



Safe Reopening Plan

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. The plan includes surveying staff for input regarding a safe work environment and necessity of work to be performed in the office setting. Further, 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 guidance from:

Center for Disease Control
OSHA
State of California
Orange County
San Diego County Office of Education
Bolton Risk Management
Paul, Plevin, Sullivan, and Connaughton
Young, Minney, and Corr

“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.”

A. Signage

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, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.

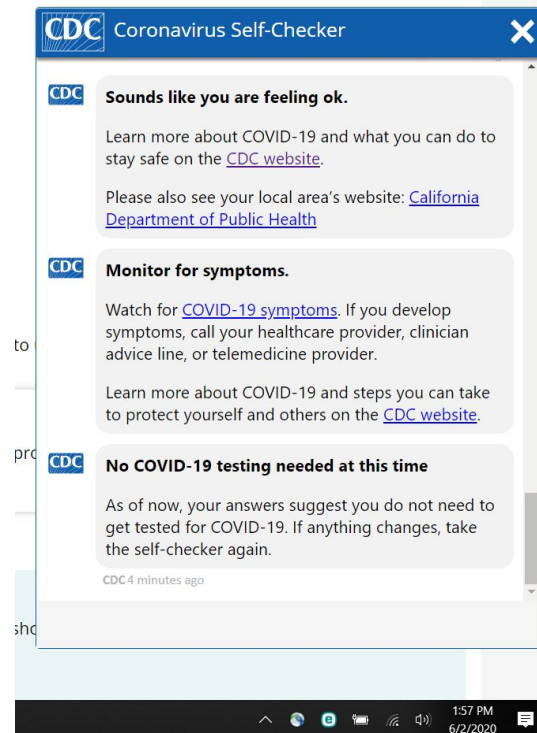
A copy of the Safe Reopening Plan will be at each public entrance to the facility.

B. Measures to Protect Employee Health

Teleworking opportunities will be maximized to the best of the School's abilities. For projects or tasks requiring in-person office access, employees must follow the procedures outlined in the Plan.

Employees will be required to watch the CDC's training video regarding ways to prevent the spread of COVID-19. [6 Steps to Prevent COVID-19](#)

Employees must not come to work if they are sick. Employees who are scheduled to work in the office, must complete a [self-checker assessment](#) on the CDC's website, instructions for the process will be included in the [EACS COVID-19 Assessment Form](#); which must be included daily, before a shift or before any in person events . At the end of the survey, the employee must take a screenshot of the results including the time and date located in the computer's menu bar at the bottom of the screen ONLY IF THE RESULT SUGGEST YOU ARE NOT WELL.



All employees must wear facial coverings in the workplace, if within six feet of others or in common areas. Masks will be provided to employees upon request. Desks and individual work stations are separated by at least six feet. Breakrooms, bathrooms, and all common areas are cleaned daily in compliance with the property management's stated schedule. Soap, water, wipes, spray, and paper towels are made available for staff to utilize as needed.

Employees are required to eat in designated areas for staff breaks. Other than water, employees will not be permitted to eat at their desks. All food and wrapping must be disposed of in the trash. Employees must wash their hands before and after eating.

C. Measures to Protect Office Visitor Safety

Vendors, community members, or customers of the school will be limited inside the office to one person at a time, which will allow employees and the individual to easily maintain at least six-foot distance from one another at all practicable times. All visitors must wear a facial covering while inside the office. All visits to the physical office location must be pre-scheduled and confirmation email sent including [Rules & Regulations](#) and link to [EACS COVID-19 Assessment Form](#). The form must be complete before entry to the building.

D. Measures to Keep People at Least Six Feet Apart

Signs will be posted outside the office reminding people to remain at least six feet apart. Tape will be placed on the floor to mark six feet spacing in front of employees' workstations to ensure social distancing. All employees will be instructed to maintain at least six 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 feet from the copier, kitchen area, refrigerator to maintain a safe distance while that space is in use by others.

E. Scheduling

An appointment system will be utilized to manage the flow of individuals in the office at any given time. Staff work schedules may be staggered to accommodate in-office work tasks and reduce the number of individuals present. For example, staff may be scheduled in the office on a rotating schedule such as Monday-Wednesdays and Tuesday-Thursdays or for reduced hours each day specific to the need of the task and as pre-determined by the Executive Director or designee. An alternating staff schedule will limit interior offices to one employee at a time.

