobby entrance of Milestones and at the students' bus door entrance. Additionally, the School will display posters describing general rules for maintaining social distancing, hygiene protocols, and cleaning and disinfecting throughout the workspace. We also have a template of staffing operations protocols and guidelines that all staff have been trained on available in Google Drive and related human resources posters (FFCRA etc) are available in the staff kitchen.

Supplies to Prevent Spread: The School is providing the following equipment and/or

supplies to prevent the spread of COVID-19 in the workplace:

- **Hand Sanitizer**
- **Cleaning Supplies**
- **Tissues/paper towels**

In addition, trash receptacles will be emptied on a regular basis.

Face coverings: All individuals, including employees, students, visitors, and vendors, are required to wear face coverings while in the School or performing work on behalf of the School, except where wearing a face covering is unsafe due to a medical condition, disability impact, other health or safety consideration, or reason permissible under state guidance applicable to schools. Students who are unable to wear face coverings due to medical condition, disability, or other health or safety consideration may wear face shields where it would not otherwise be unsafe to do so due to a medical condition, disability impact, or other health or safety consideration.

If an employee is unable to wear a face covering due to a medical condition or disability, they must contact Heather Miller-Human Resources to discuss a reasonable accommodation before returning to work. Employees should also assist students in maintaining the use of face coverings where appropriate.

Employees are reminded that, in order to protect their family members, close contacts and Milestones colleagues and students, whenever they are in public, both in and out of the workplace, the Governor’s Safer-at-Home Advisory states that “all residents of Massachusetts are REQUIRED to cover their face when they cannot maintain six feet of social distance in public.”

[Milestones will have available 1 disposable mask per day for all employees when they are assigned onsite. If employees choose to use your own cloth face covering, you are responsible for washing your own face covering prior to each assigned onsite day to ensure cleanliness. Lyn Ross- School Nurse will have available disposal face coverings at the morning arrival check-in when employees turn in your self-assessment form.]

Per guidance from the Center for Disease Control and Prevention (“CDC”),⁵ employees should wear face coverings properly by putting the face covering over their nose and mouth and securing it under their chin so that it fits snugly against the sides of the face, while making sure they can still breathe properly. Employees should not put the face covering around their neck or up on their forehead. After touching the face covering, employees should always clean their hands as described under the Hygiene Protocols.

Employees should also remove face covering carefully, while away from others, by untying the strings behind their head or stretching the ear loops, folding outside corners together, and storing them in a place away from others in the workplace. Employees should wash their face covering by placing it in their washing machine as soon as possible. Employees should

⁵ See the Training Materials in the Appendix, which includes a copy of the [CDC poster](#) regarding proper wearing of face coverings.

always wash their hands with soap and water after handling their face covering.

Hygiene Protocols

According to the CDC, COVID-19 is believed to spread from person to person, and the following measures are critical to prevent the spread of the virus:

Hand washing and sanitizing: Employees will be required to wash their hands with soap and water for at least 20 seconds upon arrival to the school in the morning. Students will be required to wash their hands or sanitize their hands upon arrival to school in the morning. Employees and students should wash their hands frequently throughout the day after coming into contact with any shared surface throughout the School, after having physical contact with any student or bodily fluid, before and after taking off face coverings, as well as before and after breaks and meals, and before dismissal. The School has hand washing stations available in the upstairs and downstairs bathrooms, kitchen areas, PHS lounge, and certain classrooms. Faucets have been replaced to be contactless. The School will provide soap and paper towels at each hand washing station.

The School will endeavor to make disinfectant and other cleaning products available to employees and will ensure that high touch areas, such as workstations, equipment, doorknobs, etc., are cleaned or disinfected regularly.

Before and after using a shared surface or equipment, such as a computer, conference table, lunch table, and applicable equipment employees are expected to wipe down the surface and/or equipment with a disinfectant wipe or other available cleaning product. Please see the separate cleaning policy that has been provided by Milestones' task force for comprehensive information.

Additionally, you must:

- Cover coughs and sneezes with your forearm and elbow; do not use your hands.
- Do not touch your face, eyes, nose, and mouth with unwashed hands. If you do, wash your hands immediately.
- Do not shake hands or even fist or elbow bump. Create new contact-free polite ways to greet others.

