Headwaters School COVID-19 Addendum, 2021-2022

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Introduction

Dear Headwaters Community,

As members of the Headwaters Community, we all have a shared responsibility to one another to consistently adhere to best practices and guidelines to limit the spread of COVID-19, both at school and away from school. Please review this document carefully and watch for any updates as this document will help guide our response to the continuing pandemic.

During this time, we need to unite in our dedication to these practices aimed at keeping our community members healthy and safe. The information in this handbook addendum is intended as a tool to carry out these practices consistently. We strive to meet the evolving standard of care related to health, safety, and COVID-19. This means that as best practices and recommendations evolve, we will adjust our policies and procedures accordingly. Information in this handbook addendum is subject to change, and we will keep you informed of any updates.

For all other policies, families and students should see the Student and Family Handbook (new version is still to come). This includes our Force Majeure Policy and Communicable Diseases Policy. Faculty and Staff can refer to the HR Handbook for other policies and procedures.

Thanks in advance for your attention to these practices. I look forward to seeing many of you this school year as we come together for the 21-22 school year.

Respectfully,

Ted Graf
Head of School
Health Policies and Illness Procedures

The health of all employees and students attending Headwaters School is very important. By monitoring your children’s health, we can maintain a healthy environment for everyone. Please see the Student & Family Handbook for our entire policy on Communicable Diseases.

COVID-19 Symptoms

Please monitor for the following signs of illness. At least one symptom is cause to stay home and NOT attend school:

- Fever of 100.0 degrees Fahrenheit or higher
- Chills
- Muscle aches
- Dry cough
- Shortness of Breath*
- Loss of taste or smell
- Sore Throat
- Headache
- Earache
- Congestion or Runny Nose
- Diarrhea
- Vomiting
- Abdominal Pain

Screening for COVID-19

* Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

** The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.

Adapted from Strong Schools NC Public Health ToolKit (K-12)
Persons with Allergies, Asthma, or Baseline Symptoms
For persons who experience regular recurring allergy, asthma, or baseline symptoms, like runny nose and cough, will be permitted to attend school with a doctor’s note outlining their symptoms.

Siblings Not Experiencing Symptoms
If one child is not at school due to any symptoms of COVID-19, but their sibling is feeling fine, the sibling may attend school as normal.

However, if your child who is experiencing symptoms tests positive for COVID-19 (or diagnosed with COVID-19), then any siblings, household members, or others who fit the description of a close contact must quarantine.

Illness Procedures

Staying Home Due to Symptom(s) or Close Contact (Updated 10/20/21)
Please follow these steps if a person is showing any COVID-19 symptom(s) or has been identified as a close contact of someone with COVID-19.

If a vaccinated person is displaying any symptom(s), please do not attend school and see the chart on page 8 for Returning to Campus.

1. **Do Not Attend School**
   - If found to be experiencing any symptom at any point in the day, students or employees will be sent home to isolate. While awaiting pick-up, PPE will be provided for any employee who is directly caring for a person waiting to be picked up.

2. **Please contact the school to let them know you will be out**
   - For students, please reach out to your Campus Manager to inform them that your child will not be at school.
   - For employees, please contact Campus Manager, Supervisors, or HR.

3. **See next page for Returning to Campus**
Returning To Campus (Updated 5/11/22)

In order to return to campus after experiencing a symptom of COVID-19, positive case, or being a close contact, please see the chart below as it depends on your specific situation. This chart applies to unvaccinated and vaccinated people.

On 5/11/22, we clarified isolation protocols for when people test positive for COVID-19 to better match [CDC guidance](https://www.cdc.gov).

If you have had COVID-19 within the past 90 days, you do not need to follow these steps, but please stay home if you are sick.

<table>
<thead>
<tr>
<th>What if I have one or more symptoms?</th>
<th>What if I had symptom(s), but they have resolved?</th>
<th>What if I have a Positive COVID-19 Test Result?</th>
<th>What if I am a Close Contact?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provide Alternative Diagnosis</strong></td>
<td><strong>Provide proof of negative rapid or PCR test.</strong></td>
<td><strong>Isolate for at least 5 days</strong></td>
<td><strong>Test-and-Stay or Quarantine Guidelines</strong></td>
</tr>
<tr>
<td>Must have all of Option A, B or C</td>
<td>Must have all three</td>
<td>The school will help provide an exact return to school date for anyone with COVID-19. The following are guidelines:</td>
<td>Please contact school</td>
</tr>
<tr>
<td><strong>OPTION A:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Doctor's note with non-COVID diagnosis and return date; <strong>AND</strong>✓ Symptoms are improving; <strong>AND</strong>✓ At least 24-hours fever-free without using medicine</td>
<td>✓ Symptoms are improving; (including at least 24-hours fever-free without using medicine); <strong>AND</strong>✓ Negative PCR or Rapid test (at-home is okay); <strong>AND</strong>✓ Provide dated proof of the negative test via email to your Campus Manager for students OR to HR Director for employees.</td>
<td>✓ If you had symptoms ✓ Minimum 5 days since positive test <strong>AND</strong>✓ fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving ✓ The person must wear a well fitting mask indoors for days 6 through 10.</td>
<td>The school will help provide an exact return to school date for any close contacts. Please see Page 13-16 for more detailed information on “Test-and-Stay,” &quot;How Long to Quarantine&quot; and guidance for vaccinated people.</td>
</tr>
<tr>
<td><strong>OPTION B:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Minimum 5 days since symptoms started; <strong>AND</strong>✓ Symptoms are improving; <strong>AND</strong>✓ fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving ✓ Negative Rapid Test on Day 6; <strong>AND</strong>✓ The person must wear a well-fitting mask indoors (except while eating and drinking) while at school for days 6 through 10. <strong>YCC Students are not eligible to use Option B because they cannot wear masks effectively.</strong></td>
<td></td>
<td>✓ End isolation after at least 5 full days after your positive test.</td>
<td></td>
</tr>
<tr>
<td><strong>OPTION C:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ 10 days since symptoms started; <strong>AND</strong>✓ Symptoms are improved; <strong>AND</strong>✓ At least 24-hours fever-free without using medicine.</td>
<td></td>
<td>✓ 10 days since symptoms started; <strong>AND</strong>✓ Symptoms are improving; <strong>AND</strong>✓ At least 24-hours fever-free without using medicine.</td>
<td></td>
</tr>
</tbody>
</table>
Doctor’s Note (Updated 9/7/2021)
The Texas Medical Association (TMA) has updated their physician’s permission letter as a resource for schools and families. We require physicians to provide detailed return to school documentation to facilitate communication between healthcare providers and schools. We encourage families to take a copy of this note with you to COVID-19-related medical appointments and ask the healthcare provider to fill it out.

