

[FOR SCHOOLS]

Essential Business Operations

WHEREAS, effective Monday, March 23, 2020 at 11:59 p.m., the Ohio Department of Health Director, Dr. Amy Acton (Director), issued the Director's State At Home Order pursuant to Ohio Revised Code Section 3701.13 (the "Order");

WHEREAS, the Order requires all individuals currently living within the State of Ohio to stay in their place of residence, and authorizes individuals to leave their place of residence "only for Essential Activities, Essential Governmental Functions, or to participate in Essential Businesses and Operations" as defined in the Order; and

WHEREAS, all persons are required to comply with mandatory social distancing requirements as defined in the Order ("Social Distancing Requirements") in order to prevent the spread of Covid-19;

NOW THEREFORE, Central Academy of Ohio ("School"), as an Ohio nonprofit corporation, finds that it is a business covered by the Order

1. The School determines that its continued operation is justified based on the following:
 - A. Charitable Organization- Pursuant to Section 12(d), the Order specifies that "Organizations that provide charitable and social services" shall be deemed essential if the organization provides "food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of [the Covid-19] emergency, and people with disabilities." As a public community school pursuant to R.C. Chapter 3314., the School provides breakfast and lunch services and social services, including educational services and special education services, to a predominantly economically disadvantaged population and to students with disabilities. Accordingly, the School determines that its continued operations are justified as an essential business that provides charitable and social services.
 - B. Educational Institution- Pursuant to Section 12(m), the Order deems "educational institutions, including public and private k-12 schools for purposes of facilitating distance learning, performing critical research, or performing essential functions" essential. The School, as a public community school pursuant to R.C. Chapter 3314., that serves as a public educational institution serving elementary and/or secondary school students through distance learning and other essential educational functions. The School therefore determines that its continued operations are justified as an essential business.

2. The School determines that the following Social Distancing Requirements are being observed to the greatest extent possible:

A. Facility Access- Access to the School facility is restricted to the minimum number of employees, agents, and vendors, as determined practicable by the Principal or his/her designee on a case-by-case basis. To the extent practical, the School requires that all employees, agents, and vendors utilize online or remote access to School resources in lieu of entering the School facility.

The Principal or his/her designee may direct any individual to leave the School facility if in his/her judgment it is advisable to do so in order to prevent the spread of infection or maintain required social distancing.

Access to the School facility will be limited to only those purposes that support the essential operations of the School, including food service and distance-learning requirements. Individuals wishing the access the School facility may be asked to notify the Principal or his/her designee prior to entering the building during any non-reporting times.

The School will make a reasonable effort to maintain a log of all individuals who enter the School facility, including the time-in and time-out in order to track possible exposures.

Unauthorized access to the School facility may result in disciplinary action.

B. Temperature Checks- Prior to entering the School facility, all employees, agents, and vendors will either:

- i. Be required to take their temperature using a reliable instrument, and report temperatures and any possible symptoms of illness to the Principal or his/her designee; or
- ii. Undergo a School and/or employer administered non-invasive temperature examination using a reliable instrument.

Any individual determined to have a temperature above 99.9 degrees, or who is experiencing or exhibiting symptoms of illness must immediately leave School property.

C. Six-Foot Social Distancing- All individuals, including School employees, agents and vendors, are directed to maintain at least six-feet of social distancing from any other individual at all times.

Employees will be asked to reasonably confine themselves to their classroom or office during times inside the School facility. In common areas, such as hallways and bathrooms, individuals are advised to maintain social

distancing from each other and avoid the unnecessary touching of any high touch surfaces (e.g., door knobs, light switches, handrails, etc.).

In places where groups are anticipated to be required to gather, to the extent practical, the School will restrict entrance into the facility to 10 or fewer persons. Areas where lines are anticipated will be marked with signage or other means of indicating proper social distancing of six-feet apart.

- D. Proper Hygiene and Hand Washing- All individuals, including School employees, agents, and vendors, must wear clean clothing, including clothing free of any visible dirt or food, prior to entering the School facility. Individuals may be asked to wash their hands upon entering the School facility and on frequent intervals, especially after using the restroom or before handling any food service materials.

The School will maintain hand sanitizer and/or hand soap, which shall be available to all employees, agents and vendors for use.

- E. Cleaning Precautions- The School facility will be cleaned frequently using cleaning products identified as effective against Covid-19/Coronavirus and suitable for the material being cleaned. To the extent practical, high touch surfaces will be cleaned daily.
- F. Travel- The School deems travel to and from the School facility for purposes of delivering and/or providing materials for distance learning, delivering and/or providing meals, and any other related service to be essential. In the event that a School employee is stopped while traveling for such purposes, the individual may contact:

Principal
Phone: 419-381-4555

- G. The School reserves the right to modify these procedures without notice in a manner consistent with the Order, or any subsequent orders of the Governor or Director, or other federal, state or local directive.