Protective Equipment: Employees will be provided protective equipment appropriate for their particular role based on recommendations from the Department of Elementary and Secondary Education. Depending on the circumstances, protective equipment may include KN95 and/or N95 Respirators, Face Shields, Disposable Gowns, Disposable Gloves, Other Body Coverings, Cloth Face Coverings, and/or Disposable Masks.

Staffing and Operations

Screening of Symptoms of COVID-19: The CDC has identified the following as symptoms

of COVID-19⁶: cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or greater, chills, muscle pain, fatigue, headache, nausea or vomiting, diarrhea, congestion or runny nose, sore throat, and new loss of taste or smell. If an employee is suffering from any of these symptoms, **they must not under any circumstances enter the workplace** and should contact Lyn Ross- School Nurse immediately for further guidance. Employees are required to self-identify and inform the School if experiencing symptoms.

The School will implement screening to attempt to prevent the spread of the virus. The current screening process requires that employees conduct daily self-screenings and self-certify prior to entering the workplace on all assigned onsite days, including temperature and symptom checks. Self-screening forms (see appendix A) will be collected each day by Lyn Ross- School Nurse at a check-in table inside the administrative lobby entrance.

Daily Self-Screening and Temperature-Taking Requirements: Prior to starting their workday, each employee will take their temperature prior to coming to work and complete a self-certification form provided by Milestones indicating that the staff member:

- Must not have experienced any of the symptoms of COVID-19 identified by the CDC.
- Must not have had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for at least 10 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Must not have been asked to self-isolate or quarantine by their doctor or a local public health official.
- Employees exhibiting symptoms or unable to self-certify must notify Lyn Ross-School Nurse immediately regarding next steps.

Employees who begin to exhibit symptoms of COVID-19 while at School should immediately isolate themselves from other employees and students and inform Lyn Ross-School Nurse and the Director on Duty. The employee will be asked to leave the school. Employees who are sent home must not use public transportation. The School will work with you to arrange alternative transportation, such as from a family member, as needed. Employees sent home are also advised to contact their healthcare provider immediately for medical assistance. Employees who are sent home may be required to self-quarantine and are required to cooperate in any School contact tracing efforts.

Additional Employment: If an employee has another job outside of the School, they should notify human resources of the nature of that position to help identify any issues with potential exposure to COVID-19 and to enable improved contact-tracing efforts.

Students who begin to exhibit symptoms of COVID-19 while at School should be

⁶ See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

separated from other students immediately and brought to the COVID-19 Medical Waiting Room located in the isolation office next to the Admin area until the student is able to be transported home. Staff should actively visually monitor students for symptoms throughout the day and must also notify Lyn Ross- School Nurse.

Report of Positive Test of COVID-19: Employees who test positive for COVID-19 must notify the School so that the School can take the appropriate measures to clean and disinfect the workplace and engage in contact tracing, especially with regard to student safety. If notified of an employee's positive COVID-19 test, the School, in accordance with statewide standards for reopening, will notify the local Board of Health and work with the local Board of Health to trace likely contacts in the workplace and advise workers, where appropriate, to isolate and self-quarantine.

Report of Close Contact with COVID-19: If an employee has come in close contact (within 6 feet for 10 -15 minutes) with someone who has a suspected or confirmed case of COVID-19, they must ⁷ notify the School immediately and may be asked to seek further medical attention and/or advice before being permitted to return to work.⁸

Leave Policy: An employee who must stay home from work due to COVID-19 may use their accrued PTO/sick/vacation or Families First Coronavirus Response Act ("FFCRA") Emergency Paid Sick Leave, as applicable. Employees who have questions about their leave options or need application forms should contact Heather Miller-Human Resources.

Shipping and Delivery: All shipping and delivery will occur only in designated areas and the School will post appropriate signage stating that mail should be left outside of the 2nd floor door in designated mail bins unless items require signatures from an administrative assistant. If a signature is required, the mail carrier must be wearing a face mask.