Testing Requirements
Headwaters School will accept any negative test result from any test prescribed by your doctor (PCR or rapid test) for exposure or symptoms.

Close Contact Definition
A Close Contact is defined by the CDC as: “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated.”

According to Austin Public Health’s guidance for schools, there are some updates on who is a close contact for children, depending on distance as well as consistently and correctly wearing a well-fitted mask.

See the chart on the next page for more detail.

Close Contact Policy for Students and Employees that are Fully Vaccinated (Updated 1/7/22)
If a fully vaccinated person has exposure to a COVID-19 positive case, they do not need to quarantine. Headwaters School recommends strict mask wearing around others for 10 days and testing on day 5 after exposure.

Fully vaccinated people include:
1. Fully vaccinated and boosted
2. Within the 6 month window of receiving their second dose of mRNA vaccine
3. Within the 2 month window of receiving their single dose of J&J

Employees are asked to please notify Leslie Hirsch of your test results.
Who is a COVID-19 Close Contact in a School?

COVID-19 School Exposure Involving Only Students

**Close contact**
A student **less than 3 feet** of a COVID-19 positive student for a cumulative total of 15 minutes or more over a 24-hour period, **regardless of mask usage**, is a close contact.

**Close contact**
A student **3 to 6 feet** from a COVID-19 positive student for a cumulative total of 15 minutes or more over a 24-hour period is a close contact if one or both of the students were **not** consistently and correctly wearing a well-fitting mask.

**Not a close contact**
A student **3 to 6 feet** from a COVID-19 positive student for a cumulative total of 15 minutes or more over a 24-hour period is not a close contact if both students **were** consistently and correctly wearing well-fitting masks.

**Not a close contact**
A student **more than 6 feet** from a COVID-19 positive student for a cumulative total of 15 minutes or more over a 24-hour period, **regardless of mask usage**, is not a close contact.

COVID-19 School Exposure Involving Adults

**Close contact**
A person **6 feet apart or closer** from a COVID-19 positive person for a cumulative total of 15 minutes or more over a 24-hour period, **regardless of mask usage**, is a close contact.

**Close contact**
An adult **6 feet apart or closer** from a COVID-19 positive adult for a cumulative total of 15 minutes or more over a 24-hour period, **regardless of mask usage**, is a close contact.

*Note: In this situation, the student may be the infected person and the adult the exposed person, or vice versa.*
Headwaters School Test-and-Stay Policy (Update 5/11/22)

UPDATE 5/11/22: Test-and-Stay requires only two tests instead of five
UPDATE 4/14/22: Updated those who are affected to note anyone who is unvaccinated or not up-to-date with vaccinations rather than a specific time window after vaccinations.
UPDATE 2/2/22: Test-and-Stay has been reduced from 7 to 5 days for Primary and above.
UPDATE 1/7/22: Test-and-Stay adopted for employees.

Test-and-Stay allows unvaccinated, not-fully-vaccinated students (Primary and above), and employees who are deemed close contacts to stay in school as long as they test twice over 5 (five) total days. In addition, to use Test-and-Stay, we also require a well-fitted mask to be worn indoors for 10 days from exposure; and 2) 3-6 ft of physical distance kept from others while at school during this period, especially during mask breaks, snacks, and meals.

How Does Test-And-Stay Work?
This Test-and-Stay period will start the day after last exposure to the COVID-19 positive person and will last 5 days in total. This is for any close contact, in school or otherwise. If your Test-and-Stay ends over a weekend, we ask you to rapid test before returning to school (i.e. if Test-and-Stay now ends on Saturday, please take a test over the weekend or Monday morning and show).

Here’s an example for a hypothetical case:
- Close Contact/Exposure Date: Tuesday 5/10
- Test-and-Stay Day 1: Wednesday 5/11
- Test-and-Stay Day 2 *Test*: Thursday 5/12
- Test-and-Stay Day 3: Friday 5/13
- Test-and-Stay Day 4: Saturday 5/14
- Test-and-Stay Day 5 *Test*: Sunday 5/15

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/15/2022</td>
<td>5/16/2022</td>
<td>5/17/2022</td>
<td>5/18/2022</td>
<td>5/19/2022</td>
<td>5/20/2022</td>
<td>5/21/2022</td>
</tr>
<tr>
<td>Day: 0</td>
<td>Day: 1</td>
<td>Day: 2</td>
<td>Day: 3</td>
<td>Day: 4</td>
<td>Day: 5</td>
<td>Day: 11</td>
</tr>
</tbody>
</table>

What else is required while doing Test-and-Stay:
- a well-fitted mask to be worn indoors for 10 days from exposure. If you need a mask from school, please ask.
- 3-6 ft of physical distance kept from others while at school during this period, especially during mask breaks, snacks, and meals
- For the 14 days after exposure, carefully watch for any COVID-like symptoms. If a close contact is experiencing ANY COVID-19 symptom, they cannot attend school.
How do I share my negative test result with the school?
You are not required to show proof of testing. We entrust families to follow this protocol to prevent the spread of COVID-19. At drop-off you may be asked verbally.

