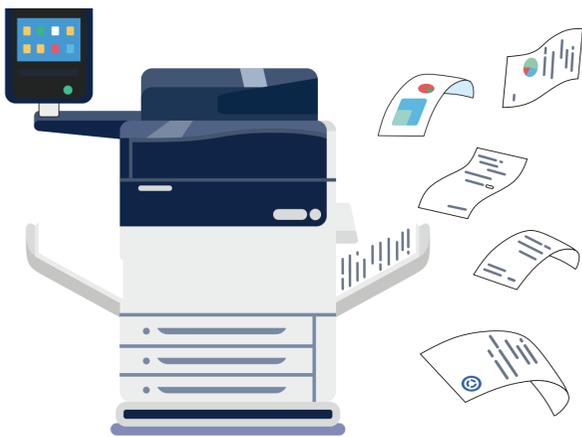


HOW AACCA'S COVID-19 PROTOCOLS ALTER WORKPLACE CONDUCT

Cohorts

AACA West Hills physical location is split into two separate modular buildings. Administration is present 5-days a week and occupies the north modular. Students, Teachers, and Paras are separated into Cohorts and are on-site Mondays and Wednesdays or Tuesdays and Thursdays and occupy the south modular. Cohorts are to remain confined to their classrooms. No member of a cohort should ever enter a classroom that is not theirs or have encounters with staff or students from a cohort that is not theirs. Cohorts can be identified through colored wrist bands. Everyone Must have and wear one. If you do not have one, the office will provide you with one.

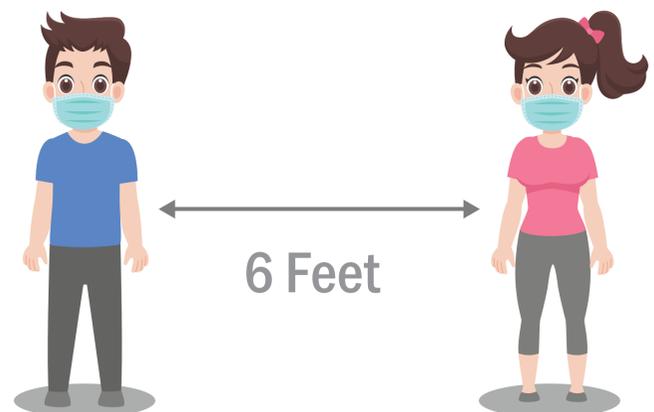


Copy Machine & Office Supplies

Every classroom teacher should have at a minimum 1 radio for communication with the main office. Additionally, communication can be made via MS Teams or by calling the main line (the latter is discouraged as cell phone use is prohibited during working hours). Administration has designated a runner that will travel to and from the south modular to deliver supplies and print jobs. Conversely this runner is available to pick up supplies needing to be returned to the copy room or things that need to be copied/faxed. At no time are south modular occupants cleared to enter the north modular for the purpose of utilizing the copy room.

Social Distancing & Masks

Everyone on-site must practice social distancing and mask wearing. These two measures are the principal efforts in mitigating exposure to Covid-19 and must be followed at all times. Only personnel who have a private office are authorized to remove their mask. If an individual enters a private office masks must be immediately donned. We encourage frequent hand washing and sanitizing and offer a wide range of PPE. We have inventory of masks, face shields, sanitizer, gloves, surgical gowns, and sanitizing solutions.

