

## COVID-19 Health Policies for Learners and Volunteers Effective September 1, 2022

### Purpose

In accordance with the duty that English At Large has to provide and maintain a service environment that is free of known hazards, we are adopting this policy to safeguard the health of our learners and volunteers, our employees and their families and the community at large from infectious diseases, such as COVID-19 that may be reduced by vaccinations. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

### Scope

**Sick policy:** Volunteers and learners should not attend program if they feel unwell in any way, if they live with someone who is sick, or if they have a known exposure to COVID-19.

- Volunteers and learners who have been exposed to COVID-19 are not to attend program for 10 days.
- Volunteers and learners who test positive for COVID-19 are not to attend program for 10 days and should only return after a negative test.

### Reporting Illness:

Volunteers: notify English At Large staff of absence due to illness or exposure.

Learners: notify tutor or group facilitator of absence due to illness or exposure.

English At Large: once notified of a positive COVID test, notice will be sent, via email, to all volunteers and learners who attended any in-person program that met up to 3 days before the test date. The identity of those who test positive will remain confidential.

**Vaccination requirement:** All learners and volunteers will be required to present proof of COVID-19 vaccination in order to participate in and/or attend in-person English At Large events, activities and programs.

### Procedures for Confirming Vaccinations

**Volunteers:** English At Large volunteers will be required to provide proof of vaccination. Acceptable documentation includes a CDC vaccination card or electronic image of said document, or other government approved application. English At Large staff will confirm proof of vaccination and make note of this status in the volunteer's record. **English At Large will not retain copies of vaccination cards.**

**Learners:** English At Large learners will be required to provide proof of vaccination as part of the registration or program intake process. Acceptable documentation includes a CDC vaccination card or electronic image of said document, or other government approved application. Tutoring learners will be asked to show proof of vaccination during their intake assessment or to English At Large staff prior to match. Group and class program learners will be asked to submit an electronic image of their vaccination card each time they register for an English At Large Program. **English At Large will not retain copies of vaccination cards.** Learners who do not provide proof of vaccination will not be allowed to attend in-person programs. Programs will not accept walk-in registrations while this policy is in effect.

**Note:** Volunteers or learners who were vaccinated outside of the United States should contact English At Large staff, who will [follow current CDC guidelines](#) which define additional measures required for foreign vaccinations.

## **Use of Technology**

English At Large programs are most effective and impactful for our learners when delivered in person. For this reason, and in order to ensure that our programs remain equitable in regard to quality and access, all instruction will take place in person. English At Large will not sanction volunteers and learners meeting online, with the following exceptions:

- The public library, or other community space is closed due to inclement weather
- Public spaces are not available for use due to the prevalence of COVID-19 or other communicable disease in the community

Under these circumstances, English At Large staff will make a determination in regard to any shift to virtual programs and will communicate relevant information to our volunteers and learners. **Programs will not meet online without expressed consent from English At Large staff.**

This policy is in addition to any policies or procedures mandated by our program partners and/or the local community.

This policy will remain in effect until further notice.

Please direct any questions to Maureen Willis, Executive Director at [ed@englishatlarge.org](mailto:ed@englishatlarge.org)