



**COVID-19 HR FAQs
Installment #13**

Please be advised COVID FAQ is a running document please scroll to the end for the latest updates*****

Q: What is Executive Order N-26-20?

A: This is a recent Executive Order issued by the governor of California in response to the COVID-19 pandemic that will grant public school districts continuation of funding during school closures. For complete access to this Executive Order please see link below.

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.13.20-EO-N-26-20-Schools.pdf>

Q: What do I do if my children are home?

A: We understand your families schedules may dramatically change over the next few weeks as schools are closing, we expect our staff to try and maintain practicable operations to the extent that is currently feasible. Please be respectful to your students, families and employer by prioritizing your day and offering acceptable oversight. Excel Academy is happy to provide reasonable accommodations during this time that is flexible but allows for operations to continue reasonably and efficiently.

Q: What is considered virtual?

A: You can communicate and offer services to your family in any means possible that does not include in person instruction. This can include live or recorded meetings, video instruction, online links and partner websites and emailed/mailed curriculum and activities. Please reach out to fellow TORs and regional groups to get support and insight.

Q: Am I allowed to meet with my families?

A: Excel Academy currently requires TOR's to conduct business 100% virtually.

Q: Have a spouse or family member out of work due to Coronavirus and need help as to what benefits are available to you and your family?

A: EDD (California Employment Development Department), UI, SDI and PFL will extend unemployment benefits to individuals affected by loss of employment and caretaking responsibilities due to the recent circumstance. For more information please visit EDD at:

https://www.edd.ca.gov/about_edd/coronavirus-2019.htm

https://www.edd.ca.gov/Disability/How_to_File_a_PFL_Claim_in_SDI_Online.htm

https://www.edd.ca.gov/Disability/How_to_File_a_DI_Claim_in_SDI_Online.htm



Q: What is HR6201 and what does it mean for me?

A: HR6201 National Families First Coronavirus Response Act grants employees of private sector organizations, under 500 employees (this includes Excel Academy Charter School) (80) hours of sick time for the following circumstances:

1. You are unable to travel to work due to quarantine regulations
2. You've been advised by your healthcare professional that you must quarantine and are unable to leave your home
3. You are experiencing symptoms of the virus
4. You are caring for an individual that has been advised by their healthcare professional to quarantine in the home or are they are experiencing symptoms of the virus
5. You are caring for children due to closures of school and childcare in response to the virus
6. Any variation of general situation in the same regard to #1-5

This time is currently being loaded into our paycom system as (CODE) and will be requested via time off request as per Excel Academy's standard sick time management procedure beginning April 2, 2020.

Q: Using HR6201 (FFCRA), and how it pertains to Excel Academy Charter School?

A: HR6201 Offers (80) hours paid sick leave at your regular rate for the following circumstances:

1. You are unable to work because of state and federal mandated quarantine restrictions, you have been ordered by your healthcare provider or you are experiencing symptoms of COVID-19. Excel Academy Charter School has worked very diligently to provide it's staff working conditions and schedules conducive to following all mandated government orders while continuing operations. We pride ourselves in the ability to continue to serve our students and hope all of our staff follow punctuality and attendance policies outlined in our handbook even in this virtual climate.

HR6201 (FFCRA) offers (80) hours sick leave at $\frac{2}{3}$ the employee's regular pay because the employee is unable to work because bona fide need to care for individual(s) subject to quarantine, advice from individuals healthcare provider or to care for children under the age of (18) whos school or child care are no longer offering service.

Utilizing time under HR6201 (FFCRA) order will continue to follow Excel Academy's standard sick time policies. We expect the employee to notify us (5) business days prior to leave and or as soon as possible. Any absence in the excess of (3) business days must be accompanied by a note



from the employees health care provider, or in this circumstance a letter from children's school or child care provider expressing loss of services.

Under order this time expires December 2020

Q: How can I stay healthy during this time?

