

NOAH WEBSTER SCHOOLS COVID-19 EMPLOYEE FACE MASK POLICY

As you return to work in the midst of the COVID-19 pandemic, [Noah Webster Schools] (the “School”) wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing this COVID-19 Face Mask Policy. This policy applies to all School employees.

For the purposes of this policy, a “Face Mask” is a covering that fully and snugly covers a person’s nose and mouth, including a cloth face mask or surgical mask. Acceptable types of Face Masks are discussed in more detail below; however, the School requires all employees to wear a Face Mask in accordance with guidance from the Centers for Disease Control and Prevention (CDC) as well as local, county, or state guidance or requirements.

The Need for Face Masks

The CDC has found that Face Masks can help prevent the spread of COVID-19, especially in areas with significant community spread or when social distancing or physical distancing (6 feet of separation or as otherwise contemplated in the School’s COVID-19 Employee Social Distancing Policy) cannot be accomplished. Additionally, many county and local governments in the State of Arizona have adopted orders generally requiring persons to wear Face Masks at work or in public, and the State of Arizona has mandated that schools develop policies to require face coverings for staff and students until the Arizona Department of Health Services determines that face coverings are no longer necessary or recommended to contain the spread of the virus.

This policy is a key part of the School’s overall strategy and commitment to maintaining a safe and healthy workplace. Although knowledge about the virus and how it spreads continues to evolve, based on the information we have now, we believe these measures may help limit the virus’s spread because, among other things:

- COVID-19 is a respiratory disease that is highly contagious;
- The CDC recommends a face mask to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice;
- COVID-19 spreads mainly when an infected person coughs, sneezes, or talks and respiratory droplets from their mouth or nose enter the nose or mouth of someone nearby;
- Even a person without symptoms may be infected with COVID-19 and spreading it throughout the community;
- Studies have found that mandatory face masks significantly reduce the possibility of spreading COVID-19 to others; and

- Face masks are particularly important when people are close to each other (generally 6 feet) or where social distancing is difficult to maintain.

When Face Masks Are Required

In accordance with guidance from the CDC and applicable guidance and requirements issued by local, county, or state authorities, including Executive Order 2020-51, the School requires that employees wear a Face Mask at all times when on campus, including when employees are:

- Teaching in a classroom and any other individuals, including students, are present;
- Teaching and any visitor enters the classroom;
- Working in an open office setting or in a shared office;
- Attending in-person meetings in a conference room, classroom, private office, or other enclosed space;
- Using any common spaces or equipment, including the School's teacher's lounge, break room, or copy room;
- Interacting with other School staff, parents, visitors, or students, particularly when social distancing is difficult to maintain;
- In elevators and stairways; and
- Other situations that require close contact with others.

Exceptions: Face Masks are not required under the following limited circumstances: (1) when eating or drinking, (2) when outdoors and able to socially distance, (3) when alone in the employee's classroom or office, or (4) where a reasonable accommodation has been granted by an authorized School official.

Employees may be permitted to use clear face coverings that cover the nose and wrap securely around the face in the following circumstances:

- When interacting with students or staff who are deaf or hard of hearing;
- When teaching young students learning to read;
- When teaching English Language Learners; and
- When teaching students with disabilities.

The use of a clear face covering must be approved in advance by the School's Principal. Please note that face shields do not qualify as clear face coverings.

The School will not allow visitors on campus except for very narrow exceptions, as set forth in the School's COVID-19 Social Distancing Policy. The School will require any visitors allowed on campus to wear a Face Mask for the entire duration while they are on the School's property.

Wearing a Face Mask is not a substitute for general hygiene and social distancing practices. All employees and visitors are required to comply with the School's COVID-19 Social Distancing Policy and all applicable laws, guidance, and School policies.

Acceptable Face Masks

Employees who report physically to campus are expected to provide their own Face Masks that comply with the requirements set forth below. However, the School will provide employees with a disposable Face Mask if they forget theirs or are otherwise unable to procure a Face Mask of their own.