School Contact Log: To facilitate contact tracing, a log will be maintained of everyone who enters the workplace, no matter how short in duration their visit may be. The log process includes that administrative team members (Brittany Asselin and Diane Smith) are provided in advance a list of all staff and students who are scheduled to be onsite on a given day. Students and employees' onsite attendance will be monitored daily. Diane and Brittany will track whether any assigned students or staff are not onsite. Visitors will not generally be permitted during Phase 1- See aforementioned Visitor Policy. However, a log of all visitors, including those doing material drop offs, will be kept in the admin area and maintained by Diane and Brittany. If any employees admit another person to the worksite, including temporary visitors, e.g., those doing material drop-offs, you must log that individual's name, company/affiliation and cell phone number.

⁷ The [Massachusetts Phase II Office Space Protocol Summary](#) (the "Summary") states that "workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer" and describes this as a "recommended best practice for employers. See the Appendix for the [Key Documents for Reopening Office Spaces](#)."

⁸ [CDC Guidance](#) suggests self-quarantine for 14 days in these instances. The CDC recognizes that there is a disparity in the potential time of self-quarantine for an employee who comes into contact with someone with COVID-19 and someone actually diagnosed with COVID-19.

Contact Tracing: If notified of an employee’s positive COVID-19 test, Milestones, in accordance with statewide standards for reopening, will notify the Waltham Board of Health: 781-314-3305 and the COVID-19 Community Tracing Collaborative (the “MA COVID Team”) will work with them to trace likely contacts in the school.⁹ Please note that you may be contacted directly by the MA COVID Team, at a phone number beginning with 833 or 857 between 8 a.m. and 9 p.m.¹⁰ Employers have also been requested to notify the Occupational Safety and Health Administration (OSHA) if an employee tests positive.

The School will maintain the COVID-19 positive employee’s confidentiality, to the extent practicable, and use the information strictly to trace likely contacts in the workplace and advise workers, where appropriate, to isolate and self-quarantine.

The School¹¹ requires your cooperation in contact tracing to identify any employee, student vendor, or other individual in the workplace who you were in close contact (within 6 feet for 10 - 15 minutes) within at least 48 hours prior to the onset of symptoms. The School will contact those individuals without using your name to notify them of their potential exposure to the virus so that they may take appropriate precautions.

If you have non-emergency questions related to COVID-19 you may call 2-1-1. You may also sign up for text message alerts related to COVID-19 by texting COVIDMA to 888-777. You may also contact the Massachusetts Department of Public Health by calling 617-624-6000; TTY/TDD, 617-624-6001.

Individuals Particularly Vulnerable to COVID-19: Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g. due to age or underlying conditions) are eligible to work from home, to the extent practicable and based on consultation with their supervisor and Human Resources. Employees may review the CDC’s guidance to determine whether they may be considered vulnerable to COVID-19.¹² Employees, in collaboration with their healthcare providers, should use their best judgment to determine whether they may be particularly vulnerable to COVID-19 and contact Heather Miller- Human Resources to discuss a potential reasonable accommodation contingent on medical documentation, where applicable.

See Something Say Something: The School encourages you to speak up if you see something that concerns you in the workplace; for example, if you are concerned that an individual, including a student, may be showing symptoms of COVID-19, or is not

⁹ [EEOC Technical Assistance Q & A B.3 related to COVID-19](#) advises that an employer may disclose the name of COVID-19 positive employee to a public health agency. However, the Americans with Disabilities Act requires that employers keep employees’ health-related information confidential; therefore, you should not divulge a COVID-19 positive employee’s name to others in the workplace when informing them of potential exposure to the virus. Student names should also be kept confidential.

¹⁰ See <https://www.mass.gov/info-details/learn-about-the-community-tracing-collaborative>.

¹¹ See n. 9 above.

