



2021-2022 COVID-19 Safe Return to Instruction

Employer:

Excel Academy Charter Schools
1 Technology Drive Bldg I, Suite 811
Irvine, CA 92618

This plan has been developed to outline the preparations and plans for the safe reopening of the charter school's administrative office and in-person learning period meetings. The plan includes training for staff, cleaning of facilities, and protective measures to ensure that all staff minimize their risk of exposure to the COVID-19 virus.

Resources:

The leadership team has prepared this plan based on the available resources and mandatory guidance from:

OSHA

California Department of Public Health
Servicing Counties (Los Angeles, Orange, San Diego, San Bernardino and Riverside)
County Office of Education (Los Angeles, Orange, San Diego, San Bernardino and Riverside)
Center for Disease Control
Bolton Risk Management
Paul, Plevin, Sullivan, and Connaughton
Young, Minney, and Corr

In accordance with:

CDPH Code 8665
Ed Code 47607
Cal-OSHA Labor Code 4553
Cal-OSHA 8 CCR 3205 ©(6)(D)

Reopening (In-Office/In-Person)

This phase will allow staff to comfortably return in full capacity with pre approved scheduling modifications/accommodations as needed.

- At this phase the employer will require employees to return to the physical office or in person meetings as the designated work location and at designated work schedules. The employer may establish this requirement as a condition of employment.
- Excel Academy Charter School office staff will continue to follow a staggered schedule to promote partial office occupancy regulations.
- Signage will be placed at each public entrance of the facility to inform all employees and individuals entering the office that they should: avoid entering the facility if they have a cough or fever; wear facial coverings in common areas, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- A copy of the Safe Reopening Plan will be at each public entrance to the facility.
- Only staff members permitted by additional circumstances or previous work schedule will be allowed to continue the modified telework schedule. Circumstances for accommodation do not include fear of infection.
- All employees are required to sign a waiver agreeing to the terms and conditions of the Safe Reopening Plan which includes the admission they will conduct daily self assessment via EACS COVID-19 Assessment Form.
- Staff must continue to wear applicable PPE and face coverings while in common areas and within six feet of other staff members.
- Staff can remove masks when alone or socially distanced at work stations.

- All staff will be required to complete [EACS COVID-19 Assessment Form](#) before each shift; and email date and time stamped result to HR IF results advise you may have been exposed or are experiencing symptoms. If the Assessment form suggests you should not come to work you should again email your results to the HR department and do not occupy the physical work location. If you're feeling well despite a negative result please continue telework. You are to continue to telework until producing an Assessment Form result that advises as such or providing negative COVID test results.

- If you are exposed to COVID-19 please continue to telework until providing HR a negative test result.

- If you are exposed to COVID-19 and have visited the administrative office please let HR and Office Manager know immediately. You will be required to conduct a COVID-19 test before you're allowed to return to the physical office location.

- If you are tested positive for COVID-19 please remain home for 10 days or until providing HR a negative test result.

- At-home testing kits will be provided to staff who believe they have contracted COVID-19.
- If you've tested positive for COVID-19 and have been to our physical office location all staff attending the location during that same time period must remain home 10 days or sooner providing a negative test result. Additional sanitation will be rendered in the office.
- 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 and belongings must be disinfected upon entry. Masks MUST be worn to attend the restrooms and hands and belongings sterilized again upon entry.
- No food or drink other than water will be allowed anywhere but in the designated lunch area.
- Visitors will ONLY be allowed in the building by pre-scheduled appointment only. During scheduling visitors will be provided rules & Regulations which include safety and sanitization protocol upon entry and [EACS COVID-19 Assessment Form](#) Instructions. Visitor will not be permitted entry if failure to complete or follow any such protocol.
- Visitors must follow all implemented school guidelines including sanitizing hands and belongings and wearing masks in common areas. Meetings with more than four attendees must be held virtually as common area seating requirements facilitates limited applicable area.
- A thermometer will be onsite for employees to perform their OWN self evaluation during the day if they are concerned they are starting to feel unwell. This is for informational purposes only and will not be documented or saved.
- Masks MUST be worn in common areas and hands and belongings must be disinfected upon entry.

Material Pick Up (For Staff)

- All student materials will continue to be drop shipped, you will need to indicate in the order if this is not the case.
- Please contact Office Manager, Anne Cesario to schedule any office visits.
- You will be provided instructions and [rules and regulations](#) with your time confirmation email.
- Staff must complete [EACS COVID-19 Assessment Form](#) the morning of the pick up.
- Staff without a form on file for that day will not be given materials.
- Staff that complete the CDC Self Checker as indicated on the [EACS COVID-19 Assessment Form](#) and receive a prompt to stay home WILL NOT BE PERMITTED to pick up materials and must remain home for 10 days or until providing a negative test result.
- A mask must be worn.
- The admin office will be closed to any staff members that have not been pre-approved via the Assessment Form.

