



Hanley International Academy, in partnership with home and community, will provide a safe learning environment that promotes the academic, physical, social, and emotional development of our diverse learning community.

Employee Return to Work Safety Overview

General Workplace Requirements:

1. Training:

- a. All staff will participate in training before school begins on the following topics:
 - i. Common symptoms of COVID
 - ii. Protocols for cleaning
 - iii. Protocols for self monitoring
 - iv. Student safety protocols
 - v. Reporting protocols for self and students
 - vi. Workplace infection-control
 - vii. Proper use of PPE

2. Self Monitoring Protocols:

- a. All staff will need to complete the self-checklist in Google docs on a daily basis before 7:45 a.m.

3. Safety Precautions:

- a. All staff will wear a face covering anytime they are around students or other staff members
- b. Staff members will practice social distancing whenever possible
- c. Hand sanitizing dispensers will be placed in all classrooms and offices

4. Cleaning Protocols:

- a. Any staff involved in cleaning high contact surfaces will use CDC cleaner (provided)
- b. Staff will wear gloves, face covering, and face shield (provided) when cleaning
- c. Citi Cleaning will have a schedule for when students are out of the classrooms to come in and clean high contact surfaces

5. Reporting Procedures:

- a. Designated Reporting People-Principal, Assistant Principal and Office Manager
- b. Staff will report to a designated person within 24 hours any direct contact with someone that has tested positive for COVID
 - i. Administration will determine if staff should be sent home and for duration
- c. Staff will report to a designated person, immediately any COVID like symptoms they are experiencing- answered yes to any question on the self monitoring questionnaire-
 - i. Administration will determine if staff should be sent home and for duration
- d. Any staff member that has been in contact with a positive case will be notified within 12 hours of the school being notified
 - i. Administration will determine if staff should be sent home and for duration

6. General

- a. Maintain 6 feet social distance from one another to maximum extent possible
- b. One mask per employee will be provided
- c. Masks are required to be worn for all staff where social distancing is not possible
- d. We have hired an extra facility person to disinfect all high touch points and classrooms

- e. Cleaning supplies are available in every classroom
- f. Protocols for confirmed COVID-19 cases both staff and students

Self-Monitoring Questionnaire

1. Have you have a fever is the last 24 hours?
2. Have you developed a cough in the last 24 hours?
3. Have you had a sore throat in the last 24 hours?
4. Have you experienced shortness of breath in the last 24 hours?
5. Have you had close contact or cared for someone with COVID?
6. Have you traveled internationally or domestically in the past 14 days?

Teachers will fill in yes or no on their individual Google doc shared by administration.