



Company Guidance for COVID-19 School-Site and Home-Site Employees

The Stepping Stones Group (SSG) and its family of companies take seriously our commitment to provide our employees with timely updates on COVID-19 and its implications on our business and the stakeholders we serve. As a mission-driven organization, our goal is to provide high-quality therapeutic and behavioral services to children and their families. As we learn more about COVID-19 we will continue to address and refine our approaches and policies to assure that our employees can conduct their responsibilities in fidelity with our mission in a safe environment. The Stepping Stones Group will be diligent to follow the guidance of the Federal Centers for Disease Control and Prevention (CDC) and state and local government's Departments of Public Health in our response to COVID-19.

This communication is intended for our clinicians and other employees delivering services at our customers' school-sites or in our clients' homes and serves as an update to the communication delivered on week of March 2nd.

WORKING AT THE STEPPING STONES GROUP AS COVID-19 SPREADS

The following are SSG guidelines, please be aware that all employees are expected to abide by district guidelines and policies as well.

My school district has closed, will I be paid?

- We are working with our school district customers to determine if they will continue wage payments to our employees during their period of shut-down. Districts are meeting around the clock coming up with solutions that might include continued payments during the shutdown period, extending the school year, provision of service via telehealth, etc. We will communicate the results of these discussions to affected employees. Please stay in constant contact with your supervisor to learn more about your school district's policies.
- As a general rule, employees are paid for time worked.
- If an employee cannot work due to a school closure or is sent home because of the risk of exposure, the employee may use earned sick/PTO time to offset any time off from work due to COVID-19.
- Some states have adopted programs or are in the process of adopting programs to aid those impacted by COVID-19 and meeting certain criteria. To the best of our ability, the Company is monitoring these programs. The Human Resource Department will assist employees whose scheduled work hours are affected by COVID-19 to access these programs where available.
- Given the dynamic nature of this situation, we ask you to contact Human Resources if you have specific questions. If you are a STAR of CA employees, contact Human Resources at 805-658-7827, please click here [COVID-19 Risk Event Report](#) and if you are a New England ABA employee, please use this link [COVID-19](#) and HR will get back to you as quickly as possible.



Will I be able to file for government assistance for missed work hours?

This is a very fluid process and state governments are in the process of creating benefit assistance programs. Many states have adopted programs to relieve the burden of those affected by the virus. The programs range from helping those, where you or a family member have fallen ill with the virus, to helping those that have experienced lost time due to this pandemic.

As the virus continues to impact more and more communities, aid the states are providing is changing on a daily basis. The following states have established programs:

- California: <https://www.edd.ca.gov/>
- New Jersey: <https://myleavebenefits.nj.gov/worker/fli/>
- New York: <https://paidfamilyleave.ny.gov/>
- Rhode Island: <http://www.dlt.ri.gov/fileclaim.htm>
- Washington: <https://paidleave.wa.gov/>

We are staying on top of the evolving situation, please contact HR and we will provide you the information we have for your state. For the most up to date and accurate information refer to your state website.

You may be able to qualify for FMLA, reach out to HR for more information.

If I contracted COVID-19, will I be able to get paid?

Generally speaking, workers compensation insurance benefits should be available if you were infected with COVID-19 conducting work activities. The Human Resource Department will work with any affected employee to determine eligibility to these benefits.

Will my Company health insurance benefits remain in effect?

Your health insurance is not affected and the same eligibility and financial requirements will remain the same.

REPORTING TO WORK

What is the company's policy for reporting to work?

- **School-Based Employees:** If your school district is open, the company expects all healthy employees to report to work.
- **Employees Providing Home Services:** The company expects all healthy employees to report to work.



If I feel “under the weather,” should I report to work?

No. As a precaution, we ask that any employee feeling unwell not to report to their work-site. Please notify your supervisor in accordance with company policy if you are unable to report to work.

My school district remains open, but I’m concerned about being affected by COVID-19?

Employees may use earned sick time/PTO or take time off unpaid as long as you follow company policies to notify your supervisor.

My student displays symptoms consistent with COVID-19. What should I do?

Consistent with the existing company policy, inform your school-site supervisor or company supervisor that you are uncomfortable serving the student due to observed symptoms. If the school-site supervisor does not agree with your assessment and you remain uncomfortable, please contact the Company’s Human Resources Department.

My home-based client or a family member displays symptoms consistent with COVID-19. What should I do?

Consistent with the existing company policy, if you observe symptoms consistent with COVID-19 and are uncomfortable continuing the session, you may terminate the session and inform the family that their visit may be rescheduled in the future. Inform your supervisor that the session was terminated.

If concerns persist discuss with your supervisor and the client if telehealth services are possible.

GENERAL HEALTH CONSIDERATIONS

I have personal travel plans, will this impact my ability to come back to work?

- SSG recommends using good judgment and reference the CDC website for destinations with Travel Notices and consider postponing or canceling travel to these destinations until further notice.
- Any employee traveling to areas with travel notices must follow the CDC guidelines to prevent community spread and let their supervisor know prior to returning to work. STAR of CA supervisors should report this information on the [COVID-19 Risk Event Report](#). New England ABA supervisors should report this information on the [COVID-19](#) and HR will get back to you as quickly as possible.
- The Company reserves the right to restrict an employee’s return to work if an employee has traveled to an area with a known COVID-19 case.



I have been in contact with someone who contracted COVID-19. What do I do?

- Employees should notify Human Resources and self-quarantine for 14 days per CDC's guidance.
- Employees who show symptoms should notify their primary care physician.

If I have a question that is not answered in the FAQs, who should I ask?

If you are a STAR of CA employee, direct any questions to this link [COVID-19 Risk Event Report](#) or call **805-658-7827** and HR will get back to you as quickly as possible. If you are a New England ABA employee, direct any questions to this link [COVID-19](#) or call 866-926-4345 and HR will get back to you as quickly as possible.

COVID-19 INFORMATION

What is COVID-19?

COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses.

How can I prevent catching or spreading the virus?

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use a sanitizer that contains at least 60% alcohol.
- Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- Minimize handshakes in the workplace.
- Make sure that frequently touched employee and common work surfaces such as desktops, computers, countertops, switches, keyboards, remote controls and doorknobs are regularly cleaned. Increased cleaning of common areas using standard cleaning agents can also reduce the risk of the spread of respiratory disease.
- Make sure bathrooms have adequate soap and towels for employees to wash their hands.
- Make sure hand sanitizers and wipes are visibly distributed throughout the workplace.
- Increase cleaning of common areas.

What are the symptoms and complications that COVID-19 might cause?

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough, and difficulty breathing.



What should I do if I contract COVID-19?

The CDC advises the following:

- Notify your Human Resource Department
- Stay at home, except to get medical care
- Separate yourself from other people and animals in your home
- Call ahead before visiting our doctor
- Wear a facemask if you are sick
- Cover cough and sneezes
- Clean your hands often
- Avoid sharing household items
- Clean all “high touch” surfaces every day
- Monitor your symptoms

Where can I learn more about COVID-19?

Please visit the [CDC's website](#) for additional information.