

The Academy of Alameda

Return to Work Policy

To ensure the health and safety of our employees and students, the organization will issue return to work protocols as may be required in accordance with applicable local, state or federal regulations and guidance. Please contact Summer Hottinger, Director of HR for specific instructions and return to work protocols.

Generally, however, all employees will be required to adhere to all established health and safety protocols and to practice good hygiene in the workplace, which includes the following:

- Washing your hands often with soap and water for 20 seconds;
- Washing your hands after blowing one's nose, coughing, or sneezing;
- Washing your hands after using the restroom;
- Washing your hands before eating or preparing food;
- Washing your hands before and after providing routine care for another person who needs assistance (e.g., a child); and
- Washing your hands immediately after removing gloves.

The Academy of Alameda will also take steps to ensure enhanced cleaning of classrooms, the main office and all other areas of the campus. Common areas, for purposes of this policy, are defined as hallways, conference rooms, lunch areas, restrooms or anywhere else where you will be within six feet of another individual.

If an employee is sick, The Academy of Alameda encourages the employee to remain at home until the employee is able to return to work. The employee should follow The Academy of Alameda's sick leave policies for time off of work.