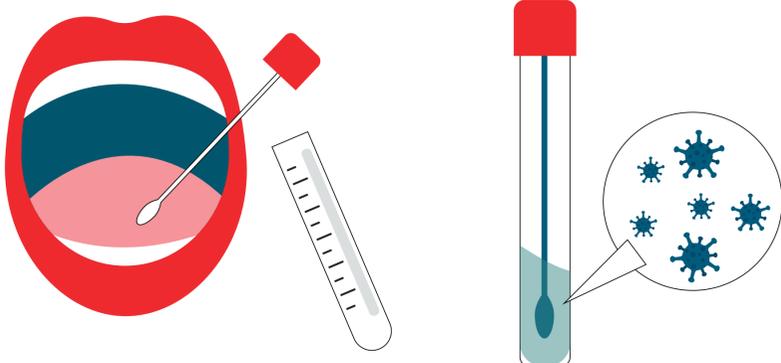


Weekly Covid-19 Tests

AACA tests all on-site employees weekly. Application is self-administered and collected samples are mailed to a lab for processing. All results are sent via secure message to the individual and the head of Human Resources. When positive cases are identified the AACA Covid response team analyzes potential exposure and responds accordingly. The individual will be asked to quarantine and return upon the receipt of a negative test result and/or clearance from a medical professional. Depending on exposure levels parts or all of on-site activity may be suspended temporarily and revert to a virtual model exclusively for the defined time period.

West Hills Registration Link for Testing:

<https://test.curativeinc.com/walkup/9427>



HOW AACCA'S COVID-19 PROTOCOLS ALTER WORKPLACE CONDUCT (CONTINUED)

Just got to work, but I'm not feeling well

Individuals are encouraged to conduct self-checks before leaving their homes. AACCA has a zero-tolerance policy regarding symptoms at work. If you know prior to leaving your home that you have a cough, fever in excess of 100.4, body aches, chills, or any other symptom consistent with COVID-19, then **STAY HOME**. Exercise your normal protocols for calling out, be prepared to offer some specific information regarding your health. If any individual arrives at work and fails our wellness screener he/she will be turned away. While we realize that people are still susceptible to allergies, colds, sinus infections, etc. the current state of the global pandemic forces us to exercise hyper vigilance. We will ask the individual to return home and get clearance from a medical professional prior to returning. ****If symptoms manifest while at work, immediately notify a supervisor and go home. we will always err on the side of caution to protect those we can potentially expose.**



Possible Exposure to Covid-19

Individual (staff, student, or visitor) will notify AACCA administration that he/she has had suspected contact with a person who may have COVID-19 or is said to be having symptoms consistent with COVID-19. An authorized representative of AACCA's COVID-19 response team will reach out to the individual to garner more information about the exposure. Variables such as, length of exposure, proximity to the affected individual, when the exposure was, types of symptoms, manifestation of symptoms, etc. Based on the provided information a final determination will be made and given to the individual regarding a quarantine mandate. If AACCA has found the individual's exposure case to be one of concern, AACCA will ask the individual to remain in quarantine for a 10 day period and must have two negative PCR tests prior to his/her return.

Direct Exposure to someone with Covid-19

Individual (staff, student, or visitor) will notify AACCA administration that he/she has had direct contact with a person with a CONFIRMED case of Covid-19 (at home, school, or elsewhere). **Per CDC guidelines (8/2020), symptoms consistent with possible COVID-19 infection include: fever \geq 100.4; sore throat; new uncontrolled cough causing difficulty breathing (for individuals with chronic allergic/asthmatic cough, a change in baseline cough); diarrhea/vomiting/ abdominal pain; new onset of severe headache, especially with fever. If the individual's symptoms are not consistent with possible COVID-19 infection but there is still concern, evaluation of the individual by a medical provider is recommended.** Individual will remain at home and observe all guidance from a medical professional. Individual will remain in quarantine for 14 days. Staff members may feel free to work virtually if they feel well enough to do so. In order to return to on-site activity the individual will need to submit a release from a medical professional.



Non-Essential Travelers Returning to California (Specifically the Los Angeles Region)

All persons traveling to Los Angeles County, whether by air, car, bus, train, or any other means from a point outside of Southern California must quarantine for 10 days after travel. Quarantine means staying at home or another place of temporary shelter away from contact with others including those in one's household (unless they too are under quarantine). Quarantine may end after day 10 if the travelers never experienced any covid19 symptoms, and they must continue to monitor themselves for 14 days after arrival from travel. AACCA personnel and students will be asked to quarantine under the terms of this order if it is discovered that they have traveled out of the region for non-essential business.