

The Academy of Alameda Children in the Workplace Policy

The Academy of Alameda understands the impact that lengthy school closures relating to the COVID-19 coronavirus outbreak are having on families. As a temporary measure to assist our employees, we have agreed to permit employees to bring children to work under certain conditions to allow our employees to meet both their family and work responsibilities during this difficult time. Please understand that The Academy of Alameda's position in this regard is subject to change as additional information about the virus and its societal impact become known.

Beginning on August 10, 2020, employees may bring minor children to work at the following location: 401 Pacific Avenue, Alameda CA 94501 and under the following conditions:

1. Employees must provide to their supervisor the names and ages of all children who will be present on The Academy of Alameda property.
2. Employees must receive approval from their supervisor **before** bringing their children to work. There may be occasions where — because of an employee's specific duties and responsibilities over a period of time — this policy will be suspended so that the employee can devote their full attention to their assigned tasks. Under such circumstances, alternate childcare will need to be arranged by the employee.
3. Employees are responsible for supervising their children at all times while they are on the premises and are not permitted to leave the building for any reason without taking their children. The Academy of Alameda will not provide child care assistance. The children must exclusively stay in the employee's office or workspace, unless the employee escorts the child to the bathroom or when entering/exiting the premises.
4. Employees who decide to bring their children to work agree to accept full responsibility for the safety of their children.
5. Employees may not have their children with them while operating any vehicle while performing duties on behalf of The Academy of Alameda.
6. Employees agree to ensure that their children are not disruptive and do not interfere with normal office operations. Children brought to the workplace must comprehend and comply with any workplace social distancing rules in effect and must be mature enough to engage in proper office hygiene (such as handwashing, refraining from touching or placing mouths on office items, etc.).
7. Employees may not bring sick children to work with them (this includes but is not limited to symptoms associated with the COVID-19 coronavirus).
8. All complaints related to this policy should be made directly to the parent's immediate supervisor or the Director of HR. All complaints will be kept anonymous to the extent possible. The Academy of Alameda shall have final discretion to decide what should be done to resolve the complaint.
9. The Academy of Alameda has the right to suspend or terminate the permission provided under this Policy at any time if a parent's performance declines or if organizational needs are not being met.

The Academy of Alameda
Children in the Workplace Parent Agreement, Consent and Waiver

ACKNOWLEDGEMENT & AGREEMENT

By signing this Agreement, I certify that I have read the Children in the Workplace Policy Guidelines. I understand and agree to comply with the terms and conditions set forth in the Policy Guidelines. I further understand and agree that, in the event I fail to comply with such terms and conditions or otherwise fail to meet any criteria currently in the Policy or that may be added to the Policy and conveyed to me in writing, my eligibility may be terminated, requiring me to remove my children from the workplace within a reasonable period of time.

I acknowledge that The Academy of Alameda reserves the right to cancel or retire the Program in part or in its entirety at any time, thus requiring me to remove my children from the workplace within a reasonable period of time. In this event, I understand that The Academy of Alameda will attempt to provide a reasonable period of time for me to make alternate childcare arrangements.

Name of Parent/Employee

Signature of Parent/Employee

Date

CONSENT AND WAIVER

In consideration of The Academy of Alameda’s agreement to permit me to bring my children to work with me in compliance with the Children in the Workplace Policy, I hereby release and hold harmless, on my own behalf and on behalf of my children (i) The Academy of Alameda; (ii) any entity affiliated with The Academy of Alameda; and (iii) any of the current or former owners, officers, directors, agents, representatives, insurers, attorneys, successors, assigns, and current employees, if any, of The Academy of Alameda, and the foregoing entities from any and all claims, liabilities, causes of action and demands of any kind or character, including negligence, whether vicarious, derivative or direct, that I, my children, or any of my children’s family members, heirs, or assigns now have or may hereafter have or assert against The Academy of Alameda, growing out of, resulting from, or connected with this policy and/or with me bringing my children to work or their presence at work with me. This waiver does not preclude legal remedies for injury that cannot be waived as a matter of law.

Name of Parent/Employee

Signature of Parent/Employee

Date