¹² See CDC Guidance, [People Who Are at Higher Risk for Severe Illness of COVID-19](#).

maintaining social distance, you are encouraged to speak to Heather Miller- Human Resources if you are concerned about a staff member or Kirsten Esposito- Principal if you are concerned about a student. There will be no retaliation against you for speaking to anyone at the School about your health, including your potential exposure to COVID-19, or about any other health or safety concerns you may have.¹³

Mental Health Resources: Living through a pandemic has placed new and different types of stress on us all. Consider reaching out for help to those in your community or mental health network to help manage stress. Employees are encouraged to utilize the School’s EAP for support, and you may consider additional mental health resources that have been shared by our Milestones task force. In addition, the Massachusetts Department of Public Health has provided a website for Maintaining Emotional Health and Well-Being During the COVID-19 Outbreak which provides resources and tips to support emotional health, mental health, and well-being during the COVID- 19 outbreak.¹⁴

Training: The School will provide training to employees on proper social distancing and hygiene protocols in the workplace as well as measures employees should take to reduce disease transmission including but not limited to:

- The proper use of face coverings;
- Self-screening at home, including temperature or symptom checks;
- The importance of not coming to work if ill;
- When to seek medical attention if symptoms become severe; and,
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus.

Where appropriate, employees will also be trained on the safe and effective use of protective equipment. Milestones is providing staff and student training in all required areas by DESE prior to reopening and have provided additional trainings that have been recommended by Maaps, the Department of Public Health, and legal counsel.

Return to Workplace

The School has established the “return to workplace” plan below for employees who are required to stay at home, or leave work, for the COVID-19 related reasons set forth above and who become eligible to return to the workplace. The School will communicate the “return to work” plan to the individual employee, if and when applicable.

The School will generally adhere to the following “return to work” standards in accordance

¹³ It is important to be proactive in addressing employee safety concerns. The Massachusetts Attorney General recently posted a complaint form for employees to complete regarding alleged unsafe work conditions. <https://www.mass.gov/forms/report-unsafe-working-conditions-during-covid-19>. In addition, the Occupational Safety and Health Administration (“OSHA”) has recently issued revised enforcement guidance advising that COVID-19 is a potentially reportable workplace illness. See <https://aboutblaw.com/QVV>.

¹⁴ See <https://www.mass.gov/resource/maintaining-emotional-health-well-being-during-the-covid-19-outbreak>.

with the CDC's guidance;¹⁵ however, these standards may be changed at the School's discretion.

Employee Who Tested COVID-19 Positive—with Symptoms: An employee who tests positive for COVID-19 and has experienced COVID-19 symptoms will not be permitted to return to the workplace until they satisfy the criteria denoted by either the CDC's symptom-based or test-based strategy:

- *CDC's Symptoms-Based Strategy:*
 - At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed since symptoms first appeared; **and**
 - Received approval to return to work from Heather Miller- Human Resources which may include an approval to return to work by their healthcare provider.

- *CDC's Test-Based Strategy:*
 - Resolution of fever without the use of fever-reducing medications; **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens); **and**
 - Received approval to return to work from Heather Miller- Human Resources which may include an approval to return to work by their healthcare provider.

Employee Who Tested COVID-19 Positive—no Symptoms: An employee who tests positive for COVID-19 *and has not experienced any COVID-19 symptoms* will not be permitted to return to the workplace until they satisfy the criteria denoted by either the CDC's symptom-based or test-based strategy:

- *CDC's Symptoms-Based Strategy:*
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test *assuming they have not subsequently developed symptoms since their positive test*; **and**
 - Received approval to return to work from Heather Miller- Human Resources.

- *CDC's Test-Based Strategy:*
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens); **and**
 - Received approval to return to work from Heather Miller- Human Resources

¹⁵ See n. 10 above.

which may include an approval to return to work by their healthcare provider.

Employee Advised to Quarantine due to Exposure to COVID-19: An employee who has been advised to quarantine due to close contact (within 6 feet for 10 minutes) of a person with COVID-19 will not be permitted to return to the workplace until:

- The 15th day after their last exposure; *and*
- They have experienced no symptoms whatsoever of COVID-19; *and*
- Received approval to return to work from Heather Miller-Human Resources.

Employee Who has Come into Close Contact with a Confirmed Positive COVID-19 case:¹⁶ An employee who has come into close contact with a person who had a confirmed positive COVID-19 case at the time of the contact will not be permitted to return to the workplace until:

- They have received approval to return to work from Heather Miller- Human Resources which may include an approval to return to work by their healthcare provider.

