

# EXPECTATIONS ACADEMY COVID-19 PREVENTION PLAN

School Name: EXPECTATIONS ACADEMY

School Address: 16275 GRAND AVE. LAKE ELSINORE, CA 92530

School Type: PRIVATE

This plan was developed in consultation with the California Department of Public Health Services and is based on their guidance articulated in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (January 14, 2021) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

This plan mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID 19 Prevention Plan for Schools Checklist.

## 1. General Measures

1. Expectation Academy's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: [www.expectationsacademy.org](http://www.expectationsacademy.org)
  - a. The person responsible to implement and monitor this plan is:  
Heidi Ivanovich, Director, 951-623-0055
  - b. The school's COVID-19 Liaison for contact with Public Health Services is:  
Heidi Ivanovich, Director, 951-623-0055, [mrsivanovich.fflearning@gmail.com](mailto:mrsivanovich.fflearning@gmail.com)
    - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:
      - When a child or staff member has COVID-19, parents and staff members should report this to the school by contacting Heidi Ivanovich, 951-623-0055, [mrsivanovich.fflearning@gmail.com](mailto:mrsivanovich.fflearning@gmail.com)
      - Parents and staff members are also required to report COVID-19 exposures that require quarantine of the child or staff member to Heidi Ivanovich, 951-623-0055, [mrsivanovich.fflearning@gmail.com](mailto:mrsivanovich.fflearning@gmail.com)
    - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 951-955-1000
  - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
  - d. The school's COVID-19 Prevention Plan is posted at: [www.expectationsacademy.org](http://www.expectationsacademy.org)  
This information has been provided to our instructors via email. The school's plan to train and communicate with instructors on the COVID-19 prevention plans is described below.
    - i. All instructors will receive an email outlining plans prior to the staff training week.
    - ii. Additional information regarding health screenings, masks, physical distancing, handwashing will also be emailed to instructors and support staff prior to the Staff Development week.
    - iii. Training of all instructors and support staff will occur during Staff Development week annually in August, as well as additional training throughout the year as new standards arise.
    - iv. Powerpoint presentations have been created for training purposes.
    - v. Training will involve reviewing each detail in Expectations Academy COVID-19 Prevention Plan. Instructors will be given the opportunity to ask questions. Training will include careful review of face coverings guidance, physical distancing protocols, and handwashing procedures. Part of training will include hands-on experiences with touch free thermometers, check-in screening process, etc.
    - vi. All custodial staff have already been trained on enhanced cleaning and disinfecting processes in September 2020 when we reopened school as well as childcare and day camp programs for Essential Workers and other parents who returned to reopened businesses.

- vii. Posters and reminders are posted in classrooms, lunch rooms, offices, and other key locations around the school.
- e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
  - i. Monthly review of workplace compliance with plan completed by administrative team, Brook, Heidi, Jacqueline, to monitor plan. Deficiencies will be documented and corrected.
  - ii. Weekly supply inventory of Personal Protective Equipment (masks, gloves), disinfecting supplies, hygiene supplies (soap, hand sanitizer) to ensure that Expectations Academy maintains minimum quantities needed. Heidi Ivanovich is responsible.
  - iii. An email address is established, [expectationsacademy@gmail.com](mailto:expectationsacademy@gmail.com) for parents and staff members to direct questions and concerns with regard to plan compliance.
  - iv. Checklists for teachers to use that identify areas that they are responsible for disinfecting daily (classroom materials, toys, classroom equipment, common surfaces in classroom).
  - v. Bi-weekly check-in with school liaison, Heidi Ivanovich and head custodian, Matt Eddins regarding compliance with regards to disinfecting protocols.
- f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts.

**Detailed step by step protocols that outline the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone who is infected, or is diagnosed with a COVID-19 case are found at <https://expectationsacademy.org/2020-2021-school-year-opening-plan/>**

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.
- Outside contractors, people that teach extracurricular classes (i.e. piano lessons, ceramics, play ball, etc.), but are not employed by the school, will only teach students from the same stable group.
  - During this time few external organizational requests will be considered, but any time an external organization is being considered for use of the facility, the administrative team, Brook Eddins, Heidi Ivanovich, and Jacqueline Melchor will review the request and consults with head custodian, Matt Eddins to ensure health and safety for Expectations Academy students/participants. Any area used would be disinfected by our custodial staff.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