Material & Curriculum Drop Off

In our best efforts to follow local and state regulations while keeping our staff, students and parents as safe as possible ToR's will be able to choose from a few different options when handling and distributing curriculum and school materials.

- Dropshipping will remain the primary source of material distribution.
- ToR can exchange materials and curriculum during regularly scheduled Learning Period meetings, following all safety guidance provided surrounding meetings.
- IF in person ToR must arrange day and time with family in advance and notify them they will be leaving the items. ToR must complete an approved [EACS COVID-19 Assessment Form](#) prior to making any material deliveries. ToR must wear appropriate PPE.
- At the family's request they can arrange in advance a day and time they will come pick up items from the ToR's home. Parents must complete an approved [EACS COVID-19 Assessment Form](#) prior to making any pick up. Parents must wear a mask if unvaccinated when exiting their vehicle to pick up an item.

ToR Staff:

- ToR's must review the in-person/ virtual options available to them.
 - In person providing HR applicable proof of vaccination or conducting COVID-19 test prior to in-person servicing of students.
 - ToR's may remain virtual by completing the in-person inquiry survey.
 - If choosing virtual only ToR's must be prepared to furnish proof of vaccination or test applicable weeks by January 2022, which is an extension from the states October 15th, 2021 deadline.
 - CDPH IS NOT mandating vaccination, however; requiring proof of vaccination if complete or weekly testing.

In-Person

- Excel Academy Charter school in accordance with local, state and federal regulation will follow suggested guidelines as set forth by medical professionals and officials. Under these regulations we expect our staff to uphold the same standards as they represent our school. Staff must uphold the strictest guidance applicable to the region in which they service.
 - For example CDPH requires a mask but L.A. County does not have to follow the strictest regulations that apply, which in this example is following the CDPH mask mandate.
- ToR's will be required to follow any and all guidelines set forth by the establishment where they are conducting meetings.
- ToR's, students and family members are required to wear masks during indoor LP meetings, social distance by the recommended six feet and sanitize hands, tools and materials used. Students claiming a medically-based mask exemption must submit official verified medical documentation of a physician's recommendation for mask exemption. A release of confidential information must be provided to EACS in order to confirm this information with the physician. This information must be provided and confirmed prior to the date of the meeting. If a student submits a medically-based mask exemption, a Section 504 plan meeting will be scheduled to discuss and document necessary medical accommodations.
- ToR's, students and family members attending in person meetings are to conduct COVID-19 Assessment form prior to any in-person LP meetings and email date and time stamped result to the HR department If assessment form results suggest ToR,

student/family should not conduct business the ToR can then schedule LP via virtual application.

- In the event of a confirmed COVID-19 infection; staff, students, and parents will be required to interact virtually for a minimum of 10 days or until a negative COVID-19 test result can be provided. In the event of staff member infection, only the staff member will be required to show proof of a negative test. In the event of student or family member infection, both the student and the accompanying family member must produce proof of a negative test.

Case Manager Staff:

- Excel Academy Charter school in accordance with local, state and federal regulation will follow suggested guidelines as set forth by medical professionals and officials. Under these regulations we expect our staff to uphold the same standards as they represent our school.
- Case Managers will be required to follow any and all guidelines set forth by the establishment in which they are conducting meetings.
- Case Managers, students and family members will wear masks during indoor in-person meetings, social distance by the recommended six feet and sanitize hands and tools and materials used. If meeting outdoors, masks are optional provided that 6 feet of distance can be maintained.
- Case Managers are to conduct [EACS COVID-19 Waiver Form](#) prior to any in-person meetings and email date and time stamped result to the HR department. If self-checker results suggest Case Manager should not conduct business. The Case Manager can then schedule meetings via virtual application. Similarly, if a Case Manager tests positive for COVID-19 at any time, all contacts will be immediately converted to virtual for 10 calendar days or until a negative COVID-19 test result is provided.

Recommendation on Travel

- If travel is deemed necessary the staff member is recommended to follow all regulations as set forth by local and state officials of the location in which they are visiting and the location of EACS.
- They should also follow recommendations set forth by the CDC and health officials in prevention practices.

Field Trips

- ToR's will be required to follow any and all guidelines set forth by state, local, EACS and the field trip venue. The Field Trip Coordinator will provide that information to staff and families prior to the event.
- ToRs will bring their Excel backpack which contains: masks, hand sanitizer, and gloves.
- Attending families will be required to wear masks when applicable, keep social distance, and stay home if a member of their party is not feeling well.

