

ADDENDA

COVID-19 RELATED EMPLOYMENT LEAVE POLICIES

EMERGENCY PAID SICK LEAVE (“COVID-PSL”)

Purpose

TEACH Public Schools enacted this policy in accordance with the Families First Coronavirus Response Act (“FFCRA”) to provide emergency paid sick leave (“COVID-PSL”) to eligible employees.

Eligible Employees

All employees (including part-time and temporary employees) who work for the TEACH Public Schools are eligible to use COVID-PSL beginning on the first day of employment as set forth in this policy.

Definitions

For purposes of this policy, the following definitions are incorporated:

“Caring for an individual” relates to the care for an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.

“Health care provider” means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other health care provider as authorized by statute.

“Seeking a medical diagnosis” for COVID-19 is limited to time the employee is unable to work or telework because the employee is experiencing symptoms such as a fever, dry cough, shortness of breath or any other symptoms identified by the U.S. Centers for Disease Control and Prevention and the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19.

The definitions of “child care provider,” “school,” and “son or daughter” are the same as those set forth in the TEACH Public School’s E-FMLA policy below.

Permitted Use

Eligible employees may use COVID-PSL to take paid time off if an employee is unable to work (or telework) due to any of the six qualifying reasons set forth below:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19. This includes situations in which the employee has been advised to self-quarantine because the employee has COVID-19, it is believed the employee may have COVID-19 due to known exposure or symptoms or the employee is deemed particularly vulnerable to COVID-19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in subparagraph (2).
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions. This may be taken if no other suitable person is available to care for the child during the period of the leave.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Hours of Paid Leave Received

Full-time employees are entitled to 80 hours of COVID-PSL.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, the TEACH Public Schools will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

Caps on Amount of Paid Leave Received

For qualifying reasons 1-3, the employee will receive their regular rate of pay up to \$511 daily and an aggregate total of \$5,110. For qualifying reasons 4-6, the employee will receive their regular rate of pay up to \$200 daily and an aggregate total of \$2,000.

Limits on Use

COVID-PSL is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. If an otherwise eligible employee received COVID-PSL from a prior employer, the employee may not be entitled to COVID-PSL under this policy.

Intermittent Leave

If the TEACH Public Schools and the employee agrees, an employee may take the leave intermittently if the employee works on site and needs time off to care for their son or daughter if the school or place of care of the employee's child has been closed, or the child care provider is unavailable due to COVID-19 precautions. Intermittent leave while an employee is working on TEACH Public School's premises will not be provided for any other reasons for leave under COVID-PSL. If TEACH Public Schools and the employee agree, an employee may take the leave intermittently for any qualifying reason if the employee is teleworking.

Use Of Paid Benefits

Employees may elect to use other accrued unused TEACH Public Schools paid leave benefits pursuant to those applicable policies before using COVID-PSL, although employees are not required to do so. If TEACH Public Schools and the employee agree, employee's accrued unused paid benefits through applicable TEACH Public School's policies may supplement the amount the employee receives under COVID-PSL up to the full amount of the employee's regular compensation for time taken off under this policy.

Maintenance of Health Benefits

The TEACH Public Schools will provide continued coverage under the TEACH Public School's group health plan if employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior to COVID-PSL. Unless otherwise noted, the employee's portion of contributions will be deducted from the employee's pay.

Notification

The employee must completely fill out and submit an Emergency Paid Sick Leave and Emergency FMLA Request Form and provide reasonable advance notification of the need to use COVID-PSL, if foreseeable. Additional documentation supporting the need for leave may be requested. If the need to use COVID-PSL is not foreseeable, the employee must submit the Emergency Paid Sick Leave and Emergency FMLA Request Form as soon as practicable. However, paid leave may not be provided until the requested certification is submitted and approved. If you need assistance in completing or submitting your form, please contact the Assistant Superintendent of Instruction and Human Resources.

Termination

Employees will not receive pay in lieu of unused COVID-PSL. Unused COVID-PSL will not be paid out upon termination.

No Discrimination or Retaliation

The TEACH Public Schools prohibits discrimination or retaliation against employees for using their COVID-PSL.