4. Expectations Academy has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.
- a. Expectations Academy office staff will review all student health records to identify students who may need additional accommodations. Parents will be contacted by the administration team to get additional information about the child's needs. A written plan will be developed that meets that child's needs. The Plan could include opting for distance learning, shortened day, additional protective measures while in school such as wearing face shield and face mask, added distancing from others, added barriers, excluding from certain activities, etc. The plan will be developed with input from parents, teacher, and administration.
  - b. Through our monthly email newsletter, parents who have health and safety concerns for their child will be encouraged to contact the school office in order to identify potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed.

c. Expectations Academy does not serve students who have limited mobility, have trouble understanding information or practicing preventive measures, or are not able to communicate symptoms of illness.

5. The schools has reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

## 2. Promote Healthy Hygiene Practices

Expectations Academy plans to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

6. Expectations Academy has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. Instructors will provide safety and hygiene instruction and reinforce to students, using resources provided by the CDC, Riverside County Office of Education, and other educational sites that provide materials that support these guidelines, in the following areas:

- a. Using a tissue to wipe their nose and covering of sneezes/coughs with tissue or elbow
  - b. Proper handwashing that includes
    - Washing hand for at least 20 seconds
    - Washing hand frequently
    - Washing hand before and after eating, after coughing and sneezing, after classes where they handle shared objects, and before and after using the restroom
  - c. Safe use of fragrance free hand sanitizer, when washing hands is not practical
    - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
    - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed:1-800-222-1222.
  - d. Avoiding contact with one's face
- Signage will also be posted throughout the school (sinks, restrooms, classrooms, hallways, entrances) reminding students of these healthy hygiene and COVID-19 safety practices.
  - Protocols will include:
    - Hands sanitized at entry of school each day
    - Hands sanitized upon entering classroom each time
    - Handwashing schedule established for each classroom and posted in the classroom.
    - Classrooms and students assigned to specific sinks for handwashing, in order to limit use at each sink.

7. With a K-6 student population of up to 98 students, small class sizes, and a large facility, we have ample and conveniently located sinks available that will minimize movement on campus and congestion in bathrooms. Each classroom, office, and lunch room has its own sink.

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals.

- Staff will have the same opportunities as the students in their classes to wash their hands.
- Staff will also use the adult restroom in the school building. Only 1 staff member will be in the restroom at a time. Staff does not use restrooms that children use.

9. Expectations Academy will ensure adequate supplies to support healthy hygiene behaviors. The following supplies are on-hand, ordered regularly, and replenished throughout the school by custodial staff:

- Soap

- Paper Towels
- Hand sanitizer, that is at least 60% ethyl alcohol, for dispensers

The following supplies are on-hand, ordered regularly, and replenished throughout the school by office staff:

- Tissues
- Portable hand sanitizer for classroom use, that is at least 60% ethyl alcohol
- Face masks for students or staff who need them
- Gloves for staff or students who need them or wish to wear them.
- Touch free thermometers and alcohol wipes to disinfect them

10. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, and practices that we have adopted to ensure the use of face coverings.

Face coverings will be required as directed by Riverside County Department of Health and the state of California. Current direction includes:

- All staff will be required to wear a mask or face covering.
- All students will be required to wear a mask or face covering.
- Students are expected to come to school wearing a face covering each day.  
Staff checking in students at entrances will deny entrance to students that arrive without one.
- Visitors will be limited, but when on campus, will be required to wear a mask or face covering.
- Adults dropping off and picking up students, who get out of their vehicles, are required to wear a mask or face covering.

Exemptions from face masks:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Other exemptions as outlined in the California Department of Public Health’s, “[Guidance for the use of face coverings](#)” Posters regarding face coverings posted around school.

11. Expectations Academy will ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

- All staff will be required to wear a mask or face covering.
- Face coverings will be provided for any staff member who needs one.
- Gloves and other protective equipment will be provided.

12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees.

- Face masks for children and staff members
  - Maintain minimum supply of 200 on site at all times.
- Face shields for teacher instruction (following state guidelines)
  - Orders placed when requested by teachers.
- Gloves
  - Maintain minimum supply of 500 on site at all times.

13. Expectations Academy will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community
- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

### 3. Face Coverings

Expectations Academy plans to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs” follows each of those described below.

