



## COVID-19 Staff Guidelines and Requirements Updated 08.17.2023

The purpose of this COVID-19 policy is to create a safe and healthy work environment for employees. The following document is informed by guidance and recommendations provided by the Centers for Disease Control and Prevention (CDC), the Washington State Department of Health (DOH), and Seattle Public Schools (SPS). This policy will be continuously updated to reflect developments and best practice in science and public health.

### Requirements

- All staff (administration, teachers, coaches, and temporary personnel) hired by JazzED to work in-person **must present proof of vaccination for the COVID-19 virus.**
  - o Vaccination cards/records are to be submitted when completing the Teacher Handbook acknowledgment form ([Click Here](#))
    - You can download a copy of your vaccination record at [www.myirmobile.com](http://www.myirmobile.com)
  - o COVID-19 tests in lieu of vaccination will not be accepted.
  - o Acceptable types of verification include:
    - Copy or photo image of a vaccine card
      - Must have all required information and signatures.
    - Documentation from a health care provider
    - State immunization information system record
  - o Full Time Staff
    - Documentation must be submitted prior to your first day of work.
  - o Teachers, Coaches, Volunteers, Temporary hires
    - Documentation must be submitted at least two weeks prior to the start of assignment.
- A digital copy of vaccination documentation will be placed in individual's file managed by the executive and deputy directors.
- In alignment with updated health guidance from the Washington State Department of Health, Public Health – Seattle & King County, and Seattle Public Schools masks **are optional for JazzED staff while operating in JazzED offices and classrooms.**
- COVID-19 Exposure
  - Staff required to work in person must follow the most current CDC guidelines ([LINK](#)) outside of work

- This will limit exposure to other staff and guests in common office areas.
  - Please refer to the coverage policy for additional considerations about coverage reassignment if symptomatic or COVID exposure.
- Staff with symptoms should notify their supervisor and stay home and isolate.
  - Common symptoms include (but not limited to) fever, new cough, difficulty breathing, sore throat, muscle/body aches, vomiting, diarrhea, new loss of taste and/or smell.
  - If symptoms persist for longer than two days, testing will be required before returning to work.
- Staff who have tested positive for COVID-19 (with or without symptoms) must stay home and quarantine. Follow the CDC recommended steps. [\(LINK\)](#)
- Staff who are well but have household members with COVID-19 should notify their supervisor, isolate, and follow CDC recommended guidelines. [\(LINK\)](#)
  - A negative COVID-19 test is required before returning to work.

### **In the Office Guidelines and Precautions**

- Mask wearing is not required by staff, but masks will be available in the office should staff choose to wear them.
- CDC Guidelines must be followed outside of work if choosing to work in person.
- Staff will regularly sanitize their work area.
- Wash hands regularly for at least 20 seconds, especially after blowing nose, coughing or sneezing.
- Groups larger than 8 should meet in larger, more properly ventilated rooms (i.e. gym, auditorium, outside).