

COVID-19 Pandemic Updated Absence and Time Off Policy

Effective April 2, 2020 through December 31, 2020

This policy is to update Excell Academy's absence and Time Off Policy in light of the COVID-19 Pandemic. To the extent that this policy conflicts with any of Excell Academy's other policies, this policy shall prevail.

Duty to Inform and Mandatory Absences:

All employees have a duty to inform Excell Academy of a diagnosis or symptoms consistent with COVID-19 or other infectious conditions and to refrain from reporting onsite or performing other duties (such as food drop-offs) which would place them in contact with others.

Employees will be denied entry and must stay at home for the following:

| CIRCUMSTANCE | REQUIREMENTS |
|---|---|
| Lab Confirmed COVID-19 | Minnesota Department of Health will provide instructions to the individual & household contacts about when it is safe to return to work/school. <i>Employees shall not return to Excell Academy until cleared by MDH.</i> |
| Clinically diagnosed COVID-19 | Stay home at least 7 days or for 3 days with no fever & improvement of respiratory symptoms – <i>whichever is longer.</i> (Household members of individuals clinically diagnosed COVID-19 also stay home for 14 days.) |
| Alternative clinical diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) | Follow provider directions/recommended treatment & return guidance. Follow the Infectious Diseases in Childcare Settings and Schools Manual (https://www.hennepin.us/daycaremanual) |
| A person not clinically evaluated who is monitoring symptoms at home if ANY of the following symptoms: fever, new onset or worsening cough; or shortness of breath OR, in accordance with updated CDC guidance, if a person has any TWO of the following symptoms: | Stay home at least 7 days or for 3 days with no fever & improvement of respiratory symptoms – <i>whichever is longer.</i> (Household members of individuals monitoring symptoms at home also stay home for 14 days.) |

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|---|--|
| <ul style="list-style-type: none"> • Fever • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell | |
| <p>A person not clinically evaluated who is monitoring symptoms at home – other symptoms not consistent with COVID-19 (diarrhea, vomiting, rash only).</p> | <p>Follow the Infectious Diseases in Childcare Settings and Schools Manual (https://www.hennepin.us/daycaremanual)</p> |

Adapted from Minnesota Department of Health COVID-19 Exclusion Guide, updated 4/28/2020 to reference new CDC guidelines relating to symptoms.

Employees must report any absences to their manager, and must additionally text Ms. Garcia at 763-452-8612 when they are going to be absent.

Employees also must inform Human Resources at jfahey@excellacademy.org of any absences for the health-related reasons listed above so that Human Resources can direct the employee when they may return to work and arrange for any available paid time off.

If you have any question about whether you have symptoms, you should not report onsite or perform any duties which place you in contact with others until you have discussed your symptoms with Human Resources or your manager and been cleared to report onsite.

Employees who are impacted by COVID-19 or other infectious conditions may continue to work from home only if explicitly authorized by their manager. Employees will be given permission to work from home only if there is enough work to be performed and if this arrangement is consistent with the health, business and educational needs of Excell Academy and its students.

Paid Time Off

If you are impacted by COVID-19 and absent from work, you can use any of your accrued PTO for days you would otherwise be expected to work. You may be required to produce a doctor’s note or other written verification of the need for leave as a

condition of using PTO. You may also be required to provide medical clearance before returning to work.

Emergency Paid Sick Leave

All employees are eligible for Emergency Paid Sick Leave, in addition to their accrued PTO. The amount of leave available is:

- 80 hours for full-time employees
- The average number of hours worked during a typical two-week period for part-time employees.

This Emergency Paid Sick Leave is available from April 2, 2020 through December 31, 2020. Unused Emergency Paid Sick Leave will not be carried over to the next year.

This Emergency Paid Sick Leave can be used for any of the following reasons:

(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.

(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 a quarantine or isolation order as described in (1) above, above, or has been advised as described in (2) above.

(5) The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.

(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.

If an employee is out for reasons 1-3 listed above, sick leave will be paid at the employee's usual compensation, but is capped at \$511/day and \$5,110 in the aggregate per employee. If an employee is out for reasons 4-6 listed above, sick leave must be paid at 2/3 the employee's usual compensation, and is capped at \$200/day and \$2,000 in the aggregate per employee.

There is no requirement that employees use their own PTO before using the Emergency Sick Leave. However, employees must inform Human Resources by email

at jfahey@excellacademy.org when they wish to use Emergency Paid Sick Leave. Notice must be given on or before the first day of absence. If an employee does not specifically request Emergency Paid Sick Leave, their own PTO will be used for any unscheduled absence.

You may be required to produce a doctor's note or other written verification of the need for leave as a condition of using PTO. You may also be required to provide medical clearance before returning to work.

Expanded Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA)

Employees who have been employed for at least 30 days may be eligible for up to 12 weeks of partially paid expanded family and medical leave under the FFCRA, if the employee is unable to work due to a bona fide need to leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. Employees must submit documentation that their school or child care provider is closed.

The first two weeks of this leave are unpaid, unless the employee chooses to use their own PTO or has Emergency Paid Sick Leave available. After that, employees are eligible for paid leave in the amount of not less than two-thirds of the employee's regular rate of pay, subject to the following caps of \$200 per day and \$10,000 in the aggregate. For employees with variable schedules, the paid leave is based on the average number of hours the employee was scheduled per day over the previous six months, including hours for which the employee took any type of leave. The employee will have the same reinstatement rights that otherwise exist under the FMLA.

Please note that Excell Academy may offer employees the use of its onsite daycare with no cost as an alternative to providing this leave.

Please note that employees who are affected by COVID-19 or who are providing care for family members impacted by COVID-19 may also qualify for Family and Medical Leave. This leave is unpaid. Please review the Employee Handbook for more information on your rights under the Family Medical and Leave Act:

<http://www.excellacademy.dreamhosters.com/wp-content/uploads/2019/09/Excell-Academy-2019-Handbook-Update-8.2.19-final-1.pdf>. If you have any questions about FMLA leave, please contact Human Resources.

Potential Income Replacement Benefits in Case of Furlough or Reduced Hours

If Excell Academy makes a decision to cancel work shifts or reduce hours for business reasons (i.e., lack of work or inability to provide full-time work at home for those employees who received an exemption from onsite work), neither emergency paid sick leave nor expanded family leave will apply as they are available only to employees who are not working due to the specified reasons listed above.

However, affected employees may be entitled to unemployment insurance and should contact Minnesota Unemployment Insurance: <https://www.uimn.org/>

You may be eligible for unemployment benefits if:

- You have temporarily or permanently lost your job or had your hours reduced because of COVID-19.
- A healthcare professional or health authority recommended or ordered you to avoid contact with others due to COVID-19.
- You have been ordered not to come to their workplace due to an outbreak of COVID-19.
- You have received notification from a school district, daycare, or other childcare provider that either classes are canceled or your usual childcare is unavailable, as long as you made a reasonable effort to find other childcare and requested time off or other accommodation from your employer and no reasonable accommodation was available.

Employees who have questions about any of these policies should contact Human Resources.