14. Face coverings will be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission.
- a. We will teach and reinforce use of [face coverings](#), or in limited instances, face shields.
    - Instructors and staff will receive training during our Staff Development week (in August annually) on the proper use of face coverings for themselves and students.
    - Instructors will provide instruction and reinforcement for their students on the proper use of face coverings using resources provided by the CDC, Riverside County Office of Education, and other educational sites that provide materials that support these guidelines.

This instruction will occur when students return to campus. Mini-lessons and reminders will be offered periodically.
  - b. Instructors and staff will be continually reminded not to touch the face covering and to [wash their hands](#) frequently.
    - Visual information will be posted on campus to remind students and staff not to touch face coverings and to wash their hands often.
    - At check-in students will be reminded to wear their face covering, avoid touching their face covering, and to wash their hands frequently.
    - Instructors will be trained on their requirements to wear a face covering and will remind students throughout the day on proper usage.
  - c. Information from the CDC website will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
    - Staff will receive informational flyers through email.
    - Families will receive informational flyers through our monthly email updates and also on our school website
  - d. Training will also include policies on how people who are exempted from wearing a face covering will be addressed.
    - Staff will be directed, through our information emails that go out during the weeks before school resumes, to contact their supervisor if they qualify to be exempted from wearing a face mask. The supervisor will talk to the staff member and will provide the staff member with a form to submit to their physician or mental health counselor for completion.
    - Parents will be directed, through our emails that go out during the weeks before school resumes, to contact the school office if their child qualifies to be exempted from wearing a face mask. The administrative staff will talk to the parent to learn about their child’s exemption, explain the Distance Learning option if applicable, consider accommodations, and will provide the parent(s) with a form to submit to their physician or mental health counselor for completion.
    - A list of all students who qualify for mask waivers will be provided to instructors at the time of class commencement and updated when needed.
    - Instructors and staff will receive training during our Staff Development week on how to handle questions from parent and students regarding those who are exempted from wearing a face mask.

15. Expectations Academy’s plans regarding [students/participants/visitors/parents](#) on site use of face coverings includes the following elements:

**Face Covering Requirement:**

Under 2 years old No

- Students in all grade levels TK-12 are required to wear face coverings at all times, while at school, unless exempted.

- A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
  - Students that have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, or those with a communication disability, or when it would inhibit communication with a person who is hearing impaired is considered to be exempt from use of a typical mask after being confirmed by our COVID liaison, Heidi Ivanovich, however must instead wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it, as indicated in the [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (January 14, 2021) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).
  - Face coverings must cover the nose and mouth.
  - Students should arrive at school with a face covering on each day. One will be provided at check-in time when inadvertently forgotten. Staff checking in students at entrances will have face coverings available if a student needs one.
  - Visitors will be limited, but when on campus, will be required to wear a mask or face covering.
  - Adults dropping off and picking up students, who get out of their vehicles, are required to wear a mask or face covering.
  - In order to comply with this guidance, Expectations Academy will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one whether brought from home, or provided by the school. Students who are excluded from campus may take part in the distance learning programs provided by the school.
- +Exemptions from face coverings on campus include:
- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
  - Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
  - Other exemptions as outlined in the California Department of Public Health's, [Guidance for the use of face coverings](#)"
  - Distance learning is available for any student who is excluded from campus for health reasons, COVID 19 exposure quarantine, or if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

16. Expectations Academy's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations, where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food will use gloves in addition to face coverings. Expectations Academy will consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.

#### 4. Ensure Teacher and Staff Safety

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:
  - a. All instructors and staff will be trained and required to maintain social distance between each other.
  - b. All instructors and staff are required to use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
  - c. Instructors and staff members who have high risk health considerations will consult the administrative team supervisor for possible options.
  - d. Staff meetings, professional development training and education, and other activities involving instructors and/or staff will occur with physical distancing measures in place, or virtually, where physical distancing is a challenge. Larger rooms will be used to ensure physical distancing.
  - e. To keep contract instructors and/or staff safer, we will limit use of our office (copier, paper cutter, mailbox area) to one staff member at a time. Staff Lounge will be limited to 4 people at a time and only when physical distancing is followed. Staff restrooms will be limited to 1 staff member at a time.
  - f. Daily symptom monitoring for all staff will include touchless temperature checks that will occur as staff arrive and a daily log will be maintained in the school office.

