



# COVID-19 Preparedness Plan for Academia Cesar Chavez

Academia Cesar Chavez (ACC) is committed to providing a safe and healthy workplace for all our staff, scholars, and their families. To ensure that we have a safe and healthy workplace, ACC has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Administration, employees, and scholars are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our school.

The COVID-19 Preparedness Plan is administered by ACC Leadership Team along with Rachel Westmoreland (COVID Program Coordinator), who collectively maintain the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. ACC's supervisors have our full support in enforcing the provisions of this plan.

Our employees are our most important assets. ACC is serious about safety and health and protecting our staff. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by welcoming suggestions and feedback and addressing any concerns and implementing them into our plan.

ACC's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing – workers must be at least six-feet apart;
- Worker hygiene and source controls, including face coverings;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off and delivery practices and protocol;
- Communications and training practices and protocol.

ACC has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance [2020-21 Planning Guide for Schools](#). Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- Additional protections and protocols for Childcare / Aguila Academy
- Additional protections and protocols for bussing/transportation (to be added when in-person learning resumes)
- Additional protections and protocols for identifying and isolation of sick scholars (to be added when in-person learning resumes)
- Additional protections and protocols for food service (to be added when in-person learning resumes)
- Additional protections and protocols for sports programs (to be added when in-person learning resumes)
- Additional protections and protocols for music programs (to be added when in-person learning resumes)
- Additional protections and protocols for playground guidance (to be added when in-person learning resumes)

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Each staff member is expected to complete a Self Health Screening prior to entering the building (see screening questions below). An on-going daily Google calendar event is used as a daily reminder to complete this self screening.
- If employees are having COVID-19 related symptoms, have tested positive, or have been exposed to anyone diagnosed with COVID-19 in the last 2 weeks, they should stay home and not come to work.
- Employees should notify their direct supervisor of their absence. All information will be collected confidentially and in accordance with workplace privacy laws. [ACC Staff Illness Reporting Protocol](#)
- If an employee has a new symptom with no other diagnosis to explain it, they should contact their healthcare provider about testing for COVID-19.
- See information below regarding quarantine/isolation guidelines (provided by MDH and CDC).
- If an employee becomes ill while at work and is unable to drive or does not have means of transportation to leave the building immediately, they should (1) isolate themselves in their own personal space and notify their direct supervisor and/or Rachel Westmoreland to determine the next steps for transportation (calling emergency contact, EMS, etc). During this time, Rachel or (DA) will use appropriate PPE and monitor the employee for their safety until transportation arrives. (2) If the employee does not have a private workspace, they will use the lower level stairs to come to the "Care Zone" of the Health

Office (former CRC space). During this time, Rachel or (DA) will use appropriate PPE and monitor the employee for their safety until transportation arrives.

## **EMPLOYEE HEALTH SCREENING**

**(Communicated via a daily staff email reminder and posted on entrances and throughout the building)**

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

- FEVER OR FEELING FEVERISH
- CHILLS
- A NEW COUGH
- SHORTNESS OF BREATH
- A NEW SORE THROAT
- NEW MUSCLE ACHES
- NEW HEADACHE
- NEW LOSS OF TASTE OR SMELL
- NAUSEA OR VOMITING
- IN THE LAST 14 DAYS, HAVE YOU HAD CLOSE CONTACT WITH SOMEONE DIAGNOSED WITH COVID-19, OR HAVE YOU YOURSELF TESTED POSITIVE?  
\*Close contact = Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection)

### **FOR PEOPLE WHO RECEIVED A LABORATORY TEST FOR COVID-19:**

**Positive test result:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without pain medication AND improvements of other symptoms.

**Negative test results but symptoms with no other diagnosis:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

### **FOR PEOPLE WITH A COVID-19 DIAGNOSIS WITHOUT A LAB TEST -OR- PEOPLE WITH SYMPTOMS CONSISTENT WITH COVID-19 WITHOUT A MEDICAL EVALUATION:**

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

### **WHAT TO DO IF YOU HAD CLOSE CONTACT WITH A PERSON WITH COVID-19:**

Please follow these instructions for at least 14 days after the last day you were in close contact with the person who has COVID-19.