A: Quarantine can be both mentally and emotionally draining on individuals and families. Make sure you are not only practicing good hygiene as directed by officials but protecting mental and emotional health by practicing self-care and communicating your needs to others and Excel Academy Charter School. Moving your body (30) minutes a day, safely and within regulation, getting outside for fresh air and checking in virtually with friends and family. For additional tips on nutritional care please see following link:

<https://www.medicinenet.com/script/main/art.asp?articlekey=228745>

Q: What does the “Stay-At-Home” order N-33-20 mean for me?

A: Governor Newsom’s announcement of California’s “Stay-At-Home” order N-33-20 means individuals are ordered to stay in their homes unless otherwise conducting essential functions such as getting groceries, medications or for traveling to critically classified jobs. Please use your discretion when navigating these new and ever changing regulations. Your health and safety along with Excel Academy upholding these regulations is our first priority. For additional information and access to the full order please visit:

<https://covid19.ca.gov>

Q: What is the difference between “Shelter in Place” and “Stay-At-Home”?

A: These are one in the same on March 19, 2020 Governor Newsom issued guidance to the state of California to “shelter in place” this being defined in order N-33-20 “Stay-At-Home” order issued. This order, to reiterate; requires citizens of the state of California to remain in their homes unless to perform essential duties such as buying groceries or picking up medications etc... This also allows individuals to leave to maintain jobs that require continuity of operations critical of infrastructure. The list of these (16) critical Infrastructure industries plus more information to what is allowed can be found at:

<https://covid19.ca.gov>

Q: Can I suspend my TASC Dependent Care account during this period?

A: As a participant in a current TASC-Dependent Care (DCA) plan we understand you may have questions and/or concerns regarding your accounts during this unprecedented time. Due to school and day care closures throughout California, the School has determined that it is appropriate to suspend all contributions toward your DCA account beginning with the March



26, 2020 paycheck. Should there be any unused funds in your account at the end of the planned year, the School will reimburse those funds to you. Please note however, that these reimbursements are considered taxable wages and will have deductions taken out upon distribution.

We hope this provides some relief during this time and that you and your families are well.

If you have any questions or concerns, please contact your HR representative.

Q: What is the current update on field trips?

A: Excel Academy will be canceling all field trips through May. Currently, refunds will be provided for the Southern CA Railway, Sistine Chapel Exhibit, and Tanaka Farms. At this time, we have not been able to secure refunds for Rancho Wildlife. If anything changes, you will receive an update.

Please note Rancho Wildlife, Southern CA Railway, and the Sistine Chapel were sponsored field trips so only PayPal payments will be refunded (if applicable). Thank you for your understanding and flexibility during these uncertain times. ToRs that were signed up for chaperone duties will be contacted to offer a virtual class or enrichment activity. More information will be coming from the community department! Stay healthy!

Q: I'm a classified staff member and I need something from the Irvine office, what is standard protocol?

A: Standard protocol currently for Irvine classified staff is to maintain remote/virtual schedules. If you need to obtain items/materials, perform tasks, or gather equipment from 1 Technology please let Anne Cesario, your department manager and HR know you plan to visit and when. We will try our best to accommodate your needs while keeping all of our Excel Academy staff safe and following safety protocol.

Added as of 04/13/2020

Q: What do I do if I think I have Coronavirus?

A: If you participate in Excel Academy's benefit program both Kaiser and Cigna have delivered both email and mail statements guiding participants on how to proceed if they are concerned they have fallen ill with the virus. If you have not received these communications yet please see information at the following links:

<https://healthy.kaiserpermanente.org/health-wellness/coronavirus-information>



<https://www.cigna.com/individuals-families/health-wellness/topic-disaster-resource-center/coronavirus-public-resources>

If you participate in a non Excel Academy benefit program please look to your carriers website to help guide you to more information.

***New- Any claims, treatments or visits including hospital stays for COVID-19 related treatment OUT-OF-POCKET cost will be waived! Currently this period is only defined between April 1 and May 31 2020. Contact Kaiser if you have any further questions regarding details.