#### 5. Intensify Cleaning, Disinfection, and Ventilation

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. As a safety precaution, because children often struggle to drink properly from a drinking fountain, drinking fountains have been wrapped and are not being used. Students are encouraged to bring a reusable water bottle from home each day. Water bottles will be labeled with the student's name. Sealed, disposable water bottles will be also provided for any student who forgets their water bottle at home.
19. Staff will [clean and disinfect](#) frequently touched surfaces in their assigned classrooms/stable groups at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:
  - a. Door handles
  - b. Light switches
  - c. Sink handles
  - d. Bathroom surfaces
  - e. Tables
  - f. Student desks
  - g. Chairs
  - Custodial staff will clean and disinfect entire facility (classrooms, hallways, restrooms, office, and other common areas) each evening.
  - High touch surfaces will be given special attention by custodial staff.
  - Restrooms and hand railings will be disinfected in the middle of the school day in addition to the evenings.
  - Doors, wherever possible, will be left open to reduce contact with door handles, and to increase ventilation.
  - Instructors and staff will be provided safe and effective cleaning /disinfecting solutions and/or wipes for classroom equipment/materials that are shared, door handles, tables, desks, chairs so those areas can be disinfected as needed throughout the day.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- No plan - Expectations Academy does not currently provide bus transportation.

21. Expectations Academy will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, cleaning and disinfecting between uses will take place.
- Sharing of materials will be limited.
  - Each student will have a personal container to store their own classroom supplies. Students will be directed not to share materials. Instructors and support staff will have a reserve of basic classroom supplies so that if a child misplaces something, we can provide the needed supply.
  - When shared use of materials/equipment is necessary, instructors/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.

22. When choosing disinfecting products, Expectations Academy will use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.
- a. To reduce the risk of asthma and other health effects related to disinfecting, custodial staff will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - b. Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
  - d. Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products are stored out of children's reach and in a space with restricted access.
  - e. A cleaning and disinfecting schedule is established in order to avoid both under- and over-use of cleaning products.

23. Safe and correct application of disinfectants will be used. Products are stored out of children's reach and in a space with restricted access. All custodial closets are locked while students are present between the hours of 6:00am- 5:00pm.

24. Expectations Academy will ensure proper ventilation during cleaning and disinfecting.
- a. Windows and doors will be left open to introduce fresh outdoor air as much as possible.
  - b. Custodians disinfect spaces after children leave.
  - c. Rooms with air conditioning units will use the setting that brings in outside air. The school has an HVAC service contract, and all units are regularly checked and air filters replaced to ensure optimal air quality.
  - d. If we become aware that opening windows poses a safety or health risk (i.e., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we will consider using alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

25. Expectations Academy has undergone many recent upgrades of the building over the last year in order to offer the highest efficiency possible, and facilitate other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.



26. We have [Taken steps](#) to ensure that all water systems (drinking fountains, etc.) are safe to use after school closure to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.
- a. Our facility remained open as an essential workplace. Custodial staff maintained building and water systems in the absence of students. There has been no interruption of water use and maintenance.
  - b. Our facility has no decorative fountains.
  - c. As a safety precaution, because children often struggle to drink properly from a drinking fountain, drinking fountains have been wrapped and are not being used. Students are encouraged to bring a reusable water bottle from home each day. Water bottles will be labeled with the student's name. Sealed, disposable water bottles will be also provided for any student who forgets their water bottle at home.

## 6. Implementing Distancing Inside and Outside the Classroom

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

27. During arrival and departure:
- a. Expectations Academy does not use buses. Students are typically transported by their parents or walk with their parent to school.
  - b. Parents will drop-off and pick-up students at the curb each day, or at each classroom's exterior door rather than walking children into the building.
  - c. Expectations Academy provides before school care and after school care so students arrive at staggered times between 6:00am-8:30am and leave at staggered times 12:00-5:00pm. Our small school size, staggered start and exit times, and ability to use multiple entrance/exit points will eliminate crowding at school arrival and departure times.
  - d. Students will be assigned a drop-off and pick-up door based on their grade level and stable group. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they have to wait.
    - o Temperatures will be taken using no-touch thermometers.
    - o Students will sanitize hands.
    - o Any student who does not "pass" health screening or temperature check must be taken home by their parent/guardian.
    - o Once student is signed-in parents/guardians may leave the curb.
    - o Student will stay in grade level groups as they move to before school care or class.
  - e. Students in the after school program will stay in small cohort groups. When parents arrive at their assigned classroom door, the students will be escorted to exit the building for parent pick-up.
  - f. Daily symptom monitoring for all staff will include a daily health screening survey completed as the first task of the day. Temperature checks will occur as staff arrive and a daily log will be maintained in the school office. Staff members who do not pass health screening or temperature check will not be permitted on campus.

