



## POLICY REGARDING USE OF MASK OR CLOTH FACE-COVERING

On July 23, 2020, Arizona Governor Doug Ducey (the “Governor”), Superintendent of Public Instruction, Kathy Hoffman (the “Superintendent”) and Arizona Department of Health Services Director, Dr. Cara Christ (the “ADHS Director”) held a news conference to discuss certain executive orders of the Governor regarding re-opening of Arizona district and charter schools in Arizona (the “Executive Orders”). On the advice of the ADHS Director and the Superintendent, the Governor included in the Executive Orders the requirement that all students and employees of district and charter schools must wear masks or cloth face-coverings during in-person instruction unless such student or employee receives special accommodation otherwise. To comply with the requirements of the Executive Orders, all public district and charter schools must adopt school-specific policies regarding the wearing of face coverings such as face masks/cloth coverings or face shields for all persons who are present during in-person instruction.

The health and safety of all of our students and employees is our highest priority. With the goal of protecting the health and safety of everyone in our school community and in complying with the Executive Orders, Leading Edge Academy (the “School”) has adopted the policy regarding the use of face-coverings described herein.

All students, employees and visitors to our school facilities must wear a mask/cloth face covering or face shield that covers his or her mouth and nose at all times except as otherwise provided herein. The School will make available disposable masks to students, employees and visitors at the main entrance and entry to the School will be denied to any person who refuses to wear a face covering or fails to be wearing a face covering properly. If any student, employee or visitor prefers to wear their own face covering, it must be large enough to cover the nose and mouth of such individual and must be worn properly to cover the mouth and nose of such individual.

Please note the following that are the only exceptions to the policy described above:

- A student or employee shall not be required to wear a face covering when doing so would be contrary to his or her health or safety because of a verified medical, mental or behavioral condition or disability (a “Qualifying Condition”). Any person requiring such accommodation must contact the superintendent’s office to obtain a HIPAA waiver and authorization form (a “HIPAA Waiver”) to allow a School representative to contact the requesting party’s physician or other health care provider to confirm the Qualifying Condition. Upon receipt of your HIPAA Waiver and confirmation of the Qualifying Condition and the extent to which accommodations are required in connection therewith, the School will make accommodations to such individual that will allow that individual to perform their duties or studies without the requirement of wearing a face covering. Please be advised that such accommodations may include segregation of persons receiving accommodations from wearing of a face covering from persons in the School Facility who are required to comply with this policy, or other accommodations as provided by law. All medical or other information obtained by the School regarding a Qualifying Condition will be held in confidence by the School in accordance with all applicable privacy laws.

- Once a student or employee arrives at his or her own enclosed spaces (e.g., cubicles with partition walls, enclosed workstations or private offices), the student or employee may remove his or her face covering if he or she remains in such enclosed workspace and remains physically distant from other individuals in the School Facilities. However, students and employees must wear their face coverings at all other times when inside the School Facilities including when in classrooms, hallway areas, washrooms, or other common areas. At no time may two or more people be in an enclosed workspace without wearing a face covering.

- Any student or employees who wishes to eat or drink inside the School Facilities may remove his or her face covering to do so, provided they maintain physical distancing from others while doing so, perform the necessary and recommended hand hygiene before and after eating and replace face coverings upon completion of his or her meal or beverage.

- Approved visitors to the School must wear face coverings at all times in the School without exception.

This policy is an addition to our previous communications regarding preventing the spread of COVID-19 including School recommendations regarding frequent hand-washing, not reporting to work or school when ill for any reason, and social distancing remain in place. Please continue to practice social distancing at all times even when wearing a mask.

Student/Parent/Employee Acknowledgement:

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Print Name: \_\_\_\_\_