Q: I'm worried about my STRS retirement contributions in these uncertain times.

A: David Meade will be hosting Market Volatility and CalSTRS Pension Program webinars over the next two weeks. **There is one TODAY, April 14th at 4pm.** If you would like to participate in the Market Volatility webinar, please click on the link below to register:

https://empower-retirement.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=empower-retirement&service=6&rnd=0.6248965831671446&main_url=https%3A%2F%2Fempower-retirement.webex.com%2Fec3300%2Feventcenter%2Fevent%2FeventAction.do%3FtheAction%3Ddetail%26%26%26EMK%3D4832534b00000004714013ddeoad1b684e69fbaf5f9ff7b1586363872a870880b7c4678ea4a54845%26siteurl%3Dempower-retirement%26confViewID%3D157533468060822020%26encryptTicket%3DSDJTSwAAAAQBDW1TBxLM7otYdD9NeFrANICOI9eBURtC5fmSQHIXuQ2%26

Q: How long will the administrative offices be closed?

A: Currently, Excel Academy's physical administrative office at 1 Technology in Irvine will be closed through TBD. Excel Academy leadership team is closely following federal and local government regulations and will issue updated communication as it becomes available.

Q: What is the current projected status of virtual only operations?

A: Excel Academy Charter School will remain a virtual ONLY platform, at this time, through the end of LP 8 (May 29, 2020)

Q: How should I proceed with Purchase orders?

A: Purchase orders through May should remain virtual.

Q: How is Excel Academy addressing special education services for students as a result of the stay home order?

A: All students that are now receiving virtual services in lieu of in-person services, as a result of the stay home order, have been notified of the change from their case manager as well as written correspondence (US Mail).



Q: What if a student was in the middle of an assessment for special education services prior to the stay at home order issued on March 16, 2020?

A: All families have been notified via written correspondence regarding current assessments. The timeline of 60 days has been put on hold. Our SPED team is working on additional solutions to complete these assessments in a timely manner. Stay tuned for updates in this area.

Q: Some of my students are needing some extra mental health support in these trying times is Excel Academy offering any support?

A: Please make sure all of your parents and students have received zoom link information to Excel Academy's "Keep Calm and Carry On" virtual series. This wonderful zoom series can be accessed by parents Tuesday at 3pm and Students Friday's at 10am. "Keep Calm and Carry On" will be hosted by ExcelAcademy's talented counseling team and will offer students and parents tips and information for calming an anxious mind.

Please register for the series at the following link:

<https://zoom.us/j/8417798776>

Q: I'm having trouble adapting to working from home, what are some suggestions to getting through my day a little easier.

- **A:** Defining and sticking to strict boundaries and schedules when working from home is very important. Make sure to structure and schedule your day in a way that you would in the office or during regularly scheduled LP periods. Making sure you separate working and home life becomes significant so you are able to produce quality work without overlapping and bleeding into personal time.
- Create a designated work area in your home. This area should remain comfortable and with moderate interruption. We understand working from home under these circumstances can offer additional interruptions that would not normally exist; try and get through your day the best you can and give yourself some grace.
- Make sure to keep your body hydrated and nourished by drinking lots of water, eating regularly scheduled meals and having snacks on hand for those calls that may run long. This can help alleviate some fatigue later in your day.
- Get outside and move your body! Try to get outside and move your body for at least (30) minutes a day. Exercise and Vitamin D increase serotonin, the feel good hormone which will help to decrease cortisol and promote overall well being.
- Schedule frequent virtual meet ups with team members from all departments. Staying connected is extra important during this time not only to continue efficient production



levels but offers a chance to connect with your community of co-workers, discuss stresses and fears and get support. A fun suggestion may be scheduling a weekly virtual coffee break just to check in with team members and make sure everyone is doing well with both work load and personally.