### 28. In-classroom spaces:

- a. To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level stable groups and practice physical distancing. Grade level cohorts are small, stable, groups with fixed membership that stay together for all activities (e.g., enter/exit school, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.
  - o TK-12th grade: Self-contained classrooms, each grade level will be assigned one instructor and classroom. Classes are small and classrooms are large. Elective instructors (music, art, Spanish, etc.) will rotate into classroom grade level cohort groups. Schedules will be staggered to ensure that students are able to maintain physical distancing. *\*Initially grade 7-12 may not be on campus for in-person learning due to the county watch list.*
  - o Lunch, Recess, Physical Education: Students will eat lunch outside, weather permitting or use the lunch

room attached to their classroom when necessary. Outdoor use for lunch, recess, and physical education will be increased. Students will stay in small grade level cohorts with physical distancing. Recess and lunch times are staggered to minimize numbers on the playground. In addition, the playground is divided into 3 sections, allowing for 2 or 3 small grade level cohort groups to use the space with physical distance.

- b. Use of outdoor spaces such as the playground and school garden will be encouraged and scheduled for instruction.
- c. We will minimize movement of students and teachers or staff as much as possible. Classroom instructors will be assigned to one grade level. Support staff will be assigned to grade level groups or grade level clusters whenever possible.
- d. Classroom spaces are generally quite large. They allow for separation of students. Instructor and other staff desks will be at least 6 feet away from student desks. Students' seating and desks/tables will be spread out allowing 6 feet between. Partitions between students will be used when able. Furniture will be arranged to avoid face-to-face contact.
- e. Instructors will consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities in band or choir, where there is increased likelihood for transmission from contaminated exhaled droplets are not permitted. Alternate band activities such as percussion, strings, music theory, and music appreciation will be used.
- h. Activities that involve singing are not permitted, but music education will continue.
- i. Instructors will implement procedures for turning in assignments that minimize contact.
- j. Clear privacy screens will be used to increase separation between staff and students, when needed.

29. In non-classroom spaces:

- a. Nonessential visitors, volunteers, and activities involving other groups will be severely limited.  
To reduce people in the building parents will not be walking students into the building.
- b. Communal activities will be limited. Communal spaces will be disinfected between uses.
- d. Movement in hallways will be minimized. When there is movement in hallways, multiple grade level stable groups will not be moving at the same time.
- e. Lockers will be eliminated or moved so they will be spread out to allow physical distancing for students who use them.
- f. Playground scheduling will be staggered. Playground is divided into 3 sections, allowing for 3 small grade level cohorts at time to be present, as needed.
- g. Students will take breaks seated by grade level stable groups, and socially distanced. Small school size, and small grade level stable groups, and multiple outdoor space options allow us to be outside safely and consistently.

## 7. Limit Sharing

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

30. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.
- Sharing of materials will be limited.
  - Each student will have a personal container to store their own classroom supplies. Students will be directed not to share materials. The instructor will have a reserve of basic classroom supplies so that if a child misplaces something teacher will provide needed item.
  - Nap mats and blankets will be kept in individual cubbies or containers.
  - Each classroom instructor will make a plan for students' personal items (backpacks, lunch boxes, jackets, musical instruments, etc.) The instructor will identify a location near each student's desk as an assigned cubby/shelf, personal storage tubs, hooks, or lockers that allow for physical distancing.
  - Students will bring personal items home each day to be cleaned.

31. Additional school supplies will be purchased to the extent that it is practicable for the purpose of minimizing sharing.
- When shared use of property materials/equipment is necessary, teachers/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.

32. Students will avoid sharing their materials as much as possible. Where sharing occurs, we will clean and disinfect between uses.
- Additional materials will be purchased to limit sharing of student items to the extent that it is practicable.
  - When shared use of school materials/equipment is necessary, instructors/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.