What if I have even one symptom or test positive?
If a test comes back positive or the individual starts to experience any symptom(s), the person will have to isolate for 10 days. If a close contact is experiencing ANY COVID-19 symptom, they cannot attend school. This includes allergy- or cold-presenting symptoms.

What about any siblings or family members who aren’t close contacts? Can they go to school?
Because they are not close contacts, siblings or family members can continue as normal, including attending school.

Please be aware, we have seen a higher rate of close contact students who live with the COVID-19 positive person turning positive. If you wish to keep your child/ren home, all absences will be excused. Please attempt to keep the positive person isolated as much as possible. Mask and distance if you have to share a space.

What type of test do I need and what if I can’t find one?
Any EUA authorized COVID-19 Rapid Antigen test will be accepted. Please follow the directions for the test you are taking closely.

At this time, families and employees are responsible for providing their own rapid tests. However, if you need one test, please let us know. If you cannot locate a test, we offer a 5-day quarantine with a required test on Day 5 to return on Day 6 if that is preferred/necessary. But please reach out to the school to see if we can help.

How to Find Tests
- Check out www.findacovidtest.org for up to the minute details on where to find various tests. This cool site was created by a high school freshman in Illinois.
- We recommend checking with your insurer for more details on their preferred network of retailers so your 8 tests per person are covered.
- You can now visit https://www.covidtests.gov/ and order four free Covid rapid tests per household.

Quarantine (Updated 1/14/22)

For those close contacts who choose to or are required to quarantine, they must quarantine from school for 5 days and then 5 additional days of wearing a well-fitting mask indoors.

As a reminder, this is for people who are not vaccinated OR not up to date with vaccine series and choose not to do Test-and-Stay. Please note, YCC students are not able to do the 5-day quarantine period due to the fact they are unable to consistently mask for the following 5 days.

Please scroll to see the infographic below with more detailed information depending on the situation.

What is Quarantine
Quarantine is a strategy used to prevent transmission of SARS-CoV-2, the virus that causes COVID-19, by keeping people who have been in close contact with someone with COVID-19 apart from others. People
quarantine when they have been exposed to the virus that causes COVID-19, based on their vaccination and booster status or history of prior infection in the past 90 days.

Quarantine means staying home for at least 5 days after exposure to someone diagnosed with COVID-19. This is because someone can be infected with the virus that causes COVID-19 but may not show symptoms. Even though someone may not show symptoms, they can still spread the virus.

Who needs to quarantine?
Students, teachers, and staff who came into close contact with someone with COVID-19 should quarantine for at least 5 days (day 0 through day 5) after their last close contact if they are in one of the following groups:
- People who are ages 18 and older and completed the **primary series** of recommended vaccine, but have not received a **recommended** booster shot when eligible.
- People who received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a **recommended** booster shot.
- People who are not vaccinated or have not completed a **primary vaccine series**.
- YCC students who choose to quarantine instead of Test-and-Stay are required to quarantine for the entire 10 days because they are unable to mask consistently.

Quarantine Requirements
After stopping quarantine, people should:
- Watch for symptoms until 14 days after exposure.
- If they have symptoms, immediately self-isolate and contact their healthcare provider.
- Wear a mask indoors, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to prevent the spread of COVID-19 for 10 days from exposure.

During any necessary quarantine period:
- For students: Headwaters will treat the time period like an extended illness and work with families to keep students up-to-date with school.
- For employees, please see the Employee COVID-19 Policies section for more details.

*Updated 1/25/22*

*How Long to Quarantine Graphic from Austin Public Health (Updated 1/25/22)*
How Long to Quarantine:
Information for Child Care & Pre-K - 12th Grade Schools

In general, close contacts should wear a mask and get tested.

**Masking:** Everyone 2+ should wear a well-fitting mask for at least a full 10 days following their last contact with someone with COVID-19. (Day 1 is the first full day after last contact with a person who has COVID-19.)

**Testing:** Close contacts should get a viral test* (rapid antigen or PCR) at least 5 days after their last exposure, even if they do not have symptoms. If their COVID-19 test is negative, they should continue to wear a mask and avoid going anywhere they cannot mask for the full 10 days.

*If the close contact has had COVID-19 in the last 90 days, they do not need to test unless they develop symptoms.

Is the person eligible for and up-to-date with COVID-19 vaccinations (i.e., they have received all the recommended doses, boosters, and additional primary shots that they are eligible for)?

**For the CDC, to allow time for students to catch up with the latest recommendations and to minimize disruption to in-person learning, schools may consider forgoing quarantine for students ages 12-17 years who completed their primary vaccine series but have not yet received all eligible boosters.” Encourage these students to get boosted.

The person should quarantine.

5-day quarantine, return on day 6 if they:
- Can and will wear a mask;
- Can and will socially distance when they do remove their mask to eat, drink, or nap.

10-day quarantine, return on day 11 if they:
- Can’t or won’t wear a mask
- Can’t or won’t socially distance when they do remove their mask to eat, drink, or nap.

The person should quarantine.

10-day quarantine, return on day 11.

The person does not need to quarantine **but should take precautions for a full 10 days:**
- Wear a mask around others
- Avoid travel
- Avoid being around people who are at high risk

Can or will the person consistently and correctly wear a mask? **AND** When they do remove their mask to eat, drink, or nap, are they able to physically distance?

Has the person had confirmed COVID-19 within the past 90 days (tested positive using a viral test)?