Travel: Based on existing public health guidance, and Governor Baker’s updated travel advisory effective 7/1/20 the School is recommending restricting travel except within the 7 Northeastern states that do not apply to the 14 day self-quarantine instruction (i.e., Rhode Island, Connecticut, Vermont, Maine, New Hampshire, New York, and New Jersey are exempt).¹⁷ If employees are scheduled to travel outside of these approved areas, please notify Heather Miller-Human Resources.

Cleaning and Disinfecting

The School has engaged a third party to clean and disinfect the school building frequently and will keep cleaning logs that include the date, time, and scope of cleaning in addition to ongoing cleanings from our custodial staff. The School will endeavor to have classrooms, shared spaces, common surface areas and equipment disinfected on a regular basis. The School will regularly clean and disinfect high-touch surfaces, such as doorknobs and other areas applicable to the workspace that are reviewed in detail in the separate cleaning policy. Additionally, the School expects employees to adhere to cleaning and disinfecting steps outlined in the cleaning policy.

Acknowledgment Form

Employees must complete the accompanying acknowledgment form, to acknowledge receipt

¹⁶ [CDC Guidance](#) suggests self-quarantine for 14 days in these instances. The CDC recognizes that there is a disparity in the potential time of self-quarantine for an employee who comes into contact with someone with COVID-19 and someone actually diagnosed with COVID-19.

¹⁷ All travelers to Massachusetts are instructed to self-quarantine for 14 days except 7 northeastern states (travelers arriving and returning from Rhode Island, Connecticut, Vermont, Maine, New Hampshire, New York and New Jersey are exempt effective 7/1/20).

of this Policy. This Policy and the accompanying acknowledgment form are not contracts for employment. The implementation of the Policy and employee's signing of the acknowledgment form shall not impact employee's status as an at-will employee of the School.



Acknowledgment of Milestones' COVID-19 Workplace Safety Standards Policy

Dear Milestones Faculty,

As we re-open the school, we are committed to providing you with a clean and safe environment to work in.

When you arrive at the workplace, you will see we have posted our notice to employees and visitors that we have completed a COVID-19 Control Plan in accordance with the Massachusetts re-opening guidance. We assure employees and visitors we have taken steps to comply with the Massachusetts mandatory standards for workplaces, including:

- ✓ Our employees are wearing face coverings
- ✓ Social distance measures have been put in place
- ✓ We have developed thorough cleaning and disinfecting protocols
- ✓ We provide handwashing options
- ✓ We are regularly sanitizing high touch areas
- ✓ Our staff have been trained regarding social distancing and hygiene protocols

Below are updated expectations of all Milestones team members. Please review each one and, if you agree, please sign below. If you have questions, please contact your manager. We appreciate your assistance in keeping our Milestones community as healthy as possible!

1. I have received and carefully read Milestones' COVID-19 Workplace Safety Standards Policy (the "Policy"). (Full policy is available in the "Reentry Info COVID Summer 2020" resources folder for employees on Google Drive). I understand and acknowledge the inherent risks associated with the COVID-19 virus, and that the procedures described in the Policy are intended to mitigate the spread of the virus and to protect my health and safety, and the health and safety of my co-workers and their families. I further understand and agree that I must contact Kim Rockers- CEO or Heather Miller – Human Resources promptly if I have any questions or concerns about the Policy or its implementation.
2. I understand that the Policy is subject to change by the Milestones at any time and will likely be modified over time due to changing circumstances. I understand that it is my responsibility to promptly and carefully review any updated version of the Policy as soon as I become aware of one. I further understand that the School may require individuals to abide by different or additional standards when the School deems necessary for safety and/or business reasons.
3. I agree that, in accordance with the Policy, I will demonstrate respect for my safety and the safety of my colleagues and others in the workplace by implementing and abiding by the Policy, including but not limited to, the following measures:

Before Entering the Workplace:

- I will take my temperature each morning before entering the workplace;
- I will complete the workplace health screening questionnaire each morning before entering the school;

- I will not enter the school if I experience any of the following COVID-19 symptoms as defined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) or have been recently in close contact with another individual who has experienced fever (feeling feverish or a measured temperature of 100.4 degrees Fahrenheit), cough, shortness of breath or difficulty breathing, chills, muscle pain, diarrhea, nausea, vomiting, sore throat, or new loss of taste or smell.
- I will not enter the school, and will notify Lyn Ross- School nurse immediately upon learning that I:
 - Have tested positive or presumptively positive for COVID-19, or
 - Have been in close contact with a person who has tested positive for COVID-19, is being tested for COVID-19, or has COVID-19-like-symptoms
 - I agree that I will follow the Milestones' Return to Work Policy on when I will be permitted to return to the school building.

