

Fiddlehead School of Arts & Sciences Emergency Pandemic Leave and Accommodation Policies

In response to the emergency circumstances presented by the COVID-19 pandemic, the Fiddlehead School of Arts & Sciences first priority is the safety of staff and students. We recognize that public health conditions and the facts and circumstances for each person vary and are ever changing. In order to address health and safety concerns of staff and students as well as balance the needs of our students and families, the Fiddlehead School of Arts & Sciences has adopted the following leave and accommodation policies. Please understand that this document is a policy for responding to special circumstances that may arise due to COVID, it should not be interpreted or read as a contract. The policy was enacted in connection with a state of emergency and circumstances are highly changeable. Fiddlehead School of Arts and Sciences endeavors to be responsive and flexible to the needs of students and staff and for that reason the policy may change from time to time as circumstances evolve.

On Campus Health and Safety Requirements

In addition to this Emergency Leave and Accommodation Policy, Fiddlehead has adopted a COVID-19 Health (“Health”) and has also adopted a Reopening Plan. Additionally, Fiddlehead is strictly adhering to all Maine DOE and Maine CDC guidelines and requirements. Fiddlehead policies are intended to assure the health and safety of staff and students, to comply with Maine DOE and Maine CDC guidance and rules, and to ensure the safe operation of the school. All employees are required to follow the Health and Attendance and Return to School policies as interpreted by the Executive Director.

Mask Wearing

Note that mask wearing is required by Fiddlehead employees at all times while in the school building, regardless of the distance between the employee and any other person. The only exception to mask wearing will occur when an employee is in a room alone with a door closed. *Fiddlehead Health and Attendance Policy is designed to ensure the health and safety*

of the Fiddlehead Community. Violations of the Health and Attendance Policy, Return to School Plan, or any other pandemic health and safety rules and policies will be taken seriously. Fiddlehead will create a written record of violations of these policies or rules; repeat offenses will not be permitted. Employees who violate the policies or rules will be subject to discipline, up to and including termination of employment.

Stay Home When Sick

All employees should stay home whenever the employee has symptoms of illness. Fiddlehead School wants everyone to feel healthy, safe and ready to work while on the job. Rest and recovery are important for all categories of illness and we support employee wellness. In addition, in accordance with CDC guidelines, employees should never report to work if the employee has any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Leave

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Paid Leave Entitlement:

Fiddlehead employees may be entitled to up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and

- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Eligible Employees:

Employees of Fiddlehead may be eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Qualifying Reasons for Leave Related to COVID-19:

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Accommodation

Fiddlehead will engage in an interactive process with employees who request a reasonable accommodation for a disability that is impacted by the COVID-19 pandemic in accordance with its existing policies relating to accommodating disabilities. Please speak to the Executive Director if you have questions or would like to discuss an accommodation.