Can or will the person consistently and correctly wear a mask? **AND** When they do remove their mask to eat, drink, or nap, are they able to physically distance?
In the case of a positive COVID-19 diagnosis of an employee or student, Headwaters School will notify families and employees affected. We will also seek guidance from the local health authorities regarding exposure. The employee/student will be unable to return until they have met the current criteria to discontinue home isolation. Names will be kept confidential. The School will also contact trace as advised by Austin Public Health.

As of Friday, January 14, we are updating our notification protocol for positive cases. We will still be contacting Close Contacts, but instead of campus-wide emails, we will contact smaller cohorts (like classes or groups) that may be affected. Moving forward, we will add a weekly count in the Weekly Updates and encourage anyone who wishes to view the dashboard at headwaters.org/covid for the most up-to-date numbers. During this time, it will be updated each week day.

**Headwaters COVID-19 Dashboard: Case Count for the 2021-2022 School Year**

Headwaters School continues to monitor the state of public health at our schools and will report the updated total number of active COVID-19 positive student and staff cases at Headwaters School campuses as needed. You can find the most accurate case count information on our website at this link or in the Nest under Resources.

If you need to report a positive case, please contact a school administrator or call your Campus Manager for next steps. Your privacy will be protected.
In-School Protocols to Mitigate Risks

Headwaters will have posted signs in highly visible areas (school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs. These signs include age-appropriate hand-washing guides, distancing, and how to properly wear a face mask. At Headwaters School, we expect vaccinated people to continue to follow all rules and protocols related to COVID-19 safety, including mask-wearing.

Masking

Our Metrics for Masking (Updated 4/14/22)

With the debut of the CDC’s latest tool, [CDC COVID-19 By County](https://covid.cdc.gov/covid-data-tracker/#bycountry), as well as Austin’s updated [COVID-19 Risk-Based Guidelines Chart](https://www.d smoothed.com/), Headwaters has updated the way we are looking at masking. We are looking at APH’s numbers as well as our case-load to help make decisions about masking for the rest of the semester.

Here’s what we are looking at:

- Hospital beds being used
- Hospital admissions
- The total number of new COVID-19 cases in an area
- Cases at Headwaters
- Absences for students and guides at Headwaters

With that information in mind, here is a roadmap for the rest of the semester. Our goal with providing this road map is to help our families understand our decisions around COVID-19 as we become more nimble with change. When the City of Austin changes their stages or we notice a surge in cases and absences on our campuses, we too will change our protocols around masking as follows in the chart below and notify families with an email:

<table>
<thead>
<tr>
<th>COVID-19 Community Levels</th>
<th>For All People Primary and Above on Headwaters Campuses and for Headwaters Events</th>
<th>Definitions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Mask Optional</td>
<td><strong>Mask Optional:</strong> Masks are optional for all people on Headwaters Campuses. However, please see notes in the Addendum regarding those who are close contacts and test positive for COVID-19 regarding masking.</td>
</tr>
<tr>
<td>Medium</td>
<td>Mask Recommended Indoors</td>
<td><strong>Mask Recommended Indoors:</strong> Headwaters School recommends masks indoors for everyone primary and above, along with handwashing and social distancing.</td>
</tr>
<tr>
<td>High</td>
<td>Mask Required Indoors</td>
<td><strong>Mask Required Indoors:</strong> Headwaters community members are required to wear a mask indoors, wash hands, and social distance following CDC guidelines while at school/school activities. Outdoor masking is recommended and may be required indoors depending on transmission</td>
</tr>
</tbody>
</table>

*This is modified from APH updated COVID-19 Risk-Based Guidelines Chart that debuted on 3/29/22.*

[Click here to read the full news story](https://example.com) on the website that reiterates reminders about when masking is required after a positive case or after close contact.

Headwaters is Now Mask Optional (Effective 3/7/22)

After careful consideration, Headwaters School will go mask-optional indoors and outdoors beginning on Monday, March 7.
Why the shift
With Austin in Stage 2 of COVID-19 Risk-Based Guidance, CDC community levels tool, and support from the Health Advisory Group, we feel this change is appropriate for our community right now.

COVID-19 at Headwaters
Cases at Headwaters have taken a steep drop from their highest of 3.6% (22 cases) in the entire community in mid-January to our current ~.8% (5 cases) in the entire community.

What this means going forward
We know that we must be nimble and flexible as the virus ebbs and flows. We will rely on established mitigation measures like up-to-date COVID-19 vaccines, ventilation, getting tested, and staying home if you are sick. If you choose to wear a mask you will be supported and even provided a high-filtration mask at school.

Click here to read more details.

Pre-Existing Policy Reminder
We also want to clarify some pre-existing policies in place for people who are deemed as close contacts. In some cases, there will be requirements or recommendations to mask in Primary and above:

- **For Test-and-Stay**: Unvaccinated students doing Test-and-Stay must do the following:
  - Wear a well-fitted masks to be worn indoors for 10 days from exposure. If you need a mask from school, please ask; AND
  - Keep 3-6 ft of physical distance kept from others while at school during this period, especially during mask breaks, snacks, and meals

- **For those in quarantine**: If a person is able to return to school after a 5-day quarantine period, at all times they are required to
  - Wear a well-fitting mask; AND
  - Keep physical distance as possible.

- **For vaccinated people**: Headwaters School recommends mask wearing around others for 10 days and testing on day 5 after exposure.

- **For people with documented case in the last 90 days**: No masking recommendations at this time.

Mask Recommendations (Updated 3/4/22)
If you choose to wear a mask, or if it’s required/recommended, Headwaters School recommends high filtration, well-fitting, disposable masks like N95, KN95, KF94, and ASTM Level 3 surgical masks. We do not recommend cloth masks, gaiters, or masks with valves. If you need a mask, please see the front desk.

