

Dear Choice Schools family,

Since the earliest days of this crisis, we made a commitment to you - our trusted Choice Schools family - that we are in this together! Overnight, we had to redefine how we operate so that we could continue to serve students and families while at home. And as we adjust our path forward, we are writing to you today with an additional benefit to care for and support you even more.

As of July 1, 2020, all employees will receive five (5) additional PTO days to be used in the event that you test positive for COVID-19 or display one or more of the symptoms of COVID-19. The most common symptoms of COVID-19 include: fever, chills, cough and tiredness. Less common symptoms include: aches and pains, sore throat, diarrhea, vomiting, conjunctivitis, headache, loss of taste or smell, a rash on skin or discoloration of fingers or toes. Serious symptoms include: difficulty breathing, shortness of breath, chest pain or pressure and loss of speech or movement.

Employees must use the COVID-19 PTO days for COVID-19 leave until such days are exhausted. Staff must familiarize themselves with the symptoms of COVID-19. If anyone develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, OR if they come into close contact (within 6 feet for 15 minutes or more) with someone showing these symptoms, they should NOT COME TO SCHOOL and contact their healthcare provider right away. An employee must submit a doctor's note or test results verifying the employee has COVID related symptoms in order for the COVID PTO policy to be approved. After an employee exhausts all COVID-19 PTO, the employee will begin using regular-accrued PTO. An employee must use regular accrued PTO for all purposes (other than COVID-19 leave related to an employee's illness or positive test). COVID-19 PTO does not roll over to the next school year. All COVID-19 leave runs concurrently with the Family Medical Leave Act (FMLA).

Employees who either test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 must self-isolate as required by the Center for Disease Control (CDC). As of July 20, 2020, published CDC guidance states that infected/symptomatic employees will be sent home from work and may not return to work until the employee completes the Symptom-Based Strategy or the Test-Based Strategy. According to the Symptom-Based Strategy, a person with COVID-19 symptoms must self-isolate until the following conditions are met: (a) at least 10 days have passed since symptom onset; AND (b) at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND (c) other symptoms have improved. The Test-Based Strategy permits an employee to discontinue isolation after the employee receives two negative COVID-19 tests from at least two consecutive respiratory specimens collected at least 24 hours apart.

Employees who have had close contact (within 6 feet) with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-

19 shall self-isolate until either 10 days have passed since the last close contact with the sick or symptomatic individual or personally receive two negative COVID-19 tests from at least two consecutive respiratory specimens collected at least 24 hours apart. Employees who request leave for this purpose must use regular accrued PTO.

Choice Schools Associates will not allow any form of retaliation against individuals who stay home or leave work when they are at risk of infecting others with COVID-19. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

If a confirmed case of COVID-19 is reported, Human Resources will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. Human Resources will ensure that all OSHA regulations are followed. Except for circumstances in which school administration is legally required to report school or workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of a student or employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the individual and to detect situations where the potential for transmission may increase. School administration reserves the right to inform others that a student, staff member, or vendor (without disclosing the person's name) has been diagnosed with COVID-19 if the other individuals might have been exposed to the disease so they may take measures to protect their own health.

This COVID-19 PTO policy is in effect for the 2020-2021 school year only. This policy will be re-evaluated for applicability for the 2021-2022 school year in July of 2021.

If you have any questions, please contact your HR representative.

We are in this together, every step of the way forward!

Sincerely,
Beth Spaman
Chief Human Resources Officer
Choice Schools Associates
Phone: 616-916-5244