- **Stretching and Meditation.** Try every hour to get up and stretch or meditate for 5-10 minutes, this will improve posture, get the blood flowing through your body and help to alleviate any improper ergonomic related trouble areas in your body. If you have more ergonomic tips for your home office please email Human Resources.

Added after 4/21/2020

Q: How can I Maintain a Safe Home Workspace?

A: While many of us are entering our second month of working from home, we're still adjusting to our new arrangements. To ensure your safety - and the safety of your employees - follow and share these helpful work-from-home safety tips:

1. Never overload power strips with appliances.
2. Ensure your computer is at the right height and your desk and chair are comfortable.
3. Use a quality ergonomic chair, a good desk, and an option to be able to stand while working at the desk.
4. Secure all equipment, including faxes, printers, scanners, computers and other materials.
5. To protect data, practice good computer security by having strong passwords and backing up files. Also, consider using a password manager as an extra level of security. Lastly, lock your computers every time you are away from your desk.
6. Be ready for safety in the event of any hazardous situation by checking their smoke alarms and carbon monoxide detectors, and having a fire extinguisher and first aid kit.

Added as of 5/22/2020



Q: I need additional support resources for myself, my students and their families during these difficult times.

A: Kaiser Permanente Thriving Schools is an enterprise-wide effort created as a way to more deeply demonstrate our commitment to strengthening health in schools for students, staff, and teachers. As communities continue to feel the impact of the school closures from COVID-19 and many parents and families adjust to a new reality of life in the time of quarantine, we at Kaiser Permanente want to make sure that school communities – including administrators, teachers, school staff, parents and students – feel supported.

Please feel free to pass this to the appropriate staff at Community Collaborative Charter Schools. Below is a link that is updated with upcoming webinars, recordings from prior webinars and an online resource page with information and ideas to support learning, health, and overall well-being during these challenging times.

<https://thrivingschools.kaiserpermanente.org/covid19-webinars/>

Q: Will we return to non-virtual instruction for the 19/20 school year?

A: At this point in time regulations are easing up on non-essential services, however; we do not predict we will be able to return to in-person services for this school year. In keeping our students, parents and staff protected it is in our best judgment to adhere to the local policies as they are released.

Q: What is the current protocol for Graduation?

A: HS Graduates:

-There will be a Livestream of the HS Graduation on June 9 at 10:00am . All families will be provided a link that they can share with family/friends so they can watch too! Bear with us as we navigate this new frontier. I have asked all graduates to please send me pictures with their lawn signs, their family, their acceptance letters, etc. I am missing a lot, so please remind your seniors so we can put the LiveStream slide show together.

-Lawn signs and senior gift bundles should all be distributed by the end of this week.



-Caps and gowns are expected to show up at the office tomorrow (Friday). I will send an email to all HS grads asking if they would rather pick them up at the office or have them shipped priority mail.

-Diploma covers will be given/shipped at the same time. I will probably put a "dummy" diploma inside of each one until the HS team has confirmed that they have completed all of their credits. Once that is done I will send the real diploma to the graduates.

8th Graders: All of the 8th graders should have received a large window cling to place in their window at home. All of the 8th graders will be getting their Certificate of Promotion to High School in the next couple of weeks.

Kindergarteners: They will all be receiving a Certificate of Promotion and an Excel cape. These packages should be ready next week. I will let you know how I plan to get them to all kinders. Perhaps to ToRs, or to Regional Leaders. Trying to save \$ on postage. There are 130 kindergarteners!

It would be extremely helpful if you would check the mailing address in SIS for your student and confirm it is current. I use SIS for all of my shipping, so this would be a big help if we had the correct address. If a family has moved and has a new address please let Cori (registrar@excelacademy.education) and I know asap.

Q: When will Classified staff be able to return to the 1 Technology admin office ?

A: We have started the process to collect data and information from staff to implement a phased reopening approach. Again, with our staff members' best interest at the forefront of all our decisions, we want our entire staff "coming back with confidence". This will require us to take the proper precautions as outlined by the CDC and other health officials. We hope by June we will be able to start our phased approach that will allow our staff to rotate schedules to minimize office traffic.