[FOR OPERATORS]
Essential Business Operations

WHEREAS, effective Monday, March 23, 2020 at 11:59 p.m., the Ohio Department of Health Director, Dr. Amy Acton (Director), issued the Director's State At Home Order pursuant to Ohio Revised Code Section 3701.13 (the "Order");

WHEREAS, the Order requires all individuals currently living within the State of Ohio to stay in their place of residence, and authorizes individuals to leave their place of residence "only for Essential Activities, Essential Governmental Functions, or to participate in Essential Businesses and Operations" as defined in the Order; and

WHEREAS, all persons are required to comply with mandatory social distancing requirements as defined in the Order ("Social Distancing Requirements") in order to prevent the spread of Covid-19;

NOW THEREFORE, Central Academy of Ohio ("Operator") finds that it is a business covered by the Order

1. The Operator determines that its continued operation is justified based on the following:
 - A. Charitable Organization- Pursuant to Section 12(d), the Order specifies that "Organizations that provide charitable and social services" shall be deemed essential if the organization provides "food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of [the Covid-19] emergency, and people with disabilities." As a public community school operator pursuant to R.C. Chapter 3314., the Operator manages the daily operations of a community school and provides programmatic oversight and support to a community school, which provides breakfast and lunch services and social services, including educational services and special education services, to a predominantly economically disadvantaged population and to students with disabilities. Accordingly, the Operator determines that its continued operations are justified as an essential business that provides charitable and social services.
 - B. Contractor of a School- Pursuant to the Director's order "In Re: Order the Closure of All K-12 Schools in the State of Ohio," "administrators, teachers, staff, vendors, and contractors of a school" are not included in the mandatory closure of schools. The Order directive authorizing the continued operation of contractors of a school. Accordingly, as a community school contractor, the Operator is not subject to the "Stay Home" directive.
 - C. Supplier for an Essential Business- Pursuant to Section 12(q), the Order specifies that "businesses that sell, manufacture, or supply other Essential

Businesses and Operations with support or materials necessary to operate.” As a public community school operator pursuant to R.C. Chapter 3314., the Operator manages the daily operations of a community school and provides programmatic oversight and support to a community school, which is classified an essential business in its own right pursuant to Section 12(m) of the Order. Accordingly, the Operator determines that its continued operations are justified as an essential business that provides supplies for another essential business.

2. The Operator determines that the following Social Distancing Requirements are being observed to the greatest extent possible:

A. Facility Access- Access to the Operator’s facility is restricted to the minimum number of employees, agents, and vendors, as determined practicable by the Chief Executive or his/her designee on a case-by-case basis. To the extent practical, the Operator requires that all employees, agents, and vendors utilize online or remote access in lieu of entering the Operator’s facility.

The Chief Executive, Principal or his/her designee may direct any individual to leave the Operator’s facility if in his/her judgment it is advisable to do so in order to prevent the spread of infection or maintain required social distancing.

Access to the Operator’s facility will be limited to only those purposes that support the essential operations of the Operator and/or a community school, including food service and distance-learning requirements. Individuals wishing the access the Operator’s facility may be asked to notify the Chief Executive or his/her designee prior to entering the building during any non-reporting times.

The Operator will make a reasonable effort to maintain a log of all individuals who enter the Operator’s facility, including the time-in and time-out in order to track possible exposures. Unauthorized access to the Operator’s facility may result in disciplinary action.

To the extent that the Operator has such authority, all access restrictions shall also apply to the Operator’s employees, agents, or vendors when accessing the School facility.

B. Temperature Checks- Prior to entering the Operator’s facility, all employees, agents, and vendors will either:

i. Be required to take their temperature using a reliable instrument, and report temperatures and any possible symptoms of illness to the Principal or his/her designee; or

- ii. Undergo a School and/or employer administered non-invasive temperature examination using a reliable instrument.

Any individual determined to have a temperature above 99.9 degrees, or who is experiencing or exhibiting symptoms of illness must immediately leave Operator property.

To the extent that Operator employees, agents, or vendors are required to enter a community school facility, the Operator shall require that individual to perform a temperature check or otherwise comply with requirements established by the School to monitor temperatures.

- C. Six-Foot Social Distancing- All individuals, including Operator employees, agents and vendors, are directed to maintain at least six-feet of social distancing from any other individual at all times.

Employees will be asked to reasonably confine themselves to their office or workspace during times inside the Operator's facility. In common areas, such as hallways and bathrooms, individuals are advised to maintain social distancing from each other and avoid the unnecessary touching of any high touch surfaces (e.g., door knobs, light switches, handrails, etc.).

In places where groups are anticipated to be required to gather, to the extent practical, the Operator will utilize office space suitable to maintain social distancing.

To the extent that Operator employees, agents, or vendors are required to enter a community school facility, the Operator shall require that individual to engage in social distancing consistent with these restrictions, to the extent possible, and to comply with requirements established by the School to maintain social distancing.

- D. Proper Hygiene and Hand Washing- All individuals, including Operator's employees, agents, and vendors, must wear clean clothing, including clothing free of any visible dirt or food, prior to entering the Operator's facility. Individuals may be asked to wash their hands upon entering the Operator's facility and on frequent intervals, especially after using the restroom or before handling any food service materials.

The Operator will maintain hand sanitizer and/or hand soap, which shall be available to all employees, agents and vendors for use.

- E. Cleaning Precautions- The Operator's facility will be cleaned frequently using cleaning products identified as effective against Covid-19/Coronavirus and suitable for the material being cleaned. To the extent practical, high touch surfaces will be cleaned daily.

Operator's employees, agents, and vendors are expected to maintain a clean workspace to avoid the spread of illness.

- F. Travel- The Operator deems travel to and from the Operator's facility and community school facilities for purposes of assisting to deliver and/or provide materials for distance learning, deliver and/or provide meals, and any other related service deemed to be essential. In the event that an Operator employee is stopped while traveling for such purposes, the individual may contact:

Chief Executive or Designee
Phone: 734-717-3833

- G. The Operator reserves the right to modify these procedures without notice in a manner consistent with the Order, or any subsequent orders of the Governor or Director, or other federal, state or local directive.