This COVID-PSL policy may be modified, altered, or otherwise amended or deleted in the TEACH Public School’s sole and absolute discretion.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION

ACT (“E-FMLA”)

Purpose

The TEACH Public Schools enacted this policy in accordance with the Families First Coronavirus Response Act (“FFCRA”) to provide paid time off to eligible employees for qualifying child care reasons.

Eligible Employees

All employees (including part-time and temporary employees) who work for the TEACH Public Schools for a minimum of 30 days are eligible to use E-FMLA as set forth in this policy.

Definitions

For purposes of this policy, the following definitions are incorporated:

“Child care provider” means a provider who receives compensation for providing child care services on a regular basis, including an ‘eligible child care provider’ (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n).

“Public health emergency” means an emergency with respect to COVID-19 declared by a Federal, State or local authority.

“School” means an ‘elementary school’ or ‘secondary school’ as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

“Son or Daughter” is the employee’s own child, which includes a biological, adopted, foster child, stepchild, a legal ward, or a child for whom you are standing in loco parentis who is under the age of 18 years of age; or 18 years or older who is incapable of self-care because of a mental or physical disability.

Permitted Use

Eligible employees may use E-FMLA if they are unable to work (or telework) due to a need for leave to care for their son or daughter if their child’s school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency. This may be taken if no other suitable person is available to care for the child during the period of the leave.

Paid Leave Received

Employees are entitled to up to twelve weeks of time off under E-FMLA. The first two weeks are unpaid, but may be paid if the employee elects to use COVID-PSL or other applicable TEACH Public Schools paid benefits during this time. The remaining ten weeks are paid at two-thirds of the employee's regular rate of pay, up to a daily maximum of \$200 and an aggregate total of \$10,000. The amount paid is also based on the number of hours the employee would otherwise normally be scheduled to work.

Part-time employees are entitled to the number of hours they work on average over a two-week period. For those with varying schedules, the TEACH Public Schools will determine the number of hours, which generally includes a backward looking calculation of hours worked in the previous six months.

Limits on Use

E-FMLA is only available for use while qualifying reasons exist or through December 31, 2020, whichever is earlier. Please also note that any time off for FMLA reasons during the relevant period will count against remaining availability of E-FMLA. For instance, if an employee took three weeks of FMLA during the relevant time period, the employee will have nine weeks available under E-FMLA for use. In this example, the first two weeks of the available nine weeks would be unpaid and the remaining seven weeks would be paid in accordance with the above calculations.

Intermittent Leave

If the TEACH Public Schools and the Employee agree, an employee who needs time off for E-FMLA, may take time off intermittently.

Use Of Paid Benefits

After the first two workweeks (10 work days), employees may elect to use, or the TEACH Public Schools may require the use of, other applicable accrued unused TEACH Public School's paid leave benefits concurrently with E-FMLA. If TEACH Public Schools and the employee agree, employee's accrued unused paid leave benefits through TEACH Public Schools may supplement the employee's two-thirds pay pursuant to E-FMLA up to the full amount of the employee's regular compensation for time taken off under this policy.

Maintenance of Health Benefits

The TEACH Public Schools will provide continued coverage under the TEACH Public School's group health plan if the employee participates in the group health plan at the time leave is taken. The employee is responsible for paying the same portion of the premium costs the employee paid prior E-FMLA. Unless otherwise noted, the employee's contribution portion will be deducted from the employee's pay. The TEACH Public Schools will provide instructions to employees as their payment for benefit contributions during any unpaid time off under E-FMLA.

Notification

The employee must completely fill out and submit a Emergency Paid Sick Leave and Emergency FMLA Request Form and provide reasonable advance notification of the need to use E-FMLA, if foreseeable. Documentation from the employee's school or child care provider regarding the closure or unavailability must be submitted with the Emergency Paid Sick Leave and Emergency FMLA Request Form.

If the need to use E-FMLA is not foreseeable, the employee must submit the Emergency Paid Sick Leave and Emergency FMLA Request Form as soon as practicable. However, paid leave may not be provided until the requested certification is submitted and approved. If you need assistance in completing or submitting your form, please contact Assistant Superintendent of Instruction and Human Resources.