Q: How can I keep my families up-to-date on Excel Academy's response to COVID-19?

A: Our Community team is hard at work updating the school's website to now provide all of our parents and students with information regarding COVID-19, the school's response and navigating these unprecedented and difficult waters. Students and parents are always encouraged to reach out to our counselling and HR staff to obtain additional information and support.



Added as of 06/25/2020

Q: Will LP meetings for 2020/2021 be in person?

A: TBD, At this point we would still like to keep our eye on the ever changing environment of the pandemic to ensure in person meetings will be safe for the first LP sessions. We hope to have answers before moving into Fall.

Q: Will EACS field trips commence for the 20/21 school year?

A: TBD, Currently all field trips through the Fall will remain virtual. EACS plans to implement via Safe Reopening Plan rules and regulations staff will have to follow when applicable. EACS will require all attendees to follow all safety protocols deemed necessary by the venue when applicable.

Q: What policies will EACS enforce if in-person LP meetings are deemed safe?

A: All attendees of an in-person LP meeting will be required to follow EACS Safe Reopening Plan and Rules and Regulations.

Q: Where can I find the EACS Safe Reopening Plan and Rules and Regulations?

A: Our Reopening plan is on the EACS website, google drive and it also can be emailed to you upon request. Alternatively, find the link here:

<https://docs.google.com/document/d/1mQFyOAFio99IHiQwGTcUFgPWUFQdCE-n24PdcVRoLw/edit?usp=sharing>

Q: Will the All Staff meeting be in person?

A: At this point in time we plan to hold our next all staff meeting virtually. We are working to define details and will release them as soon as we solidify the plan. Again our motivation is the safety of our staff members.

Q: When will EACS Admin Offices at 1 Technology, Irvine re-open?

A: Currently, only essential and necessary visits can be scheduled by appointment ONLY. We have created a Safe Reopening plan and hope to implement our phased reopening Fall 2020.

Added as of 08/03/2020

Q: Will LP meetings for 2020/2021 be in person?



A: *In accordance with local, state, and federal regulations, Excel Academy Charter School (EACS) will remain under 100% virtual instruction until obtaining more clearance and defined approval from regulating agencies.*

Q: Where can I find Excel Academy Charter School’s Safe Reopening Plan?

A: This document will be emailed to you by Human Resources or use the following link.

[Excel Academy Safe Reopening Plan + Rules & Regulations](#)

Q: How do I get curriculum and materials from my ToR?

A: If agreed upon by both the ToR and the parent/guardian, the ToR can drop the curriculum and materials off to student homes. The ToR must arrange the day and time with the family in advance and notify them that they will be leaving the items without in person interaction. The ToR must complete an approved [EACS COVID-19 Assessment Form](#) prior to making any curriculum and material deliveries. The ToR must wear a mask outside of their vehicle, notify the family once items have been dropped off, and tell the family that curriculum and materials must be disinfected before bringing them into the home. The transfer of items must follow CDC social distancing guidelines.

- At the family's request, they can arrange in advance a day and time they will come to pick up items from the ToR’s home. Parents must complete an approved [EACS COVID-19 Assessment Form](#) prior to making any pick up. The items must be left in an easily accessible location outside the home and the ToR is urged to disinfect the items once they’ve been placed in the pick up location. Parents must wear a mask when exiting their vehicle to pick up items and are urged to disinfect the materials before coming into contact with them. This transfer must not include in person interaction between the family and the ToR that does not follow CDC social distancing guidelines.
- If parent/guardian and ToR choose to have items shipped directly to the family home, the ToR will follow instructions on how to notify the Student Services Department of the request.

Q: Can students partake in in-person Community Provider services?