While in the School:

- I will practice social distancing to the extent practicable, maintaining a distance of at least six feet between myself and others;
- I will maintain a written log of the days and times that I was present at the school building;
- I will wear a face covering whenever I am in the presence of others and unable to social distance and in any other situation required by state and local health orders;
- If I begin to exhibit symptoms of COVID-19 while at school I will immediately isolate myself and inform the school nurse. Once home, I will contact my healthcare provider promptly for medical assistance. Employees who are sent home maybe required to self-quarantine and cooperate in any School contact tracing efforts.
- If I notice a potentially unsafe situation or behavior in the school, I agree that I will promptly inform Human Resources and/or my supervisor;
- I will abide by the handwashing hygiene, respiratory etiquette, workplace safety, and other hygiene measures in the Policy to minimize the spread of COVID-19.

At all times:

- I will communicate and cooperate with Human Resources/my supervisor/Milestones reentry task force to achieve workplace safety.
4. I understand and acknowledge that the [Commonwealth of Massachusetts Department of Public Health's "Safer-at-Home" Advisory](#), as well as [CDC Guidance](#) advises that those over the age of 65 and/or with certain underlying health conditions may be at greater risk of severe illnesses from COVID-19 and are eligible to work at home. I understand that if I fall into one of these higher risk categories I may contact Heather Miller- Human Resources to discuss options and possible accommodations.
 5. I understand and acknowledge the Commonwealth of Massachusetts Department of Public Health's [Safer-at-Home Advisory](#), the Commonwealth of Massachusetts [emergency orders](#), and the [Reopening Massachusetts guidance](#) ("Massachusetts Orders and Advisories") for mitigating the spread of COVID-19 advise that all residents leave home only for healthcare, worship and permitted work, shopping, and outdoor activities; require all residents to wear a cloth face covering (unless it is unsafe to do so due to a medical condition or disability); maintain physical distance and stay at least six feet from others; wash one's hands frequently

with soap and water for at least 20 seconds or using alcohol-based hand sanitizers with at least 60% alcohol; avoid touching one's face, eyes, nose, and mouth; clean and disinfect frequently touched surfaces; cover coughs and sneezes; throw out used tissues and wash one's hands; and avoid shaking hands, hugging, or touching when greeting another person.

6. I further acknowledge and understand that the Massachusetts Orders and Advisories for mitigating the spread of COVID-19 are an important part of protecting the workplace from COVID-19, and I agree that I will adhere to them to the extent possible.
7. I further understand that the Policy does not create a contract of employment, but rather my employment with the School is on an at-will basis. As such, I am free to resign at any time, and the School may terminate my employment at any time, for any reason at all, with or without notice.
8. I also understand that it is my responsibility to become familiar with the material contained in the Policy prior to entering the workplace and that a failure to abide by the Policy may result in discipline, up to and including, termination.
9. A copy of this document will be part of your personnel record.

I hereby acknowledge receipt of the Milestones' Reentry Policy provided by _____ on this _____ day of _____, 20__ .

Name of Employee

Dated: _____

Milestones Day School

COVID-19 WORKPLACE SAFETY TRAINING

In accordance with the Reopening Massachusetts Mandatory Safety Standards for Workplaces, employers must provide training to employees on proper social distancing and hygiene protocols in the School. The following outline and documents are intended to aid the School in training employees.

Social Distancing

- Social distancing means avoiding gatherings in large groups, avoiding physical contact with others, and maintaining at least six feet of physical separation between yourself and others.
- Social distancing should be observed wherever feasible and when doing so will not put you or others at risk.
- The School has taken measures to help maintain social distancing such as —change classroom configurations, placed markers in high traffic areas, separating workspaces and staggering work schedules, limited capacity in bathroom/conference room/break area, etc. to help employees maintain social distancing in the workplace.