Termination

Employees will not receive pay in lieu of unused E-FMLA. Unused E-FMLA will not be paid out upon termination.

Restoration to Position

Generally, an employee who takes E-FMLA leave shall be entitled, upon return from such leave, to be restored either (A) to the position of employment held by the employee when the leave commenced; or (B) to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. In accordance with applicable law, restoration to a position may not be possible if certain conditions exist which include, but are not limited to, economic conditions or other changes in operating conditions of the TEACH Public Schools that affect employment and are caused by a public health emergency.

No Discrimination or Retaliation

The TEACH Public Schools prohibits discrimination or retaliation against employees for requesting or using E-FMLA.

Other

Please note that under certain circumstances, the TEACH Public Schools may be exempt from the requirements of E-FMLA. In addition, employees may be eligible for time off under the TEACH Public School's FMLA policy if the employee has a serious health condition related to COVID-19, or to care for the employee's spouse, son, daughter or parent with a serious health condition related to COVID-19.

Other terms and conditions of FMLA may apply to this leave. Please see Assistant Superintendent of Instruction and Human Resources for additional information.

This E-FMLA policy may be modified, altered, or otherwise amended or deleted in the TEACH Public School's sole and absolute discretion.

TEMPORARY REMOTE WORK POLICY

Due to the nature of the School's operations, employees are typically expected to report to their assigned work site as scheduled during regular operations. In light of recent events surrounding the COVID-19 global pandemic, the School may have to modify its operations. In such instances, employees may be permitted or required to work from home on a temporary basis. Because the School provides an essential service, it may require an employee to work on site as necessary for School operations during any remote work period.

Eligibility

In order for employees to be eligible to work remotely and on a temporary basis, the employee must have advanced specific written authorization from their supervisor due to modifications to operations due to COVID-19.

Conditions of Remote Work

The conditions of remote work include, but are not limited to the following:

- Availability: As a condition to working on a remote basis, the employee must be available for contact via telephone and email and perform work during their normal scheduled hours. Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.
- Timekeeping Requirements: Non-exempt employees working remotely must comply with the School's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in the School's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with school policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to Assistant Superintendent of Instruction and Human Resources.
- Compliance With School Policies: Employees must comply with all School policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of the School's electronic communications and computer systems and Confidential Information, including but not limited to student information.
- Leave of Absence. Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.

- Security Measures. Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the School. All work product done at the home work area will be treated in the same manner as work product from the School's primary location and is the property of the School. All records, computer files, and correspondence must be safeguarded for return to the School's primary location. Computer files must be regularly backed up and saved. All School property, unless otherwise specifically authorized by a supervisor, must be returned to the School's primary location upon the employee's conclusion of the remote work period.
- Travel. Employees must remain available to be physically present at the work site as needed by School operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Expense Reimbursement

Any reasonable expenses necessarily incurred by employees as a result of being required to work from home (as opposed to being permitted to work from home) will be reimbursed by the School by payment of a stipend. Such expenses may include a reasonable percentage of internet and phone expenses. If an employee believes that the designated stipend is insufficient to reimburse the employee for all reasonable expenses necessarily incurred as a result of remote work, the employee must immediately report any expense issues to Principal. Employees will be required to submit documentation to support any request for reimbursement of expenses that exceeds the stipend amount.

An employee's ability to work remotely remain at the sole and absolute discretion of the School. As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion.

RETURN TO WORK POLICY

To ensure the health and safety of our employees and students, the School will issue return to work protocols as may be required in accordance with applicable local, state or federal regulations and guidance. Please contact Assistant Superintendent of Instruction and Human Resources 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 School will also take steps to ensure enhanced cleaning of classrooms, the main office and all other areas of the School premises. 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 School encourages the employee to remain at home until the employee is able to return to work. The employee should follow the School's sick leave policies for time off of work.

Required Use of Masks

Protective masks must be worn to enter the School's premises. All employees walking around the campus or in the presence of any other employee or visitor, or who work in open spaces, will be required to wear a face mask. Masks are to be worn in the classroom while students and others are present and in all common areas at all times.