F. Employee Illness Reporting

Should an employee contract COVID-19 following the return to work, the employer will conduct an investigation to attempt to learn if it was possibly contracted through exposure at work or related to work activity. The school will file [Form 300](#) with OSHA for any known staff illness related to COVID-19 due to work activity.

Any individual who has questions or concerns regarding the Safe Reopening Plan may contact Megan Anderson at manderson@excelacademy.education

Board approval date: June 18, 2020

Purpose:

a) highlight that a plan was prepared for office staff to ensure compliance with the State guidelines.

EACS in following the guidance and recommendation of: Center for Disease Control OSHA, State of California, Orange County and San Diego County Office of Education Bolton Risk Management, Paul, Plevin, Sullivan, and Connaughton, and Young, Minney, and Corr have developed a plan that ensures compliance to regulations and safety restrictions for all EACS staff.

b) this plan includes training for office staff

EACS HR department will release the Safe Reopening Plan to all staff along with FAQ's, instructions to complete CDC self checker and an office plan that will show locations to sanitary stations, information posters, directional traffic signage and explain the new office rules and regulations.

c) our requirements for staff and visitors related to PPE as follows

All staff will be informed on the EACS PPE policy in the Reopening Plan, FAQs and Rules and Regulations. All non staff visitors will be by appointment only. These visitors will undergo the same screening processes and will be emailed in advance a copy of our Safe Reopening Plan and Office Rules and Regulations.

d) the plan will be posted on the office's front door and provided to staff

The Reopening Plan will be posted on the office front door, our website, emailed to all staff, kept in our google drive and distributed in any other manner applicable.

Rules & Regulations

Drive Through Material Pick Up (For Staff)

- On a specified day you will have a scheduled time window to drive through EACS material pick up location at our admin offices.
- This distribution will be handled outdoors in the parking lot area.
- You will be provided a map, instructions and [rules and regulations](#) with your time confirmation email.
- TOR must complete [EACS COVID-19 Assessment Form](#) the morning of the pick up.
- TOR's without a form on file for that day will not be given materials.
- TOR's 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 14 days or until providing a negative test result.
- TOR must stay in their vehicle and wear a mask in the vehicle when entering the pick up line.
- TOR must allow EACS staff access to the trunk of the vehicle or rear door to open and deposit materials.
- EACS admin and classified staff will be required to wear a face mask and gloves for all handling of materials.
- They are to avoid all in person interaction during this exchange and will remain six feet in distance if required to interact with TOR.
- All staff working at the drop off location must wear PPE for the entire shift and stay six feet apart from other working staff members.
- EACS working staff must dispose of gloves used in material exchange before entering back into the EACS building.
- The admin office will be closed to any staff members that have not been pre-approved for material drop off location.

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.

- TOR can drop the curriculum off to student homes. TOR must arrange day and time with family in advance and notify them they will be leaving the items without in person interaction. TOR must complete an approved [EACS COVID-19 Assessment Form](#) prior

to making any material deliveries. TOR must wear a mask outside of their vehicle. TOR must notify families once items have been dropped off and suggest to families materials must be disinfected before bringing them into the home. This transfer of items must not include in person interaction with families and TOR that do not follow CDC social distancing guidelines.

- 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. 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 with families or TOR that do not follow CDC social distancing guidelines.
- Items may continue to be drop shipped directly to the student via leaving a note in the order "please ship to student".

Pre-Phased Safe Re-Opening- (In Office)

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.
- If you are deemed essential to perform tasks at the physical office location; you must follow the predetermined schedule so teams are advised of your attendance.
- 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](#) which includes steps on completing CDC Self Checker application.
- All staff will be required to perform CDC self checker before each shift; contained within the [EACS COVID-19 Assessment Form](#) mail date and time stamped result to HR IF results advise you may have been exposed or are experiencing symptoms. If the CDC checker 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 a CDC checker 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, or self isolating and teleworking for 10-14 days.
- 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 or self isolate 10-14 days until you're allowed to return to the physical office location.
- 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 10-14 days or sooner providing a negative test result. Additional sanitation will be rendered in the office.
- If you are tested positive for COVID-19 and have been teleworking please remain home for 10-14 days and provide HR a negative test result before returning to any physical location. Please inquire with HR regarding leave options during your time with COVID.
- 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.
- NO visitors will be allowed at this time.
- 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 belonging must be disinfected upon entry. Masks MUST be worn to attend the restrooms and hands and belongings sterilized again upon entry.