- Stay home - Do not go to work, school, or any other place outside of the home.
- Stay away from people who may be at high-risk for getting very sick from COVID-19
- If you become sick, separate yourself from other people in your home.
- Wear a facemask
- Wash your hands often with soap and water for at least 20 seconds
- Get tested / Contact your healthcare provider
- Monitor your symptoms and follow public health recommendations for staying at home when symptomatic

## **WHEN THERE IS A COVID CASE IN SCHOOL**

### **ACC WILL:**

- Contact all staff and scholars who were in close contact with a person who has a confirmed case of COVID
- Send staff and scholars home if they become ill at school
- Send an All Staff/All School COVID Communication stating the situation
- Conduct extra cleaning and disinfecting in areas where the infected person spent time
- Monitor symptoms of scholars and staff
- Continue to provide important health information and resources to staff and families

### **ACC WILL NOT:**

- Provide personally identifiable information of an infected person
- Immediately close the school for one positive case

**ACC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.**

## **FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY**

This policy expands our leave policies in response to the COVID-19 pandemic. There are two aspects to this expansion: Emergency Paid Sick Leave and Emergency Family Medical Leave Expansion. These expanded leave policies become effective on April 2, 2020 and will remain in place through December 31, 2020. These leave policies will operate in conjunction with our current leave policies.

### **Emergency Paid Sick Leave (“EPS leave”)**

#### *Eligibility*

EPS leave is available for immediate use, regardless of how long you have been employed by the Company.

#### *Covered Reasons*

You are entitled to EPS leave if you are unable to work or telework because you:

1. are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. have been advised by a health care provider to self-quarantine because of COVID-19 concerns;
3. are experiencing COVID-19 symptoms and seeking a medical diagnosis;
4. are caring for an individual subject to a quarantine or isolation order or advised to self-quarantine because of COVID-19 concerns;
5. are caring for a child whose school or place of care has been closed (or childcare provider is unavailable), or who is not permitted to attend school in person and must instead engage in remote learning, for reasons related to COVID-19.

#### *Amount of Leave*

Eligible full-time employees are entitled to 80 hours of EPS leave. Part-time employees are entitled to the average number of hours the employee works during a two-week period.

## **Emergency Family and Medical Leave Expansion (“EFMLA”)**

### *Eligibility*

If you have been employed by us for at least 30 calendar days, you are eligible for EFMLA leave.

### *Covered Reason*

EFMLA is available if you are unable to work or telework due to a need to care for your child under age 18, if the school or place of care has been closed, or the child care provider of your child is unavailable, related to COVID-19.

EFMLA may be taken when your child is not permitted to attend school in person and must instead engage in remote learning, as long as you need the leave to actually care for your child during that time and only if no other suitable person is available to do so. Thus, if your child’s school is operating on an alternate day (or other hybrid-attendance) basis, you may be eligible to take paid leave under the FFCRA on each of your child’s remote-learning days because the school is effectively “closed” to your child on those days. EFMLA is not available to take care of a child whose school is open for in-person attendance. If your child is home not because his or her school is closed, but because you have chosen for the child to remain home, you are not entitled to EFMLA paid leave. However, if your child is under a quarantine order or has been advised by a health care provider to self-isolate or self-quarantine because of COVID-19, you may be eligible to take EPS leave to care for him or her.

If your child is 18 years of age or older with a disability and cannot care for him or herself due to that disability, you may take EFMLA to care for him or her if his or her school or place of care is closed or child care provider is unavailable, due to COVID-19 related reasons, and you are unable to work or telework as a result.

### *Amount of Leave*

Eligible employees are entitled to 12 weeks of leave under the EFMLA. The first ten days of leave are unpaid. You may elect to use EPS leave or substitute other accrued paid leave during that time period.

Leave after the first ten days will be paid at a rate of two-thirds of your regular rate of pay based on your regular schedule. However, EFMLA will not exceed \$200.00 per day or \$10,000.00 in total.

**ACC will not disclose the identity of anyone who has contracted COVID and will comply with HIPAA regulations.**

## **Protecting Vulnerable Populations**

The CDC has identified underlying medical conditions that may increase the risk for severe illness from COVID-19. [See Link to CDC](#)

Staff and students/families may self-identify as high risk for illness due to COVID19 and may request alternative learning arrangements or work reassignments.

