

[SCHOOL NAME]
HEALTH AND SAFETY POLICY

Policy

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, and in accordance with local government orders and guidance, it is the policy of [School] to require the following:

1. Face coverings

All persons, including employees, students, visitors, and contractors who enter the [School] premises must wear a face covering over their nose and mouth (such as a homemade mask, scarf, bandana, or handkerchief).

The requirement of face covering does **not** apply when:

- a. The person is alone in a separate single space, whether indoors or outdoors at the workplace not in proximity of other persons;
- b. The person is in the presence only of other members of the same household or residence, whether indoors or outdoors;
- c. Doing so poses a greater mental or physical health, safety, or security risk;
- d. The person is outdoors engaging in an allowed activity while alone, or with members of the same household or residence, or while maintaining a consistent separation of six feet or more from others and engaging in conduct authorized and as allowed by Governor's orders or not otherwise prohibited by local order;
- e. For purposes of eating and drinking; or
- f. Operational needs require a face covering be temporarily removed.

2. Social distancing protocols

Even with the use of appropriate face coverings, individuals should maintain six feet of social distancing whenever possible and shall follow TEA Guidelines or instructions as may be issued from time to time. Employees should not work within six (6) feet of one another, except to the extent necessary. Other mitigating methods, such as face shields, may also be use and should be when a face covering cannot be safely worn.

3. Hand washing and hygiene

All employees, students, visitors, and contractors are encouraged to wash their hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer with at least 60% alcohol. Individuals should also cover coughs and sneezes (into the sleeve or elbow, not into hands), immediately throw away used tissues into appropriate trash receptacles, and wash hands after coughing, sneezing, or using a tissue. [School] will provide hand sanitizer throughout its facilities.

4. Cleaning protocols

[School] will implement cleaning protocols in accordance with guidance from the Centers for Disease Control and Prevention ("CDC"), including regular cleaning of high-touch surfaces and discouraging sharing items.

5. Symptomatic Individuals

Employees, students, visitors, and contractors experiencing symptoms of COVID-19, as identified by the CDC, should not enter to any [School] premises or facility. Employees who are sick should notify their supervisors.

Violations

Persons who do not wear a face covering may be asked to leave the premises until the face covering requirements are followed.

If a student over the age of ten (10) for whom it is developmentally appropriate to wear a face covering and for whom a face covering does not pose a mental or physical risk does not wear a face covering on campus, the student will be removed from class and their parent/guardian will be contacted to either bring the student a face covering or take the student home.

An employee who does not wear a face covering and is not subject to an exception to this Policy may be asked to leave the workplace. Such time will be counted against the employee's accrued leave. An employee violating this policy may be subject to discipline, up to and including termination.

Notice and Signage

Notice of this Health and Safety Policy will be posted in a conspicuous location of all [School] facilities, including entry points.