## 8. Train All Staff and Educate Families

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

33. Expectation Academy will train all instructors and support staff and provide educational materials to families.
- Custodial staff received complete training on enhanced sanitation protocols and proper use and storage of sanitation equipment September 2020. Weekly custodial staff meetings, allow for questions, reminders, and additional information to be communicated with regards to enhanced sanitation practices.
  - Instructors and staff are trained in the following areas during our Staff Development week annually in August using information provided by the CDC and California Department of Public Health.
    - a. Enhanced sanitation practices
    - b. Physical distancing guidelines and their importance
    - c. [Proper use, removal, and washing of face coverings](#)
    - d. Screening practices for students and staff upon start of day, and screening for symptoms throughout the day.
    - e. Information on how COVID-19 is spread
    - f. COVID-19 specific [symptom](#) identification
    - g. Information on preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
    - h. COVID-19 specific [symptom](#) identification and when to seek medical attention
    - i. Protocols to follow when children or adults become sick at school.
  - All instructors and staff will be provided with written plans that outline our schools' protocols and procedures for protecting employees from COVID-19 illness.
  - Families will be educated on the application and enforcement of Expectation Academy's COVID-19 Plan,

adhering to linguistic needs of the community. At this time, we are not aware of any linguistic needs, but should linguistic needs arise they will be met.

- Educational information will be provided to families, using our monthly email update, in the following areas:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - [Proper use, removal, and washing of face coverings](#)
  - Screening practices for students and staff upon start of day and screening for symptoms throughout the day.
  - Information on how COVID-19 is spread
  - COVID-19 specific [symptom](#) identification
  - Information on the preventing the spread of COVID-19 if a child is sick, including the importance of not coming to school if a child has symptoms, or if they or someone they live with has been diagnosed with COVID-19.
  - COVID-19 specific [symptom](#) identification and when to seek medical attention
  - Protocols to follow when children or adults become sick at school.
  - Protocols to follow when a student has had contact with a COVID-19 positive person

34. Expectations Academy will conduct the training and education safely. Our instructor/staff training and education will be held during our Staff Development week annually in August. Expectations Academy COVID-19 Plans, materials from the CDC and California Department of Health will be emailed to staff for review. Training to include visual presentations, written information, discussion, and question and answer time will be delivered in several ways:

- Zoom virtual meetings
- Outdoor meetings, with 6-foot physical distancing
- Smaller grade level teacher/staff groupings, with 6-foot physical distancing

## 9. Check for Signs and Symptoms

Expectation Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

35. Expectations Academy will prevent discrimination against students who (or whose families) were or are diagnosed with COVID 19 or who are perceived to be a COVID-19 risk.

- Distance learning option will be available for any student for any reason.
- Student and staff members' names, who have been exposed to COVID-19 or contract COVID-19, will not be shared with school families.
- A climate of care and support for our entire school community will be emphasized.

36. Expectations Academy will actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families have been established and staff will be made aware of these policies. Policies and procedures include:

- Instructors will be directed to speak to Heidi Ivanovich, who facilitates personnel issues related to COVID-19 extended leave, [Family First CORONA Virus Response Act](#) (FFCRA). FFCRA posters have been distributed to staff via email and are visible in the break rooms.
- Instructors who have recently had close contact with a person with COVID-19 will be expected to notify the school, stay home in quarantine, and use the Distance Learning Option. Students will be considered present and not marked absent in those situations.
- Students exhibiting COVID-19 symptoms or tested positive for COVID-19 will be required to stay home, and if their health allows, engage in Distance Learning.
- Report Cards will only record unexcused absences. All COVID-19 related absences will be considered excused.

37. All staff and students (through daily parent and staff health screening) will be asked if anyone in their home is exhibiting [COVID-19 symptoms](#).

38. Expectations Academy will make available and encourage use of hand-washing stations and hand sanitizer.

- Hand sanitizer will be available at all entrance gates.
- Hand sanitizer will be available in the school office.
- Hand sanitizer will be available in all classrooms.

39. Heidi Ivanovich, COVID-19 Liaison, will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. COVID-19 liaison will refer to guidance found [here](#). As noted in Section 11 below, the staff liaison will also serve in a coordinating role to ensure prompt and responsible notification.

40. If a student is exhibiting symptoms of COVID-19, Expectations Academy's administration team will communicate with the parent/caregiver and refer to the student's health history form and emergency information. The student will be isolated from other students.