Evaluate all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 Plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19.

Offer distance learning to enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

## **Social distancing – Employees and Students must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between employees and scholars, vendors, families, and visitors in the workplace through the following engineering and administrative controls:

- Social distancing guidance will support a 3-foot radius around each person, resulting in a 6-foot distance between any two people. Siblings / same household will be an exception to this guideline.
- Evaluate room/classroom capacity with the goal of creating as much space between people as possible. Each room/classroom has the max capacity posted and clearly visible.
- Reducing class sizes or using alternative spaces with greater capacity to allow for more physical space between people.
- Provide social distancing floor/seating markings in waiting and reception areas. Visual aids will be used to illustrate spacing and traffic flow throughout the school building (e.g. designated hallways or entrances as one-way, and posting directional reminders on the walls and/or floors).
- Common areas will be reconfigured by spacing out furniture to minimize crowding.
- Plexiglass partitions/shields are installed in common areas and in any type of face to face or direct service setting.
- Provide frequent reminders and visuals (posters) for staff and scholars to stay at least 6 feet apart from one another when feasible.
- Allow staff to use approved alternate spaces within the building to allow for 6 ft social distancing.

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees and scholars are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift/school day, prior to any mealtimes and after using the restroom. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances, classrooms, and throughout the common areas of the building so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Routines of hand hygiene in the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities will be implemented. Hand sanitizer use will be supervised by staff,

skin sensitivities and reactions will be monitored. Source controls are being implemented at our workplaces at all times.

Employees, scholars, vendors, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees, scholars, vendors, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees, scholars, and other persons entering the workplace. Continuing education/reminders will be communicated regularly via email and through morning classroom announcements.

## Face Covering Requirement

All students, staff, and other people present in school buildings are required to wear a face covering, per [Gov Walz Executive Order](#) (attached). We are asking families to supply their children with clean masks to be worn daily. We recommend that children have a couple of “back-up masks” in their backpack should one become soiled or lost. We have a limited supply of disposable masks available in the event your child’s mask is left at home.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Neck gaiter
- Scarf
- Bandanna
- Religious face covering

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible. Face coverings will not be placed on anyone who has trouble breathing or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

Face Shields: A face shield allows visibility of facial expressions and lip movements for speech perception and many be used as an alternative to a face covering in the following situations:

- Among students in Kindergarten through Grade 8, when wearing a face covering is problematic.
- For staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shields headpiece.
- Children may temporarily remove their face coverings or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g. during recess, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. Children

Teachers and scholars may temporarily remove their face coverings when public speaking (for example, in a debate or speech team competition or in an assembly), lecturing, or engaging in classroom instruction, face coverings should only be removed in such situations when 12 feet of distance from others can be consistently maintained. If a face covering would impede these activities but 12 feet of social distancing cannot be consistently maintained (for example, due to classroom size), a face shield should be considered as an alternative.

Face covering policy is clearly posted and communicated to students, staff, families, and potential visitors to the school building. ACC will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.

## **Supporting Mental Health and Wellness**

ACC's health office and counseling staff will email all staff weekly recommendations and reminders surrounding mental health and wellbeing in general, as well as processing feelings and concerns about the pandemic.

Counseling staff will likewise post similar recommendations and reminders on social media and the Academia Cesar Chavez website for families. Additionally, they will provide quick links to Mental Health support in the community – including those that provide culturally informed programming best suited to our families.

Academia Cesar Chavez will continue its partnership with Twin Cities Counseling Co-op who provide therapeutic services to students referred by parents and staff.

## **Building Access**

Nonessential visitors, volunteers, and activities involving external groups or organizations will not be allowed or restricted to only pre-arranged circumstances.

Any person entering the building must complete the Self Health Assessment posted on the exterior doors and will be instructed to leave the premises if they do not pass, or are feeling ill.

All visitors that are present in the building are required to wear a face covering, per [Gov Walz Executive Order](#) (attached). If the visitor does not have a face covering, the reception staff will provide a disposable mask.

