



2022-2023 Excel Academy Charter Schools COVID Safety Plan (CSP)

Excel Academy Charter Schools Administrative Offices:

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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 2022 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 instruction with the Teacher of Record (ToR). Learning period meetings will be held indoors or outdoors in secure and safe community areas. These meeting places will follow all federal, state, local and the school's COVID-19 compliance requirements. 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 can wear applicable face coverings and personal protective equipment (PPE) during indoor learning period meetings and during live events after a reported exposure has occurred in the last (5) days.

III.Health Screenings for Students and Staff

All staff can complete the [EACS COVID-19 Assessment Form](#) before each shift if experiencing COVID like symptoms.If the assessment suggests an employee should not come to work, staff should email their results to the HR department. 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 5 days. Staff may not return to in-person services until they are no longer under quarantine or isolation directives.

Staff 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 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.

Visitors are encouraged to schedule appointments so that reduced office occupancy can be maintained. 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.

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 asked to return home; and if well enough continue work under virtual accomodation.

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. 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 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

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 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 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. Testing is not mandatory for staff at this time.

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, preferably return home.

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). Human Resource staff will be responsible to address COVID-19 issues and their impact at the workplace.

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. 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.

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

Not applicable to Excel Academy Charter School at this time.