

Any employee experiencing COVID-19 symptoms – including shortness of breath; persistent cough; a fever; recent loss of taste or smell; a headache; severe diarrhea, nausea, or vomiting; persistent sore throat; persistent congestion or runny nose not solely associated with allergies; abnormal muscle or body aches; or other confirmed symptoms associated with COVID-19 – is required to stay home from work. If an employee begins to experience these symptoms during the work day, that employee should notify the School Director and leave work immediately.

Employees who have tested positive for COVID-19

An employee with a **positive** case of COVID-19 and experiencing **symptoms** can resume work:

- After 10 days have passed since appearance of first symptoms and
- Symptom free and
- After 3 days without fever, without fever-reducing medication

An employee with a **positive** case of Covid-19 but experiencing **no symptoms** can resume work:

- After 10 days have passed with no symptoms since positive test
- A negative COVID-19 test result is highly recommended, depending on test availability

Employees in Close Proximity to an individual with confirmed case of COVID-19:

An employee who has experienced **Close Proximity** to an individual with COVID-19 who has **NO symptoms**:

- Close proximity is defined as within 6' or less for 15 minutes or more
- Any employee within close proximity to a positive person at any time for 2 days before positive test:
 - **LOW RISK EXPOSURE (both individuals wearing masks)** - The individual in close proximity may continue to come to work and closely self-monitor for above and confirmed symptoms of Covid-19 for the next 14 days.
 - **HIGH RISK EXPOSURE (either one or both individuals were unmasked)** - The individual in close proximity should quarantine for 14 days from date they were last in close proximity with the asymptomatic person during that 2-day period.

An employee who has experienced **Close Proximity** to an individual with COVID-19 who **HAS symptoms**:

- Close proximity is defined as within 6' or less for 15 minutes or more
- Any individual within close proximity to a positive person at any time for 2 days before symptoms appeared or after:
 - **LOW RISK EXPOSURE (both individuals were wearing masks)** - The individual in close proximity may continue to come to work and closely self-monitor for above and confirmed symptoms of COVID-19 for the next 14 days.
 - **HIGH RISK EXPOSURE (either one or both individuals were unmasked)** - The individual in close proximity should quarantine for 14 days from date they were last in close proximity with the symptomatic person 2 days before their symptoms appeared or after.

Effect of Classroom Quarantine on the Educational Program

In the event of any of the above scenarios which require a complete closure of the classroom, teachers will move to an online educational program every day during that quarantine. A packet of educational materials will be sent home to utilize in conjunction with the online program. Because teachers will continue to be paid during that period and because they will continue the educational program on a daily basis, Bowman Academy cannot refund any tuition for those closures. If a teacher is required to quarantine, but the classroom is still operational, then a substitute teacher will be utilized until the teacher can return and the class program will continue unchanged.

Communication

- Any employee with COVID-19 symptoms, waiting for a COVID-19 test result, or with a confirmed case of COVID-19 should immediately contact the School Director, Melissa Young (myoung@thebowmanacademy.com).
- Following a discussion with the employee the School Director will individually notify any school-related person who may have been exposed according to the close proximity guidelines above.
- The name of either any confirmed COVID-19 case or suspected COVID-19 case will NOT be released.
- Any employee who has been in close proximity to any individual with COVID-19 (asymptomatic or symptomatic) should immediately contact the School Director, Melissa Young. They will be required to follow the close proximity guidelines above.