A Face Mask is acceptable only if it meets current CDC guidance and:

- Fits snugly but comfortably against the side of the face;
- Is secured with ties, ear loops, or another reliable method;
- Includes multiple layers of fabric sufficient to block respiratory droplets from permeating the Face Mask; and
- Allows the user to breathe without restriction.

The School encourages staff to leave medical grade masks (i.e. N95, KN95, or other masks intended for a health care setting) for those serving in front-line health care settings.

Employees may not share Face Masks with any other individual. If a School employee needs a Face Mask, they should request one from their supervisor.

Face Masks shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, writing or images, and must comply with the School's Dress Code Policy and Anti-Harassment Policy. If the School determines, in its sole discretion, that an employee's Face Mask does not comply with this policy, the School will provide the employee with a substitute Face Mask for use.

Nothing in this policy prohibits or is intended to prevent you from discussing the terms and conditions of your employment with coworkers or exercising protected rights under Section 7 of the National Labor Relations Act, exercising protected rights to the extent that those rights cannot be waived, or engaging in protected speech as permitted by law.

Face Shields

Although not required, the School will allow employees to wear face shields in addition to Face Masks; however, unless CDC or other public health guidance requires the use of a face shield in the K-12 school context, the School will neither provide nor reimburse an employee for the cost of a face shield.

Proper Face Covering Use, Removal, and Disposal/Washing

When putting on and wearing the Face Mask, employees should:

- Wash their hands or use hand sanitizer before putting it on their face;
- Place it over their nose and mouth and secure it under their chin;
- Ensure that it fits snugly against the sides of their face and seals around the bridge of their nose to the extent practicable;
- Ensure that they can breathe well when wearing it;
- Do their best to not touch the Face Mask while wearing it and wash their hands or use hand sanitizer any time they inadvertently do so;
- Remove the Face Mask as needed to blow their nose, eat, or drink, but do not place it around their neck during those times; and
- Replace the Face Mask if it becomes soiled or wet.

When removing the Face Mask, employees should:

- Handle only by the ear loops or ties;
- Fold the outside corners together;
- Avoid touching their eyes, nose, or mouth;
- Dispose of a Face Mask by placing it in a trash receptacle that closes, in a receptacle designated by the School, or in a trash receptacle off School property after leaving campus and the employee is able to socially distance from others;
- Wash their hands or use hand sanitizer immediately after removing or otherwise handling the Face Mask; and
- Wash the Face Mask after each use.

Accommodation Requests

Employees requesting an accommodation regarding this policy for reasons based on disability, religion or other grounds protected by federal, state, or local laws, should contact Human Resources.

Employees may request the accommodation orally or in writing, but should include all relevant information, including:

- A description of the accommodation requested; and
- The reason for the accommodation.

Upon receipt of a request for an accommodation, the School will engage in an interactive dialogue to determine the precise limitations of the employee's ability to comply with this policy and explore potential reasonable accommodations that could overcome those limitations. The School encourages employees to suggest specific reasonable accommodations; however, the School is not required to make the specific accommodation requested and may instead provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the School. Accommodation requests that impose an undue hardship may be denied.

Enforcement and Non-Retaliation

Failure to comply with this policy may result in employee discipline, up to and including termination of employment.

Employees who witness or become aware of any employees or other individuals violating this policy are encouraged to report them to the appropriate supervisor or Human Resources immediately.

The School prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this Policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, the School will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Policy Subject to Change

Given the constantly developing legal obligations, scientific understanding, and industry best practices relating to the containment of COVID-19, the School reserves the right to modify this policy at any time, in its sole discretion, and without advanced notice in order to adapt to changing public health guidance, legal obligations, and operational needs.

If any part of this policy conflicts with applicable local, county, state law, regulation, or public health guidance, the School will comply with the applicable law, regulation, or public health guidance.