Mask Fit & Style
If you choose to wear a mask, or if it’s required/recommended, here are some notes on mask fit and style. In addition to choosing the right mask, wearing it correctly makes a big difference in efficacy. A well-fitting mask is one that fits snugly against the sides of your face AND covers your nose and mouth and can be secured under your chin. Here are some reminders:

- **Wear a mask correctly and consistently for the best protection.**
  - Be sure to wash your hands or use hand sanitizer before putting on a mask.
  - Do NOT touch the mask when wearing it. If you have to touch/adjust your mask often, it doesn’t fit you properly, and you may need to find a different mask or make adjustments.
Do wear a mask that

- Covers your nose and mouth and can be secured under your chin.
- Fits snugly against the sides of your face.

● How to Improve Fit
  - Follow the user instructions for the mask or respirator. These instructions may show how to make sure the product fits properly.
  - Wear two masks (disposable surgical mask underneath AND cloth mask on top) can provide great protection. Do not double mask with a N95 or similar style.
  - A cloth mask can be combined with a fitter or brace
  - Knot and tuck ear loops of a 3-ply mask where they join the edge of the mask. Then fold and tuck the unneeded material under the edges. (For instructions, see this video.)
  - Cord locks for ear loops - to make ear loops adjustable
  - Nose bridge adhesive pads - helps mask stay in place and prevents glasses from fogging
  - Aluminum nose pieces - stick to outside of mask to help mask stay in place

● N95 vs KN95 vs KF94 vs Surgical Masks: What to know
  - NIOSH-approved N95 respirators are the gold standard mask in the US. Surgical N95s are still prioritized for healthcare workers.
  - KN95s were emergency approved in the US in 2020 and are regulated by the Chinese government. According to the CDC, about 60% KN95 respirators in the United States are counterfeit (fake) and do not meet NIOSH requirements.
  - KF94 masks similar to KN95s in look and fit, filtering out about 94% of airborne particles. They’re regulated by the Korean government, not by NIOSH. There are often more sizes for this type of mask.
  - ASTM Level 3 Surgical Masks are also good alternatives
  - You may also want to check out N99, N100, P95, P99, P100, R95, R99, and R100 masks that offer protection like a N95.
  - The CDC also has a page dedicated to Factors to Consider When Planning to Purchase Respirators from Another Country.

Where to Buy
Here are some places you may find masks, but please be mindful as many companies are delays due to the volume of orders.
  - Armbrust: Austin company with Level 3 surgical masks in childrens and adult sizes.
  - Project N95
  - Well Before: Also has kids masks
  - Bona Fide Masks: Level 3 surgical masks in adult and children sizes
  - Amazon
  - Home Depot
  - CVS

Here are some spots you may find masks for children:
  - Evolve Together: KN95
How to Wear A Mask Correctly

Choose a mask that completely covers your nose and mouth. We also recommend it comes below your chin for best fit. Make sure the mask fits snugly against the sides of your face and doesn’t have gaps. And finally have a nose wire to prevent air from leaking out the top of the mask.

Wear a mask correctly and consistently for the best protection.

- Be sure to wash your hands or use hand sanitizer before putting on a mask.
- Do NOT touch the mask when wearing it. If you have to often touch/adjust your mask, it doesn’t fit you properly, and you may need to find a different mask or make adjustments.
<table>
<thead>
<tr>
<th><strong>DO choose masks that</strong></th>
<th><strong>DO NOT choose masks that</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="64x628.png" alt="Image" /></td>
<td><img src="157x695.png" alt="Image" /></td>
</tr>
<tr>
<td>We recommend three layers or washable, breathable fabric. However, two-layer is acceptable, especially with added filter added (like PM2.5).</td>
<td>Are made of fabric that makes it hard to breathe, for example, vinyl</td>
</tr>
<tr>
<td><img src="340x620.png" alt="Image" /></td>
<td><img src="418x695.png" alt="Image" /></td>
</tr>
<tr>
<td>Covers your nose and mouth and secure it under your chin.</td>
<td>Have exhalation valves or vents which allow virus particles to escape</td>
</tr>
<tr>
<td><img src="64x515.png" alt="Image" /></td>
<td><img src="157x594.png" alt="Image" /></td>
</tr>
<tr>
<td>Fit snugly against the sides of your face and doesn’t have gaps</td>
<td>Gaiters and bandanas are not acceptable choices for masks.</td>
</tr>
<tr>
<td><img src="340x432.png" alt="Image" /></td>
<td><img src="418x500.png" alt="Image" /></td>
</tr>
<tr>
<td>Has a nose wire to prevent air from leaking out of the top of the mask</td>
<td>Are prioritized for healthcare workers, including N95 respirators</td>
</tr>
<tr>
<td><img src="64x322.png" alt="Image" /></td>
<td><img src="157x404.png" alt="Image" /></td>
</tr>
</tbody>
</table>
| Medical-grade disposable options often offer more protection and better fit:  
- KN95s and KN94s are examples of well-fitting masks with metal nosepeices.  
- Beware of counterfeits! The US uses NIOSH approval (see a list of approved masks here).  
See more types of masks here. | Not CDC recommended: Evaluation of face shields is ongoing, but effectiveness is unknown at this time. |

**Ways to have better fit and extra protection:**
- For Reusable Masks
  - Wear two masks (disposable mask underneath AND cloth mask on top)
● Combine a cloth mask with a fitter or brace
● For Disposable Masks
  ○ Wear two masks (disposable mask underneath AND cloth mask on top)
  ○ A cloth mask can be combined with a fitter or brace
  ○ Knot and tuck ear loops of a 3-ply mask where they join the edge of the mask
    ■ Fold and tuck the unneeded material under the edges. (For instructions, see this link.)

