***Royer-Greaves School for Blind***

118 South Valley Road

Paoli, PA 19301

Phone (610) 644-1810

Fax (610) 644- 8164

**COVID-19 CONDUCT POLICY AND DISCIPLINARY PROCESS**

**Introduction**

Royer-Greaves School for Blind has adopted this temporary administrative policy to immediately address any behaviors that violate community standards for protecting everyone’s health.

Violations of this policy, and/or any other COVID-19-related policy, may result in immediate disciplinary action, including the removal of the employee from RGS’ properties.

The provisions of this policy may change depending on health conditions and the Commonwealth of Pennsylvania’s mandates.

**Conduct Expectations for Staff**

Staff are required to comply with all applicable Covid-19-related policies, including this policy. All staff are required to take the necessary measures to keep themselves and the community safe including, but not limited to, the following:

* Complete all required safety trainings.
* Comply with all testing, quarantine, isolation and contact tracing protocols as directed by RGS, as well as those required by local, state or federal officials.
* Staff shall not come to any RGS properties if they have any COVID-19 symptoms as defined by the CDC, if they have been in close contact with someone who is positive for COVID-19, or if they have tested positive for COVID-19 within the last 14 days. The CDC defines “close contact” as “anyone who with within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.” Employees should contact their immediate supervisor. If they are at work when symptoms begin, they should contact their immediate supervisor and leave immediately and contact their healthcare provider.
* Wear surgical masks covering their faces.
* Comply with all maximum occupancy requirements, signage, and floor markings posted in all campus spaces.
* Maintain physical distance (6 feet) from others, to the greatest extent possible.
* Frequently and thoroughly maintain hygiene by regular hand washing with soap and warm water or use of hand sanitizer throughout the day, and before and after entering classrooms or other common areas.
* Responsibly dispose of any sanitizing or disinfecting wipes and related materials.
* Abide by all policies related to visitors/guests on RGS properties.

**Disciplinary Process**

1. **Reporting**

Employees who have concerns related to an individual’s failure to comply with this policy, or any other COVID-19-related policy, should report the matter to their supervisor.

Reported concerns involving employees will be addressed by their supervisor in consultation with Human Resources. If it is determined that the expectations have been violated, it will be decided what disciplinary action will be taken.

1. **Disciplinary Action**

This administrative disciplinary policy utilizes a tiered response as a guide: the first violation of a bias health precaution such as wearing a face covering, physical distance, etc. will ordinarily result in a verbal warning; the second in a written warning; the third in unpaid suspension. Serious violations may result in immediate termination.

The above is intended to be a guide only. Disciplinary decisions are at the discretion of the Executive Director, and disciplinary measure will depend on the particular circumstance of the case.

Effective Date: November 2, 2020