A: *In accordance with local, state, and federal regulations, Excel Academy Charter School will remain under 100% virtual instruction until obtaining more clearance and defined approval from regulating agencies.*

We expect all of our Community Providers to follow and abide by all local, state, and federal regulations in compliance with pandemic response. All Community Providers will be required to review and complete a waiver agreeing to comply with all [rules and regulations](#) set forth. EACS will relinquish any agreements with Community Providers that fail to comply.



EACS will only approve virtual instructions until the school obtains clearance and defined approval from regulating agencies. If a Community Provider feels their local county guidelines do in fact specify direct approval for the in person services that they offer to EACS students, they may submit a request for an exception for ALL NON VIRTUAL services and must be submitted via [COVID-19 Community Provider Inquiry Form](#). Please allow EACS administrators 72 business hours to review and approve or deny requests. EACS reserves the right to deny any inquiries made to protect the health and safety of students and staff.

If Community Provider services are deemed appropriate by regulating local, state, and federal agencies and are following all applicable compliance; [COVID-19 Community Provider Inquiry Form](#) is submitted and approved, families can continue to be serviced at their own risk. All family members and Community Providers must complete the EACS liability waiver. If at any time any party is not in compliance with rules and regulations, agreements will be terminated.

Q:Are the administrative offices open for business yet?

A:*In accordance with local, state and federal regulations Excel Academy Charter School will remain under 100% virtual instruction until obtaining more clearance and defined approval from regulating agencies.*

- You must have duties essential to in-person work to be granted access to the admin offices.
- If you are able to telework this must remain your primary schedule.

Added as of 10/27/2020

Q:What is the Blueprint for a Safer Economy?

A: The Blueprint for a Safer Economy is a methodology in which the state is tracking, by county; the severity of the COVID-19 pandemic in that particular county. This system conducts a weekly assessment using different key metric trackers such as positive case rate, population and demographics. Using a tiered system counties are placed in a category which local regulation is based around. For example tier 1 or the widespread purple tier is the equivalent to the old “watchlist” governance. Counties in tier 1 have the highest severity of regulation as the liability for spread is highest..

Q: Is Excel Academy Charter School back open for in-person Learning Period meetings and events?



A: No, under no circumstances should you be conducting your Learning Period meetings in-person unless under Special Education cohort guidance. As our school services multiple counties we must abide by local regulation of all participating counties. Los Angeles, San Bernardino and Riverside counties all remain in the tier 1, widespread category. Please be advised even if you and your families reside in a tier 2 or 3 county you are to remain 100% virtual in servicing. Staff members who violate these school Rules and Regulations are subject to corrective action.

Q: Are Community Providers still able to provide in-person services?

A: Community Providers who have submitted a complete Community Provider Inquiry Form, attached appropriate, accurate documentation and links are subject to approval. Community Providers who reside in a Tier 1 county must provide virtual only services. Counties who have moved from Tier 2 back down to Tier 1, must continue to follow all local regulations for their business.

Q: Is the Irvine Admin office open?

A: The Irvine Admin office is open by appointment only. Essential in-person classified staff must have an approved work schedule on file with the Office Manager, Anne Cesario and must complete the COVID-19 Assessment prior to entry each day. Staff visiting the office by appointment must also complete the COVID-19 Assessment prior to their visit.

Added as of 12/01/2020

Q: What is the latest tier status(s) of Excel Academy Charter School counties?

A: All counties Excel Academy Charter School serves have moved back into tier 1, purple “widespread” category. This means local regulation and restrictions have been increased as COVID-19 cases have dramatically risen. All servicing must remain 100% virtual with the exception of our Special Education cohorts.

Q: Where can I track the status of my county?

A: You can view a map and information by county here: www.covid-19.ca.gov

Q: Should our Community Providers go back to virtual if already approved for in person?

A: No new Community Providers will be approved for in-person at this time. Previously approved Community Providers may continue servicing in a capacity that follows local regulation and modification that pertains to their specific business.



Q: Is the Irvine Admin office open?

