



## 2021-2022 Excel Academy Charter Schools COVID Safety Plan (CSP)

Excel Academy Charter Schools Administrative Offices:

1 Technology Drive Bldg I, Suite 811

Irvine, CA 92618

Heidi Gasca, Executive Director

949-412-3122

hgasca@excelacademy.education

LEA: Excel Academy Charter School #2073

County: San Bernardino

Enrollment: 483 students (Tk-12)

Reopen Date: April 1, 2021 per state, federal and local guidelines

LEA Excel Academy Charter School #2053

County: San Diego

Enrollment: 1124 students (TK-12)

Reopen Date: April 1, 2021 per state, federal and local guidelines

This document will be posted on the schools' website in compliance with the California Department of Public Health (CDPH) requirements for the safe reopening of schools. The COVID Safety Plan (CSP) includes the COVID-19 Prevention Plan required by CalOSHA and the 2021 COVID-19 School Guidance Checklist responses. The CSP outlines the schools' preparations and plans for the safe reopening of the charter schools. Further, the plan outlines training for staff, cleaning of facilities, and protective measures to minimize risk of exposure to the COVID-19 virus.

Resources:

The leadership team has prepared this plan based on the available resources and guidance. The CSP includes survey responses from staff for input regarding a safe work environment, along with guidance and regulation from OSHA, CDC and federal, state and local governance.

**I.Stable Group Structures (where applicable)  
Entrance, Egress, Movement within the School**

*Not applicable to nonclassroom based independent study charter schools.*

Excel Academy Charter School includes stable student groups of 1:1 instruction with the Teacher of Record (ToR). Learning period meetings will be held outdoors or in secure and safe community areas. These meeting places will follow all federal, state, local and the school's COVID-19 compliance requirements. ToR must avoid any type of group learning period to ensure stable group structure unless with siblings from the same family ; these meetings must not exceed a 3:1 ratio. Teachers of Record must avoid other large meetings groups and gatherings when meeting with students in community meeting places.

Excel Academy Charter Schools internal office staff must follow all applicable rules and regulations set forth by the COVID-19 Prevention Plan, Safety Plan and follow all group structure requirements.

## **II.Face Coverings and Other Essential Protective Gear**

Excel Academy Charter School staff are required to wear applicable face coverings and personal protective equipment (PPE) during indoor learning period meetings unless with applicable medical exemption. Face coverings and applicable personal protective equipment are required for all participants of a learning period meeting as stated by CDPH.

Excel Academy Charter School vaccinated classified staff are required to wear face coverings and applicable personal protective equipment when accessing office common areas. Unvaccinated staff members will be required to wear facial coverings at all times. Employee office stations are limited to no more than two employees at a time.

## **III.Health Screenings for Students and Staff**

All employees and families are required to sign a waiver agreeing to the terms and conditions of the Safety Plan, which includes the affirmation they will conduct daily self-assessment via [EACS COVID-19 Assessment Form](#).

Unvaccinated staff will be required to test weekly or prior to in-person servicing and events. Vaccinated staff will be required to complete the [EACS COVID-19 Assessment Form](#) before each shift. this group isrequired to email the screenshot of the assessment results including the screen date and time stamp to the HR department IF the assessment results recommend quarantine. If the assessment suggests an employee should not come to work, staff should email their results to the HR department and remain at home for at least five (5) days, until asymptomatic after day 5, or providing a negative test result and follow the advice of their physician or treating medical personnel. Telework may be arranged as an accommodation for staff who are quarantined, but able to continue working remotely. If teleworking has been approved, staff are to continue to telework until they are no longer required to quarantine, typically between 5-10days. Staff may not return to in-person services until they are no longer under quarantine or isolation directives. Staff who have someone in their household who has COVID-19 or is awaiting test results, must notify their supervisor and follow CDC recommended precautions.