Community Content Providers

We expect all of our Community Content Providers to follow and abide by all local, state and federal regulation in compliance with pandemic response. All CCP's will be required to review and complete waiver agreeing to comply with all [rules and regulations](#) outlined. CCP's are encouraged to submit their COVID-19 Safety Plan to EACS Human Resource department. Excel Academy Charter School will relinquish any agreements with CCP's that fail to comply.

Special Education Services and Assessment

Excel Academy Charter School ("EACS") will resume the provision of required in-person services and assessments for students who require them according to the following criteria:

1. Student is currently receiving special education services and their active offer of a Free Appropriate Public Education within their Individualized Education Plan includes required in-person service delivery,
2. All staff and providers who will be meeting the student in-person agree to follow school, local and state safety guidance,
3. The service in question can be provided effectively with the use of face coverings and social distancing as described below,
4. A safe, open, and appropriate public location in which to meet and provide services and/or assessment activities to the student has been identified, and
5. Student's parent/legal guardian acknowledges and accepts EACS' policy regarding required safety precautions during in-person contacts, as follows.

Each family will be required to verify receipt of this policy and acceptance of its terms prior to the first day of in-person contacts. Any failure to accept these terms in whole will result in continued virtual delivery of all services and assessments until accommodations can be made

All staff, students, and accompanying adults are required to complete the [CDC Self-Checker](#) and EACS [COVID-19 Assessment Form](#) on the day of each in-person service appointment. This checklist must be completed a minimum of 1 hour prior to the student's scheduled appointment time by both the student and accompanying adult. Servicing staff will also be required to complete the self-checker prior to the appointment.

Only the individual student receiving the service, one parent or accompanying adult, and the service provider are permitted to attend the service appointment. If any participant reports symptoms that indicate possible COVID-19 infection on the CDC self-checker, the service appointment for that day will be cancelled and converted to a virtual appointment if possible. Any appointment not able to be converted to a virtual contact will be rescheduled no sooner than 10 calendar days from the date of reported symptoms. If a student or accompanying adult arrives at the appointment visibly displaying symptoms of illness; all EACS staff, vendors and non-public agency (“NPA”) providers will be required to cancel and either convert to virtual or reschedule the appointment, again to occur no sooner than 10 calendar days from the date of reported symptoms.

In the event of a confirmed COVID-19 infection; staff, students, and parents will be required to interact virtually for a minimum of 10 days or until a negative COVID-19 test result can be provided. In the event of staff member infection, only the staff member will be required to show proof of a negative test. In the event of student or family member infection, both the student and the accompanying family member must produce proof of a negative test.

All students must be supervised by an accompanying adult who is able to maintain physical proximity to the student during the service appointment. All staff, students of all ages, and accompanying adults will sanitize or wash hands at the beginning of each appointment, will wear a face covering that covers both the nose and mouth at all times during the appointment, and will maintain a minimum distance of 6 feet during the entirety of the appointment. EACS staff, vendors, and non-public agency providers will be required to wear a face covering and bring materials to sanitize all shared work surfaces and materials before and after each appointment. If meeting outdoors, masks are optional provided that 6 feet of distance can be maintained throughout the appointment.

Outdoor spaces will be considered the preferred location of all in-person services and assessments, and will be utilized first when one is identified and available. Should an EACS staff member, vendor or NPA provider delivering in-person services become infected with COVID-19, or report personal circumstances that classify them as high risk for COVID-19 transmission, EACS will identify an alternative service provider for in-person contacts only. If EACS becomes aware that the student or another person residing within student’s home becomes infected with COVID-19, student will return to 100% virtual service participation and will not be permitted to return to in-person services until proof of a negative COVID-19 test result for both the student and accompanying adult is provided. Virtual delivery of services will continue to be provided during any timeframe in which in-person services are not possible due to suspected or verified illness.

Students claiming a medically-based mask exemption must submit official, recent medical documentation of a physician’s recommendation for mask exemption. A release of confidential information must be provided to EACS in order to confirm this information with the physician.

This information must be provided and confirmed prior to the date of the meeting. Following receipt of a verified medically-based mask exemption, an Individualized Education Plan (“IEP”) meeting will be scheduled to discuss and document the updated medical information.

We expect all of our Special Education Service Providers to follow and abide by all local, state and federal regulation in compliance with pandemic response. All providers will be required to review and complete waiver agreeing to comply with all [rules and regulations](#) set forth. Excel Academy Charter School will relinquish any agreements with providers that fail to comply.

Testing/ Assessments

https://portal.smarterbalanced.org/wp-content/uploads/Back-To-School-Assessment-Playbook_July-2020_FINAL.pdf