How NOT to wear a mask:

- Around your neck
- On your forehead
- Under your nose
- Only on your nose
- On your chin
- Dangling from one ear
- On your arm

See this video on how to make your mask fit better. For more information, visit the CDC’s How to Wear Masks web page.

How To Clean
Reusables masks should be washed whenever it gets dirty or at least daily. If you have a disposable face mask, throw it away after wearing it once. Always wash your hands after handling or touching a used mask. Masks should be laundered either in the washing machine or by hand with soap, rinsed thoroughly, and dried completely before re-wearing.

How To Store
- Store wet of dirty masks in a plastic bag
  ○ If your mask is wet or dirty from sweat, saliva, make-up, or other liquids or substances, keep it in a sealed plastic bag until you can wash it. Wash wet or dirty masks as soon as possible to prevent them from becoming moldy. Wet masks can be hard to breathe through and are less effective than dry masks.
- Store masks that are not wet or dirty in a paper bag
  ○ You can store your mask temporarily to reuse later. Remove your mask correctly and wash your hands after touching a used mask. Keep it in a dry, breathable bag (like a paper or mesh fabric bag) to keep it clean between uses. When reusing your mask, keep the same side facing out.
○ If you are taking off your mask to eat or drink outside of your home, you can place it somewhere safe to keep it clean, such as your pocket, purse, or paper bag. Make sure to wash or sanitize your hands after removing your mask. After eating, put the mask back on with the same side facing out. Be sure to wash or sanitize your hands again after putting your mask back on.

Exceptions for Mask Wearing
According to the CDC, most people with underlying medical conditions should and can wear a mask. If you have any questions about medical conditions and mask wearing, for students, please contact your program director for employees, please contact HR.

Disciplinary Approach & Guidelines (Updated 8/27/21)
First and foremost, we approach minor transgressions as opportunities for learning and developing our understanding of the role of integrity in our community. While we expect our employees and students to handle most breaches in integrity themselves, if a major transgression or repeated minor transgressions occur, the Division Director reserves the right to use their best judgment in responding to behavior and in coming up with appropriate responses. We expect all community members to follow this policy. Continuous disregard for this policy may result in disciplinary action. This includes relying on direct communication and mutual accountability to resolve most minor breaches in integrity.

On the River Campus, this is an example of a disciplinary approach for students not following our protocols to mitigate risks (like mask-wearing, physical distancing, etc):

If reminders aren’t enough, or are happening too often with a student, we must and will take steps so we can continue doing school as safely as possible for the entire community. We want you to know that if you must be reminded multiple times over the course of a day about COVID-19 safety protocols, your parents will be notified.

Parents, should you receive such a notification, we ask that you reply to confirm you received our message. Should you receive five (5) notices indicating that your child(ren) are not following our safety protocols, your child(ren) will be asked to remain at home for the following day. If this trend continues after that, we will have a family conference to discuss next steps.

The purpose of these notifications is twofold: 1) we want to make sure that you are aware of the ways in which we are closely monitoring student safety and; 2) we hope that you will engage in conversation with your child(ren) about the need to engage in our mitigation efforts so that we can continue to safely offer in-person instruction to all students. Should you have any questions, again, please reach out to me. Know that we are relying on every member of our community to do our best to reduce the spread of COVID-19 and to protect the most vulnerable among us, most especially members of our community who cannot be vaccinated.

Physical (Social) Distancing Policy
According to CDC Guidance, Headwaters School recommends at least 3 feet of physical distance between students within classrooms to reduce transmission risk. A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated. We also know that with small children, this may not always be possible or appropriate. Physical distance of 3-6 feet cannot always be maintained, so mask use by all students, teachers, staff, and visitors is particularly important. We will also layer prevention strategies from this section to reduce transmission risk.

Screening Testing
According to the latest CDC guidance, “Screening testing identifies infected people, including those with or without symptoms (or before development of symptoms) who may be contagious, so that measures can be taken to prevent further transmission. In K-12 schools, screening testing can help promptly identify and isolate cases, quarantine those who may have been exposed to COVID-19 and are not fully vaccinated, and identify clusters to reduce the risk to in-person education. CDC guidance provides that people who are fully vaccinated do not need to participate in screening testing and do not need to quarantine if they do not have any symptoms.” As a reminder, Headwaters School has not mandated the COVID-19 vaccine for any community members at this time.

If a student or employee is vaccinated, please submit your information to the correct place (Magnus for students, HR for Employees) in order to opt out of required testing. If vaccinated, employees are asked to give copies of their vaccine card to HR by Friday, September 3, 2021. If vaccinated, students are asked to submit their vaccine card to Magnus as soon as possible.

**Creek Screening Testing (Updated 3/4/22)**

Headwaters has partnered with [Your Health Lab](#) to provide PCR screening testing every other Tuesday on the Creek Campus from 8:30-10 a.m. This will fall on the opposite week of the already established [Rapid Antigen Screening Testing](#). PCR testing includes the slightly more invasive pharyngeal nasal swab or “brain tickler” swab, which means students will not be able to self-administer this test. Due to scheduling, we cannot guarantee that parents will be allowed to be present when their child is tested, so please take this into account when signing up.

Please click [here](#) for PCR Testing sign-up and [click here](#) for Rapid Antigen Testing sign-up.

**River Campus Community Members (Updated 3/4/22)**

Headwaters has partnered with Your Health Lab to provide PCR testing weekly on the River Campus. Testing is currently scheduled for Tuesdays during MS and HS lunch periods.

Testing will be billed through your insurance. If you are uninsured, your test will be covered under the CARES Act. Vaccinated community members are invited to test if they so choose, but it will not be mandatory. Test results will be shared directly with the families or staff who were tested. Headwaters requests that any positive test results be shared with the school immediately.

Sign-up by [visiting this link](#). If you are insured, please include all insurance information.