All families will be asked to complete the EACS COVID-19 Assessment Form the night prior to any in-person learning period meetings. If the results of the assessment indicate any participants scheduled to join the in-person learning period meeting the following day has been exposed, is awaiting test results,

and/or may have contracted the virus, the ToR will immediately cancel and reschedule the in-person meeting with the family for no less than (5) days after the original appointment date.

Staff who have been exposed to COVID-19, are awaiting test results, or who have tested positive to COVID-19 and have visited the administrative office or provided in-person services must inform HR and the Office Manager immediately. Staff will be required to undergo a COVID-19 test or self-quarantine five(5) days from the date of exposure.

Staff should contact HR with any questions related to COVID-19 and possible leave options.

Note: a five (5) day duration includes Saturdays and Sundays.

#### **IV. Healthy Hygiene Practices**

Excel Academy Charter Schools staff are advised to:

- Wash hands often with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth and use a sanitary napkin and properly dispose. Frequently touched objects should be clean and disinfect frequently touched objects often and at the beginning and end of each shift.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment and clean and disinfect common areas surfaces such as copiers and postage machines between use. Avoid large gatherings, and use social distancing of at least six (6) feet when possible.
- Use cloth face coverings.
- All interior offices will only be subject to ONE employee daily and common areas will be set up with workstations six feet apart.

Masks MUST be worn in common areas and hands must be disinfected upon entry. Masks MUST be worn when traveling through the office to the staff workroom or restrooms and hands sterilized again upon entry. No food or drink other than water will be allowed anywhere but in the designated rest area.

Visitors will be encouraged to schedule appointments so that reduced office occupancy can be maintained. Visitors may be asked to complete a self-assessment prior to entering the office. Visitors will be provided tissues and access to no-touch trash cans and touchless hand sanitizer stations. The facility bathroom provides soap and water for handwashing. If soap and water are not readily available, alcohol-based hand sanitizer that is at least 60% alcohol will be provided. Staff will be directed to visit CDC's webpage to review coughing and sneezing etiquette and proper handwashing through the Assessment Form. Lastly, posters will be placed in common areas and at the entrance to the office to encourage proper cough/sneeze etiquette and proper hand hygiene and throughout the workplace (e.g., bathrooms and kitchens).

Excel Academy Charter Schools continues to follow the CDC's guidance for cleaning and disinfecting and has developed, and implemented a plan. Staff will clean frequently touched surfaces at the beginning and end of each shift and between uses. The property management company will also perform nightly deep sanitation of the building office spaces and common areas. Dirty surfaces will be cleaned using a detergent or soap and water before disinfecting them. Staff will disinfect surfaces using EPA-registered disinfectant that is effective against SARS-CoV-2. Staff will be provided disposable disinfecting wipes to wipe down commonly used surfaces before each use.

All disinfectants will be stored in a responsible and appropriate manner according to the label. Staff will

be instructed to not mix cleaning and disinfectant products together. All staff will be advised to wear gloves and other PPE as appropriate for the chemicals being used.

## **V. Identification and Tracing of Contacts**

If onsite illness is suspected or announced the staff member who has fallen ill will be immediately separated from the other staff members to a safe and secure location. Depending on the severity of illness and safety of the staff member, they will be required to return home, contact emergency contact for immediate pick up, or depending on the severity emergency services may be contacted.

Upon determination of illness, appropriate personnel should safely close off areas that have been used by the sick person (e.g., their desk or workstation) until proper disinfection can be completed. The office manager will call the building manager to perform a more robust cleaning in addition to the light nightly cleaning. If possible, outside doors and windows should be open to increase air circulation during the waiting period.

Human Resources will be responsible for addressing COVID-19 exposures and their impact at the workplace. Staff will be informed if an exposure has occurred and provided guidance related to COVID-19 quarantine expectations.

Human Resources will immediately notify the workers' compensation carrier and complete necessary contact tracing documentation if an employee is exposed or becomes ill. Staff will follow protocol outlined by the participating county office of education, county department of health and CalOSHA.