Hygiene

- The CDC has emphasized that hand-washing is critical to preventing the spread of COVID-19. Employees should wash their hands with soap and water for a full 20 seconds when they arrive to the School and then frequently throughout the day.
- Employees should avoid touching their eyes, nose, and mouth and also cover their mouth with the inside of their arm when coughing or sneezing

Face Coverings

- Face coverings should be worn at all times such as in the general classrooms, hallway, common areas, offices and bathrooms (*exceptions: when taking a mask break outside with 6 or more feet apart from others to socially distance or if you are the only person onsite in one's personal office that day*) unless you have a medical condition that would make wearing a face covering dangerous, in which case you should speak with Heather Miller- Human Resources before returning to work.
- It is important to understand that face coverings are not considered PPE. Face coverings are not intended to protect you from contracting COVID-19, but rather they are intended to prevent you from potentially spreading COVID-19 to others.
- Face coverings should cover your nose and mouth and should fit snugly without restricting breathing.
- Face coverings should be machine washed and dried after use.
- You should avoid touching the front of your face mask and instead adjust, remove, and put on your face mask by touching the ties or ear straps only. Wash your hands after handling your face mask.

Other Protective Equipment: Milestones maintains other PPE for use, as indicated. Follow guidelines from staff training regarding the use of PPE. Should you have any questions, please contact Lyn Ross- School Nurse.

Self-Screening At Home, Coming to Work Sick, When to Seek Medical Care, and Underlying Conditions

- Symptoms of COVID-19 include coughing, shortness of breath or difficulty breathing, fever of 100.4 degrees or greater, chills, muscle pain, fatigue, headache, nausea or vomiting, diarrhea, congestion or runny nose, sore throat, and new loss of taste or smell.
- Employees are expected to self-screen for COVID-19 symptoms before coming to work.
- You should take your temperature each day before coming to work to check for a fever.
- Coming to work when you have COVID-19 symptoms puts you, other employees, and the general public at risk. Under no circumstances should you come to work if you are exhibiting any COVID-19 symptoms. If you feel like you may be experiencing COVID-19 symptoms, contact Lyn Ross- School Nurse for further information.
- The CDC recommends that if you have trouble breathing, persistent pain or pressure in your chest, new confusion, inability to wake or stay awake, or bluish lips or face, you seek medical attention immediately.
- You should also be aware that there are a number of underlying health conditions that could make someone more susceptible to contracting and suffering from a severe case of COVID-19. According to the CDC, people aged 65 or older, people with chronic lung disease or moderate to severe asthma, people with serious heart conditions, people who have a compromised immune system, people with severe obesity, people with diabetes, people with chronic kidney disease and undergoing dialysis, and people with liver disease are all at a higher risk of severe illness from COVID-19. If you feel that you are among the higher risk population, you may contact Heather Miller- Human Resources to discuss a potential reasonable accommodation.

Appendix A: Milestones Employee Attestation

Employees must sign written attestations daily regarding symptoms of COVID-19 or any household contacts with COVID-19. Employees must complete the attestation form each day. Employees who decline to complete the screening will not be permitted to enter the program and will have to use benefit time for the entire work day.

By signing the sheet, I attest to the following:

Today or in the past 24 hours, I have **not**, nor have any household members had, any of the following symptoms:

- Fever (temperature of 100.4 F or above), felt feverish, or had chills
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)
- Fatigue
- Headache
- New loss of smell/taste
- New muscle aches
- Any other signs of illness.

In the past 14 days, I have **not** had close contact with a person known to be infected with the novel coronavirus (COVID-19).

I have **not** taken any medicine to lower a fever.

Prior to coming to school, a self-screen was done at home checking for the following symptoms: fever, cough, sore throat, shortness of breath, gastrointestinal symptoms, fatigue, headache, new loss of taste/smell, muscle aches, and/or any other symptoms that feel like a cold.

Employee's Signature: _____

Date: _____