

PACE Preparatory Academy
COVID-19 EMPLOYEE FACE COVERING POLICY

As required by Executive Order 2020-51, **PACE Preparatory Academy** (the “School”) is implementing this COVID-19 Student Face Covering Policy to help protect our students, our staff, and our school community. This policy applies to all School employees.

When Face Coverings Are Required

The School requires all employees to wear a face covering at all times when on campus, in school-provided transportation or attending a school sponsored event, whether inside or outside. This includes when employees are:

- Teaching in a classroom and any other individuals, including students, are present;
- Teaching and any visitor enters the classroom;
- Working in an open office setting or in a shared office;
- Attending in-person meetings in a conference room, classroom, private office, or other enclosed space;
- Using any common spaces or equipment, including the School’s teacher’s lounge, break room, or copy room;
- Interacting with other School staff, parents, visitors, or students, particularly when social distancing is difficult to maintain.

Exceptions

Subject to and in accordance with public health guidance, the School will not require employees to wear face coverings under the following limited circumstances:

- When the employee is eating or drinking;
- When the School determines, in its sole discretion, that employees can socially distance – i.e., sustainably maintain at least 6 feet of separation from other employees and students;*
- When the employee is outdoors and able to socially distance;
- When the employee is alone in the employee’s classroom or office;
- If the employee is unconscious, incapacitated, or otherwise unable to remove the mask without assistance;
- Where a reasonable accommodation has been granted by an authorized School official, which is discussed below.

The principal may consider additional exceptions to this policy; provided, however, that such an exception must comply with applicable public health guidance.

*Given the serious health and safety risks associated with the rapid transmission of COVID-19, the School may, in its sole discretion, require employees to wear a face covering even if social distancing is possible.

Employees may be permitted to use clear face coverings that cover the nose and wrap securely around the face in the following circumstances:

- When interacting with students or staff who are deaf or hard of hearing;
- When teaching young students learning to read;
- When teaching English Language Learners; and
- When teaching students with disabilities.

The use of a clear face covering must be approved in advance by the School's principal. Where the use of a clear face covering has been approved, the School may provide such clear face coverings to employees or it may ensure that any employee-provided clear face covering provides appropriate coverage. Please note that face shields do not qualify as clear face coverings.

The School will require any visitors allowed on campus to wear a face covering for the entire duration while they are on the School's property, and it will have face coverings available for visitors.

Wearing a face covering is not a substitute for general hygiene and social distancing practices.

Acceptable Face Coverings

A face covering is acceptable only if it meets current public health guidance and:

- Completely covers the nose and mouth;
- Fits snugly but comfortably against the side of the face;
- Is secured with ties, ear loops, or another reliable method;
- Are made to sufficiently block respiratory droplets from permeating the face covering; and
- Allows the user to breathe without restriction.

Employees may *not* use any face covering that incorporates a one-way valve that is designed to facilitate easy exhaling. The School encourages staff to leave medical grade masks (i.e. N95, KN95, or other masks intended for a health care setting) for those serving in front-line health care settings.

Employees may not share face coverings with any other individual.

Face coverings shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, writing or images, and must comply with the School's Dress Policy and Anti-Harassment/Anti-Discrimination Policy. If the School determines, in its sole discretion, that an employee's face covering does not comply with this policy, the School will provide the employee with a substitute face covering for use for the day.

Face Shields: Although not required, the School will allow employees to wear face shields *in addition* to face masks. Wearing a face shield without wearing a mask is not permitted unless approved by the principal; provided, however, if a face shield is used without a mask, the face shield must wrap around the sides of the wearer's face and extend to below the chin.

Provision of Face Coverings

The School will provide face coverings to all employees who report physically to campus. Employees are required to use a School-provided face covering unless they have a more protective face covering (such as

an N95 surgical mask), have their own reusable cloth face covering that fully complies with the public health guidance and School policy, or have been granted a reasonable accommodation from this requirement by the School (described below).

Accommodation Requests

Employees requesting an accommodation regarding this policy for reasons based on disability, religion or other grounds protected by federal, state, or local laws, should contact the principal or the charter director.

Employees may request the accommodation orally or in writing, but should include all relevant information, including:

- A description of the accommodation requested; and
- The reason for the accommodation.

Upon receipt of a request for an accommodation, the School will engage in an interactive dialogue to determine the precise limitations of the employee's ability to comply with this policy and explore potential reasonable accommodations that could overcome those limitations. The School encourages employees to suggest specific reasonable accommodations; however, the School is not required to make the specific accommodation requested and may instead provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the School. Accommodation requests that impose an undue hardship may be denied.

Enforcement and Non-Retaliation

Failure to comply with this policy may result in employee discipline, up to and including termination of employment.

Employees who witness or become aware of any employees or other individuals violating this policy are encouraged to report them to principal immediately.

The School prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, the School will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Policy Subject to Change

The School may modify or rescind this policy at any time, in its sole discretion, and without advanced notice in order to adapt to changing public health guidance, legal obligations, and operational needs.

If any part of this policy conflicts with applicable local, county, state law, regulation, or public health guidance, the School will comply with the applicable law, regulation, or public health guidance.