

Inkster Preparatory Academy Workplace Plan

Leave of Absence

Provisions for paid leave time will be made according to the Families First Coronavirus Response Act, the Paid Medical Leave Act, the Family Medical Leave Act, and any applicable Inkster Preparatory Academy (IPA) -provided leave benefits. HR Staff will work with affected employees to determine which benefits are available to use during a Covid-19 related absence. HR Administrators are directed to explore reasonable accommodations as appropriate for employees who may have a disability that prevents them from complying with one or more of the directives in this Plan. FFCRA LOA Request

Overall workplace safety and protections

While there is no specific OSHA standard covering exposure to Covid-19, existing OSHA standards may apply to protect workers from such exposure at work. To the extent such standards do apply to this Plan and IPA work site, they shall be implemented to help minimize the spread of Covid-19. If a confirmed case of Covid-19 is reported by an employee, IPA will determine if it meets the criteria for recording and reporting under OSHA's rules. IPA will follow federal, state, and local government recommendations regarding development of contingency plans for situations that may arise as result of outbreak.

Confidentiality/Privacy

The confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under individual circumstances. When disclosure is required, the number of persons who will be informed of an affected individual's identity will be limited to those necessary to comply with reporting requirements, administration of benefits, and to limit the potential transmission to others. Notwithstanding the foregoing, IPA reserves the right to inform other employees and stakeholders that an unnamed IPA employee might have been exposed to Covid-19 so those individuals may take measures to protect their own health.

Woodley Leadership Academy will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Education Rights and Privacy Act of 1975 (FERPA).

Inkster Preparatory Academy Building

The IPA building will be closed to non-essential visitors.

Before entering the building, all guest will:

- Make an appointment
- Enter through the front entrance.
- Sign-in. Complete the required questionnaire.

Once inside the building, all guest will:

- Wear a mask.
- Report to main office and be seated in a waiting area where chairs are distanced six feet apart.
- Sign out when existing the building

The Office Manager will be available to contact the necessary department and answer questions.

All meetings will be held via Zoom Conferencing. No visitors will walk through the building unescorted.

After the meeting, the employee wipes down all surfaces in preparation for the next guest.

Administration/Staff- Employee Specific

- **Employees will enter through the Middle School Door Entrance.**
- **All staff will keep their doors open throughout the day to limit contact with door handles.**
- **Employees will wipe down all hard-touch surfaces after use -desk, tables, doorknobs, etc.**
- **Employees will wear mask throughout the day.**