Sick leave policies and practices that are flexible and supportive have been implemented to ensure consistency with public health guidance. State and federal workplace laws and policies will be shared with employees and will allow employees to stay home, without penalty, to care for themselves, a sick family member, or take care of children due to closures.

## **VI. Physical Distancing**

Signs will be posted outside the office reminding people to remain at least six (6) feet apart. Tape will be placed on the floor to mark six (6) feet spacing in front of employees' workstations to ensure social distancing. All employees will be instructed to maintain at least six (6) feet distance from any visitors and from each other, except employees may momentarily come closer when necessary to sign for receipt of an item, accept a delivery, or distribute an item, or as otherwise necessary. Floor markers will be placed six (6) feet from the copier, kitchen area, refrigerator to maintain a safe distance while that space is in use by others.

Teachers of Record will be responsible for practicing social distancing during in-person learning period meetings. The Teacher of Record is responsible for solidifying safe and appropriate public locations and must abide by all rules and regulations of the location, establishment as well as EACS Safety Plan. The Teacher of Record is urged to stay six (6) feet apart from the student while using appropriate PPE. The Teacher of Record is encouraged to always avoid any type of physical contact with students and family members. Equipment used should be sanitized before and after meetings and/or all attendees should use their own equipment and refrain from any exchange.

All materials and curriculum can continue to be ordered and delivered using the dropship functionality to reduce exposure to staff and students. For more information on dropship options please contact the Student Services Department.

## **VII. Staff Training and Family Education**

Excel Academy Charter Schools Leadership team has worked diligently to stay abreast of information and guidance issued by federal, state, local government and healthcare agencies. HR staff monitors the [www.covid19.ca.gov](http://www.covid19.ca.gov) website along with the CDC, CDPH, and county office of education, and CalOSHA for updates.

The Schools have ensured staff and families have the most current federal, state and local COVID-19 information by issuing monthly FAQ documents, hosting informational sessions, emails and uploading all information and documents to a specialized COVID-19 platform on the school website.

## **VIII. Testing of Staff**

Excel Academy Charter Schools will provide staff free testing site information and at home testing kits. CDPH requires all staff to furnish a copy of vaccination record or conduct COVID-19 test prior to in-person servicing by October 15, 2021. Staff unwilling to provide a copy of vaccination and or applicably test can be subject to disciplinary actions including but not limited to termination of employment.

## **IX. Testing of Students**

Excel Academy Charter Schools will provide families applicable free testing site information upon request. Testing is not mandatory for students at this time.

## **X. Identification and Reporting of Cases**

If onsite illness is suspected or announced the staff member who has fallen ill should be immediately separated from the other staff members to a safe and secure location. Depending on the severity of illness and safety of the staff member, they will be required to return home, contact their emergency contact for immediate pick up, or emergency services will be contacted on their behalf.

Upon determination of illness appropriate personnel should safely close off areas that have been used by the sick person (e.g., their desk or workstation). The Office Manager will notify the property management company to request an extra cleaning and disinfecting of the area. If possible, staff will open outside doors and windows to increase air circulation during the waiting period.

Human Resource staff will be responsible to address COVID-19 issues and their impact at the workplace. Staff will be informed if an exposure has occurred and provided guidance related to COVID-19 quarantine expectations.

Human Resources will immediately notify CalOSHA and complete necessary contact tracing documentation and follow protocols as outlined by the participating county office of education, county department of health and OSHA.

## **XI. Communication Plans**

Excel Academy Charter Schools COVID-19 Safety Plan can be found on the schools' website under the "COVID" tab along with other resources and FAQs. The administrative office also has physical copies of the plan on site, which is accessible anytime via email by contacting Human Resources at [manderson@excelacademy.education](mailto:manderson@excelacademy.education) or at (714) 336-4220.

## **XII. Consultation**

Excel Academy Charter Schools will regularly confer with all stakeholders to ensure the safety of students, staff, and the school community.

**XIII. Local Health Officer Approval of the CSP (*if in Purple Tier*)**

Not applicable to Excel Academy Charter School at this time.