**Ventilation**

According to the CDC, “Improving ventilation is an important COVID-19 prevention strategy that can reduce the number of virus particles in the air. Along with other preventive strategies, including wearing a well-fitting, multi-layered mask, bringing fresh outdoor air into a building helps keep virus particles from concentrating inside. This can be done by opening multiple doors and windows, using child-safe fans to increase the effectiveness of open windows, and making changes to the HVAC or air filtration systems.” Headwaters School has implemented and will continue extra ventilation strategies throughout the school year.

**Handwashing Etiquette**

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. All employees and students will engage in hand hygiene at appropriate times throughout the day. This includes staff supporting students who need help and guidance.
Washing hands with soap and water for at least 20 seconds is the best method. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available (children under age 3 will not use hand sanitizer).

**Respiratory Etiquette**

In addition to hand hygiene, students and employees will review respiratory etiquette practices. This mainly consists of covering coughs and sneezes with a tissue, if not in your mask. Used tissues will be thrown in the trash and hands washed immediately with soap and water for 20 seconds. If soap and water is not available, hand sanitizer (containing 60 percent alcohol or more) can be used for employees and students old enough to use safely.

**Increase Use of Outdoors**

The risk of COVID-19 transmission is less outdoors than indoors. Conducting activities outdoors may also facilitate physical distancing. We will continue to maximize and increase the use of outdoor space during the school day. We are planning on ways to conduct classes, meals, and meetings outdoors as much as possible. We are using and creating additional “outdoor classroom” areas, especially in shady or covered outdoor spaces.

**Cleaning and Disinfection Protocols**

In addition to routine cleaning and disinfecting requirements, the following will also be put into place:

- Facilities will be cleaned and disinfected daily by an outside cleaning company. This includes carpeted areas that will be vacuumed at the end of each day by an outside cleaning company. Building and classroom bathrooms will be cleaned daily by an outside cleaning company.
- High-touch items will be disinfected by teachers throughout the day.
- Students will support mid-day cleaning as appropriate by age (e.g. young children will not handle cleaning products).

Headwaters School will maintain adequate supplies to support healthy hygiene behaviors. This includes soap, hand sanitizer with at least 60 percent alcohol, paper towels, disinfectant wipes, extra face masks, and no-touch trash cans.

**Employee Cleaning Responsibilities**

Based on recommendations from [Austin Public Health](https://www.austinpublichealth.org), in alignment with the CDC, employees will be responsible and expected to clean the following:

- Clean indoor surfaces and objects routinely with soap (or detergent) and water at least once a day.
- Prioritize disinfecting surfaces that ill persons have touched and those that are routinely touched or shared between students. Not every surface needs to be disinfected every time it is cleaned.
- Clean more frequently or clean AND disinfect surfaces and objects if certain conditions apply in the community and/or school:
  - High transmission of COVID-19,
  - Low vaccination rates,
  - Infrequent use of other prevention measures, such as mask wearing (among unvaccinated people) and hand hygiene; or
  - The space is occupied by certain populations, such as people at increased risk for severe illness from COVID-19.
● Use all cleaning products according to the directions on the label. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.

● All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products.

● Materials and toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher on sanitize or similar setting. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.

● Sensory and water tables/bins should not be used.

● Set aside materials/toys that need to be cleaned. Place in a dishpan with soapy water or put in a separate container marked for “soiled toys.” Keep the dishpan and water out of reach from children. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

According to the CDC, “In most situations, the risk of infection from touching a surface is low. The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer.”

**Visitor Policy (Updated 4/14/22)**

Essential and non-essential visitors are now allowed on campus without prior approval. Any individual present in the buildings will be required to follow our COVID-19 guidelines at the time of their visit.

Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care, regardless of vaccination status.

**Daily Symptom Screening**

*Magnus No Longer Required at Drop-Off Effective Tuesday 2/22*

Effective Tuesday, February 22, morning health screenings will no longer be required at the beginning of each day. It is still important that if your student is not feeling well or has new contact with someone with COVID-19, that you contact your campus attendance inbox for guidance on how to proceed. If you need a reminder of COVID-19 symptoms, here is a pdf you can print for your home.

*Staff Morning Symptom Screening No Longer Required Effective Tuesday 2/22*

Effective Tuesday, February 22, the daily COVID-19 Screening form will no longer be required at the beginning of each day. It is still important that if you are not feeling well or have new contact with someone with COVID-19, please contact your supervisor and Leslie Hirsch for next steps. If your position requires it, please post for a sub in ReadySub. If you need a reminder of COVID-19 symptoms, here is a pdf you can print for your home.

**COVID-19 Vaccine**

Headwaters School is not requiring the COVID-19 vaccine staff or students at this time.
Headwaters School strongly recommends the vaccine to all eligible community members, including people ages 12 and up eligible for the Pfizer COVID-19 vaccine. For more information on where to get your free vaccine visit this site or call 311. Still have questions about vaccination? Check out this APH fact sheet and ask your doctor if you have more questions.

Per the CDC: “... People are considered fully vaccinated for COVID-19 ≥2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).” We also recommend people review the CDC’s page Interim Public Health Recommendations for Fully Vaccinated People for the most up to date guidance.

Definitions of Vaccinated and Up to Date (Updated 4/14/22)

A person is fully vaccinated two weeks after receiving all recommended doses in the primary series of their COVID-19 vaccination.

A person is up to date with their COVID-19 vaccination if they have received all recommended doses in the primary series and one booster when eligible. Getting a second booster is not necessary to be considered up to date at this time.

See more details from the CDC’s Stay Up to Date with Your COVID-19 Vaccines page.