41. Staff and students will be monitored throughout the day for signs of illness and sent home if they have a fever of 100.4 degrees (per Riverside County public health order) or higher, cough, or other [COVID-19 symptoms](#)

## 10. Plan for When a Staff Member, Child or Visitor Becomes Sick

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

42. In consultations with the administration team and COVID-19 protocols we have identified the front office as the isolation room to separate anyone who exhibits symptoms of COVID-19. In addition, there is an isolated outside area that can be used should the need arise.

Our isolation room contents and procedures will include:

- a. Supplies include: cot, blankets, chairs, garbage can, face masks, gloves, bottled water, phone
- b. Signs will be posted on the door when room is occupied or needs to be disinfected.
- c. Room will be disinfected after it is used following protocols outlined in #50 below.
- d. Disinfecting protocols will be posted in room.
- e. Office staff members will supervise isolation room space at any time a student is using it.

43. Any students or staff exhibiting symptoms will immediately be required to separate from other students and staff, and wait in the isolation room until they can be transported home or to a healthcare facility as soon as possible.

If a student or staff becomes ill during the school day, they will be separated from the class and sent home immediately. The school will recommend any who screen with symptoms, fever, or become sick to get a COVID 19 test with their healthcare provider or at a community testing site.

44. Expectations Academy has established procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough

- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

Established procedures to arrange for safe transport of student includes:

- Contacting (phone and email if needed) parents/guardians.
- Contacting all emergency contacts that are required to be on file.
- If an individual needs to be transported to a healthcare facility, 911 will be called and parents contacted.

45. For serious injury or illness, Expectations Academy staff will call 9-1-1 without delay. Our administration team will seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

46. Heidi Ivanovich, our COVID-10 Liaison will notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be [found here](#).

47. We will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and we will not use the area until it has been thoroughly cleaned and disinfected. To reduce risk of exposure, we will wait 24 hours before we [clean and disinfect](#). If it is not possible to wait 24 hours, we will wait as long as practicable. We will ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. We will keep disinfectant products away from students.

48. Heidi Ivanovich, COVID-19 Liaison, will notify sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, improvement of symptoms, and at least 10 days since first symptom appearance.

49. Expectations Academy will ensure that all students and program participants have access to instruction when out of class, as required by federal and state law.

50. Expectations Academy is offering a distance learning option for all students, regardless of risk factor, during the pandemic. We are mindful that our students may have unique circumstances which need to be considered carefully. Some of our students would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian.

51. Expectations Academy will implement the necessary processes and protocols if our school has an outbreak, in accordance with [CDPH guidelines](#).

52. Heidi Ivanovich, Director and COVID-19 Liaison, Jacqueline Melchor, Program Coordinator, Matt Eddins, Custodial Supervisor, and Brook Eddins, Administrator, will investigate any COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. We will update protocols as needed to prevent further cases.

53. Protocols will be updated as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19](#)

[in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

## 11. Maintain Healthy Operations

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

54. Expectation Academy's Plan will:

- a. Monitor instructor absenteeism and have a roster of trained back-up instructors where available.
- b. Monitor the types of illnesses and symptoms among our students and staff to help isolate them promptly as needed.
- c. Designate Heidi Ivanovich, COVID-19 liaison, to be responsible for responding to COVID-19 concerns from staff and families. She can be contacted at [mrsivanovich.fflearning@gmail.com](mailto:mrsivanovich.fflearning@gmail.com) or 951-623-0055. The liaison is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain email communication systems that allow staff and families to self-report symptoms and receive prompt notifications through FACTS emails of exposures, COVID-19 positive cases, and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- e. Expectations Academy will consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. Expectations Academy will direct staff to contact their primary care provider or community testing site for testing. Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning options.

## 12. Considerations for Reopening and Partial or Total Closures

Expectations Academy's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

55. Heidi Ivanovich, COVID-19 Liaison will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly

56. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at Expectations Academy we will refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the director, Heidi Ivanovich in consultation with the Expectations Academy Board and the head custodian, will decide on the best intervention. Options include: school closure or quarantine of exposed persons, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the student or staff member was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.

- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Provide guidance to parents, teachers/staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- f. Return to Distance Learning for students affected.
- g. Maintain regular communications with the local public health department.