Phase 1: Soft Reopening TBD Fall

This phase will allow our staff to comfortably return with limited physical capacity and staggering of schedules.

- All staff must follow the predetermined staggered schedule. If you are unable to be in attendance on your scheduled day please let HR and Office Manager know.

- 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 CDC Self Checker application.
- All staff will be required to perform CDC self checker before each shift; contained within the [EACS COVID-19 Assessment Form](#) and Email date and time stamped result to HR IF results advise you may have been exposed or are experiencing symptoms. If the CDC checker 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 a CDC checker 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 or self isolate 10-14 days until you're allowed to return to the physical office location.
- 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.
- If you are tested positive for COVID-19 and have been teleworking please remain home for 10-14 days and provide HR a negative test result before returning to any physical location. Please inquire with HR regarding leave options during your time with COVID.
- 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. Visitors 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 belonging must be disinfected upon entry. Masks MUST be worn to attend the restrooms and hands and belongings sterilized again upon entry.

Phase 2: Reopening TBD Winter

This phase will allow staff to comfortably return in full capacity.

- At this phase the employer will require employees to return to the physical office as the designated work location and at designated work schedules. This is the legal right the employer has as conditions of employment.
- Only staff members permitted by additional circumstances or previous work schedule will be allowed to continue the modified telework schedule. Circumstances 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 CDC Self Checker application.
- All staff will be required to perform CDC self checker before each shift; contained within the [EACS COVID-19 Assessment Form](#) and email date and time stamped result to HR IF results advise you may have been exposed or are experiencing symptoms. If the CDC checker 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 a CDC checker 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 until you're allowed to return to the physical office location.

- If you are tested positive for COVID-19 please remain home for 10-14 days or until providing HR a negative test result.
- 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. Visitors 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 belonging must be disinfected upon entry. Masks MUST be worn to attend the restrooms and hands and belongings sterilized again upon entry.

TOR 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.

- TOR's will be required to follow any and all guidelines set forth by the establishment they are conducting meetings at.
- TOR's will wear masks during LP meetings, social distance by the recommended six feet and sanitize hands and tools and materials used.
- TOR's are to conduct [EACS COVID-19 Waiver Form](#) prior to any in-person LP meetings and email date and time stamped result to the HR department If self-checker results suggest TOR should not conduct business. The TOR can then schedule LP via virtual application.
- TOR should suggest any party attending the LP meeting takes the self-checking evaluation as well.
-

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 they are conducting meetings at.
- Case Managers will wear masks during LP meetings, social distance by the recommended six feet and sanitize hands and tools and materials used.
- 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.
- Case Manager should suggest any party attending the LP meeting takes the self-checking evaluation as well.

Recommendation on Travel

- EACS strongly recommends staff to refrain from all non essential travel during this period.
- 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 the field trip venue. The Field Trip Coordinator will provide that information prior to the event.
- TOR's will wear masks and sanitize hands as needed.
- TORs will bring their Excel backpack which contains: a masks, hand sanitizer, and gloves.
- Social distance by the recommended six feet is encouraged when possible.
- Attending families will be encouraged to wear masks, keep social distance, and stay home if a member of their party is not feeling well.
- TOR's are to conduct [EACS COVID-19 Waiver Form](#) prior to any in-person field trips. If any self-checker results suggest TOR should not conduct business, the TOR should email screenshot results to the Human Resource department and the Field Trip Coordinator will find an alternative staff member to attend.

Community Content Providers

“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 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](#) set forth. Excel Academy Charter School will relinquish any agreements with CCP's that fail to comply.

All NON VIRTUAL inquiries must be submitted via [COVID-19 Community Provider Inquiry Form](#). Please allow Excel Academy Charter School administrators (72) business hours to review and approve or deny requests. Excel Academy Charter School reserves the right to deny any inquiries made to protect the health and safety of students and staff.

If CCP 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 CCP's must complete EACS liability waiver. If at any time any party is not in compliance with rules and regulations agreements will be terminated.

Special Education Services

“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 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.

All NON VIRTUAL inquiries must be submitted via [COVID-19 Community Provider Inquiry Form](#). Please allow Excel Academy Charter School administrators (72) business hours to review and approve or deny requests. Excel Academy Charter School reserves the right to deny any inquiries made to protect the health and safety of students and staff.

If 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 providers must complete EACS liability waiver. If at any time any party is not in compliance with rules and regulations agreements will be terminated.