New Magnus Student Immunization Tracker for COVID-19 Vaccine

We have added an optional tracker for the COVID-19 vaccine if your child is eligible and received the vaccine. You will be able to upload your child’s vaccination record card to complete this step in Magnus. Again this is optional and the COVID-19 vaccine is not currently required at Headwaters School, though we do recommend it for anyone who is eligible.

Staff Vaccination

Headwaters School highly encourages each staff member to be vaccinated and supports that process with Paid Time Off for appointments. Due to the nature of our small school and HIPAA considerations, we will be sharing the vaccination status of the entire employee population in aggregate, as opposed to specific classes or even campuses. We hope this protects the privacy and confidentiality of all employees. We ask that parents do not ask staff members their vaccination status. This is considered confidential medical information.

Currently the school is not requiring the vaccine for any of its employees, but encouraging all to share their vaccine status and card. Due to the Emergency Use Authorization status of the vaccine, we received guidance to not require the vaccine at this time. If any policies change, we will notify employees.

Travel & Holiday/Event Policies

Headwaters School does not require families or staff to report their travel to the school. However, we encourage all community members to consider travel and risks associated fully before making plans and be prepared to isolate/quarantine after any travel in the event of exposure.

Post Spring Break COVID-19 Policies (Updated 3/4/22)

Updated 3/4/22: We have updated our policies for post Spring Break to require masks indoors only for all community members (Primary and above) for three days after Spring Break (Monday, March 21; Tuesday, March 22; and Wednesday, March 23). If there are any updates to this policy, we will notify the community when we return from Spring Break.
To echo the CDC, we highly recommend testing before and after any travel. Click here for Austin-area testing locations and click here for ways to get rapid antigen tests before you travel. APH and the CDC also highly recommend vaccination and boosters for everyone to help with severe COVID-19.

Finally, if someone is unwell for any reason, please follow illness protocols and do not send your child to school. Click here to read more.

**Travel Considerations (Updated 9/2/2021)**

According to the CDC, “do not travel internationally until you are fully vaccinated,” because travel increases your chance of getting and spreading COVID-19. If you are not fully vaccinated and must travel, follow CDC’s recommendations for unvaccinated people.” We will continue to follow CDC recommendations and recommend that the community considers the CDC guidance before travel, whether domestic or international.

The CDC has a map of the various travel notices for different countries. Please be mindful of international travel requirements that may include testing and required quarantines.

**Safer Ways To Travel**

Not all travel is the same. Please consider your method of travel, your destination, lodging, and other risks associated with travel. The CDC has a page called Safer Ways To Travel with more details.

**Safer Ways to Celebrate Events and Holidays**

Attending gatherings to celebrate events and holidays increases your risk of getting and spreading COVID-19. Visit the CDC’s Daily Activities and Going Out webpage for more information on choosing safer activities, participating in activities, gatherings, and holidays.

**Employee COVID-19 Policies**

**Employee Sick Leave Related to COVID-19, (Effective October 1, 2021)**

Federal COVID-19 paid sick leave (FFRCA) expired on September 30, 2021. In light of this change, Headwaters School has established the following paid and unpaid leave options for employee absences related to COVID-19. Please note that a doctor's note may be requested by the HR Office to receive this benefit.

When an employee is a close contact of someone with COVID-19:
- Vaccinated employees are not required to quarantine, and should continue to attend work as long as they remain asymptomatic. The CDC and Austin Public Health Department recommend frequent testing during the 10 days after exposure as added precaution and continue to mask in public.
- Unvaccinated employees are required to quarantine for 14 days. During the first 5 days of the quarantine, up to 5 Paid Time Off (“PTO”) days may be used; any time not covered by PTO will be unpaid time off.
- On a case by case basis, the School will determine if an employee is eligible to work remotely from home while in quarantine.

When an employee is sick with COVID-19:
- Employees with symptomatic COVID-19 (i.e., develop symptoms) may not return to work for a minimum of 10 days after symptom onset, AND at least 1 day has passed following the resolution of fever for at least 24 hours (without the use of fever-reducing medication) with improvement of other symptoms.
● Employees with asymptomatic COVID-19 (i.e., never develop symptoms) may not return to work for a minimum of 10 days after the first positive viral test.
● Employees must use up to 5 Paid Time Off (PTO) days first, and then Headwaters School will provide 5 paid sick days in addition. Any time not covered between PTO and paid sick days will be unpaid time off.

When an employee needs to care for someone who is sick with COVID-19, or if they have to care for a child whose school/classroom is closed because of a COVID-19 outbreak:
● Employees must use up to 5 Paid Time Off days first, and then Headwaters will provide 5 additional caregiver days at 50% of the employee’s regular salary. Any time not covered between PTO and additional caregiver days will be unpaid time off.

If an employee experiences an extended COVID-19 illness requiring hospitalization or extended leave, the employee may be eligible for FMLA leave. Please contact Leslie Hirsch, HR Director, for additional information about an FMLA leave.

Time Off to Recover from Receiving the COVID-19 Vaccine and/or COVID-19 Booster Shot (Effective October 1, 2021)

Employees may take up to 8 hours of additional time off to recover from receiving the first or second dose of the COVID-19 vaccination.

Once eligible, employees will have up to 8 hours of additional time off to recover from receiving a COVID-19 booster shot.

*Please note: We are not offering additional time off to get the shot, just recovery time. You must submit proof of a vaccination to receive this benefit.

Employee Medical Accommodations

Medical accommodations follow ADA guidelines and the school will make every effort possible to provide work accommodations for individual employees requesting an ADA accommodation. Please contact Leslie Hirsch, HR Director for additional information regarding ADA medical workplace accommodations.

Further Updates

Updates may be necessary as new information is provided by the Centers for Disease Control; American Academy of Pediatrics; and federal, state, and local officials. We will clearly communicate any updates with the community and denote in this document.

If you have further questions, please contact your program director or email planning@headwaters.org.