A: The Irvine Admin office is open by appointment only. Essential in-person classified staff must have an approved work schedule on file with the Office Manager, Anne Cesario and must complete the COVID-19 Assessment prior to entry each day. Staff visiting the office by appointment must also complete the COVID-19 Assessment prior to their visit.

Added as of 01/06/2021

Q: What is the newest COVID-19 guidance from our government?

A: Stay- At-Home Order (Issued March, 19 2020) this was the original, “flatten the curve” stay at home order issued by our government during this time assessments were based on case positive numbers. August, 28 2020 the state developed the Blueprint for a Safer Economy; this system set up weekly assessments by county based on several data metrics and key indicators including case numbers. December 6, 2020 as case numbers began to increase and all Southern California counties fell back to the tier 1 “widespread” tier the government decided to issue a Limited Stay At Home Order. This order implemented modifications similar to the original Stay at Home Order. Lastly, on December 21, 2020 state jurisdiction extended the Limited Stay at Home order in a new “Regional Stay at Home Order” which we are currently experiencing. This order uses a key assessment metric of ICU capacity. Counties that have 15% or under of ICU capacity will remain under the stay at home order and remain in tier 1 until ICU capacity is above 15% and all other key metrics are achieved to advance.

Q: What does the new Regional Stay at Home Order mean for Excel Academy Charter School?

A: Excel Academy Charter School counties are all currently remaining in tier 1 “widespread” category. All counties have 15% or under ICU capacity and will remain under the Regional stay at Home Order until otherwise advised. During this period we will remain under 100% virtual instruction.

Q: Where can I track the status of my county?

A: You can view a map and information by county here: www.covid-19.ca.gov

Q: Should our Community Providers go back to virtual if already approved for in person?

A: No new Community Providers will be approved for in-person at this time. Previously approved Community Providers may continue servicing in a capacity that follows local regulation and modification that pertains to their specific business.



Q: Is the Irvine Admin office open?

A: The Irvine Admin office is open by appointment only. Essential in-person classified staff must have an approved work schedule on file with the Office Manager, Anne Cesario and must complete the COVID-19 Assessment prior to entry each day. Staff visiting the office by appointment must also complete the COVID-19 Assessment prior to their visit.

Q: What if I have been exposed to COVID-19?

A: Employees are encouraged to notify Human Resources if you've been exposed to COVID-19. At this time we ask the employee to self- quarantine and monitor for symptoms.

Q: What if I have contracted COVID-19?

A: Employees are encouraged to notify Human Resources immediately if you've contracted COVID-19, as we will need to submit trace reporting to the local and state government and we can advise you on COVID-19 leave policies available to you. At this time we would encourage employees to quarantine for the duration recommended by the CDC.

Added Friday, March 11 2021

Q: When can we go back to in-person LP meetings?

A: As of April 1, 2021 Teacher's may meet students in person for learning period meetings if desired. This is permissible only under signed agreement of both parties (TOR and all in attendance from the family) , meeting location follows EACS guidelines and all COVID safety and health protocol, all parties are following health and safety guidance set forth by the CDC and EACS. Teachers who choose to meet students in person must first submit TOR In-Person Inquiry Form and all parties of the in-person meeting will need to complete the COVID-19 Assessment form prior to each meeting. I will be sending additional guidance for this phased prior to April 1,2021.

Q: Can our Community Providers service in-person?

A: As of Friday, March 12 2021 Los Angeles, Orange and Riverside counties have advanced from tier 1 and into tier 2 status. This means we will open the Community Provider Inquiry Form and allow community providers to resume in-person servicing permissible following local and state guidance applicable to their business. A list of all current approved Community Providers can be



found here. Community Providers who reside in counties that remain in tier 1 can stay up to date following the county assessment map found on our website or www.covid-19.ca.gov

Q: Is vaccination mandatory for staff?

A:Currently vaccinations **ARE NOT** mandatory for EACS staff. Currently, both EACS offered health insurance providers are offering vaccinations. Alternative vaccination sites can be used, please contact me if you need a written letter and verification of employment for your vaccination. For more information on how you can vaccinate please visit myturn.ca.gov or OC Healthcare Agency to register online for the Othena app to get in line.