Large group events will not be permitted inside the building. If ACC has an event such as a student materials pick-up, it will be hosted outdoors in the parking lot in a drive-up/drive-thru format, with limited staff at one time, and exercising social distancing and the use of face coverings.



## **Workplace building, water, and ventilation protocol**

Operation of the building includes necessary sanitation, assessment and maintenance of building systems; including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Removal of fans from hallways and classrooms to minimize air flow blowing across people.

RTU filters are replaced quarterly on an on-going basis. Outside vents are brushed and cleaned two times per year.

Drinking fountains/water spigots are cleaned and sanitized as part of the daily cleaning routine. Water filters are replaced as recommended. Lower portion of the drinking fountain has been disabled, and the water spigot remains functional for the purpose of filling. Staff and students are encouraged to bring their own water, use cups, or other alternative procedures to minimize use and touching of water fountains.

## **Workplace cleaning and materials handling protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, delivery equipment, etc.

A daily schedule for routine environmental cleaning and disinfection of high-touch surfaces has been implemented (e.g., classroom work counters, individual desks, recently used toys, shared equipment) in classrooms and common spaces. A weekly “deep clean” routine for environmental cleaning occurs on Fridays when students and teachers are not occupying the space. The Clorox Pro Total 360 Disinfectant Cleaner is used every Friday. Engineering staff has been properly trained on safety measures and the proper use of this machine.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Adequate ventilation is present when using these products by opening windows and doors to provide air flow. The cleaning products are securely stored away from students.

If/when there is a confirmed positive case of COVID in the building, the following steps will take place:

- Affected areas used by the person who is sick will be closed off.

- When possible, doors and windows in the space will be opened to increase air circulation in the area.
- Wait 24-hours, or as long as possible, before cleaning and disinfecting the area.
- All areas used by the person who is sick will be cleaned and disinfected, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, toys, books.
- Once the area has been appropriately disinfected, it can be reopened for use.

## **Drop-off and delivery practices and protocol**

ACC has the reviewed CDC Business and Workplace Guidance, and industry guidance for business - Drop off and delivery practices and protocols .

ACC has communicated our policies and safety protocols that are in place for deliveries with contracted companies, that must be followed.

- ACC has informed policy and protocol to contracted business, ensuring their employees are familiar with policies and protocols that are in place in our school .
- Postage and small package deliveries are assigned to the main school door, only permitted to enter the first set of doors.
- ACC has implemented a delivery schedule for our school's cafeteria delivery door. This is where nutrition, furniture, and other large items are delivered to assure safety and not doubling up on deliveries. Deliveries must be granted access in through our intercom system or asked to wait if another delivery is in process.
- Delivery person(s) must follow the Self Health Assessment posted on the exterior of all school doors, before entering the assigned delivery space
- Delivery person(s) must follow the social distance, mask and glove requirements.
- If signing for delivery is required, pens and tables must be disinfected after delivery.
- ACC staff are responsible for and trained on all delivery protocols
- ACC requires Engineers to do enhanced cleaning and disinfection every day, Fridays the school is closed for school-wide deep cleaning including delivery areas.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan has been communicated via All-Staff virtual meetings and via All-Staff email to employees on an on-going basis, and necessary training has been provided. Additional communication will be ongoing as needed and as changes occur. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, scholars, temporary workers, independent contractors, vendors and outside technicians, and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off and delivery 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by employees, scholars, and visitors. All employees, scholars, vendors, and guests will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

The Leadership Team, COVID Program Coordinator, and Supervisors are expected to monitor how effective the program has been implemented. Our ACC COVID Team meets weekly to monitor the effectiveness of the program and identify successes, challenges and deficiencies. All administration and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Academia Cesar Chavez Leadership Team and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Rachel Westmoreland, COVID Program Coordinator.

## **Additional protections and protocols**

Other conditions and circumstances addressed in this plan that are specific to our business include:

[ACC Current Learning Model Doc](#)

[Academia Cesar Chavez Childcare/Aguila Academy Preparedness Plan / Protocol](#)

Certified by: 

Jessica Lopez Lyman, Board Chair,  
12/8/2020