Q: Will Classified staff be required to return to the office?

A:As of April 1, 2021 we will be reopening our 1 Technology drive offices permissible under the Phased Reopening Plan. Further details on the plan will be emailed out to all Classified office staff prior to April 1, 2021.

Added July, 8th 2021

Q: Is the Irvine Admin office open?

A: The Irvine Admin office is open. Classified staff must have an approved work schedule on file with the Office Manager, Anne Cesario and must complete the COVID-19 Assessment prior to entry each day. Staff visiting the office by appointment must also complete the COVID-19 Assessment prior to their visit.

Q: When can we go back to in-person LP meetings?

A: ToR's can proceed with in person Learning Period meetings for the 2021-2022 school year. ToR's and parents are encouraged to follow the COVID-19 Safe Reopening plan and required to follow all rules and regulations of the establishment in which they are conducting the meeting at.

Q: Is vaccination mandatory for staff?

A:Currently vaccinations **ARE NOT** mandatory for EACS staff. Currently, both EACS offered health insurance providers are offering vaccinations. Alternative vaccination sites can be used, please contact me if you need a written letter and verification of employment for your vaccination. OSHA and the CDC require non-vaccinated individuals to continue to wear appropriate face coverings and PPE in public locations when required. For more information on how you can vaccinate please visit myturn.ca.gov or OC Healthcare Agency to register online for the Othena app to get in line.



Q: Can our Community Providers service in-person?

A: Community providers may resume in-person servicing permissible following local and state guidance applicable to their business.

Added August 24,2021

Q: Can I remain servicing my students virtually for the 2021-2022 school year?

A: ToR's requesting to remain virtual must complete the following survey.

Q: Can I service my students in-person for the 2021-2022 school year?

A: Yes, ToR's may service students in person. ToR must follow all applicable guidance for the establishment they are conducting the meeting at along with county and CDPH guidance. If guidance isn't aligned, ToR should always follow the strictest guidance set forth by county or state regulation.

Q: Do I have to be vaccinated if I am servicing students in-person?

A: No, vaccination is not mandatory. ToR's wanting to serve students in-person must provide EACS copies of vaccination records or agree to test the week of each in-person meeting.

Q: What if I'm unwilling to furnish a vaccination record OR test?

A: Under CDPH mandatory guidance all in-person servicing staff must provide school proof of vaccination or test by October 15, 2021. As CDPH acts as law, failure to do so may result in fines to the school and subject to revocation of Charter authorization status. This could mean disciplinary action to staff including but not limited to termination as in person servicing of students is included in the program and within the job scope.

Q: Am I required to wear a mask when servicing students in person?

A: Yes, all parties attending in-person meetings must wear applicable face coverings as outlined in the mandatory guidance issued by the CDPH.

Q: Do I have to wear face coverings if I have a medical exemption?

A: No, approved applicable medical exemptions will be accepted for the CDPH mask mandate guidance. Religious exemption will not be accepted under this regulation.

Q: Do my students and families have to wear masks?

A: Yes, all parties attending in-person meetings must wear applicable face coverings as outlined in the mandatory guidance issued by the CDPH.



Q: Do my students have to wear face coverings if they (student) have a medical exemption?

A: No, approved applicable medical exemptions will be accepted for the CDPH mask mandate guidance. Religious exemption will not be accepted under this regulation.

Q: Are these mandates set by Excel Academy Charter School?

A: No, Excel Academy Charter School will enforce these mandates in response to the following guidance issued by local and state governments:

In accordance with:

CDPH Code 8665

Ed Code 47607

Cal-OSHA Labor Code 4553

Cal-OSHA 8 CCR 3205 ©(6)(D)

For any additional FAQ you would like to see answered here please submit questions via email to manderson@excelacademy.education and subject COVID-19 FAQs.