

SAFE RETURN TO SITE PLAN

IN RESPONSE TO COVID-19



Banyan Tree Educational Services
EXCELSIOR ACADEMY

July 13, 2020

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INTRODUCTION

In order to provide a safe environment for students, staff, and families to be on campus, Banyan Tree Educational Services has written this Safe Return to Site Plan. It is based on guidelines provided by the California Department of Public Health in its June 5, 2020 release titled “COVID-19 INDUSTRY GUIDANCE: Schools and School-Based Programs” ([COVID-19 Industry Guidance: Schools and School-Based Programs](#)) and the checklist template provided by the San Diego County of Education, “Safe Reopening Plan for K-12 Schools.” Per those guidelines, Banyan Tree is monitoring COVID- 19 information from public health sources (including WHO, CDC, state, and local agencies) The Plan will be updated as necessary.

Priorities

The safety of our students, staff and families is paramount. As this plan was developed, steps were taken to provide for the health, safety and fair treatment of all persons as a means of providing quality education onsite and via distance learning.

SECTION 1: General Measures

Stay Advised of Current Health Guidelines

A designated Banyan Tree employee has been assigned the duties of:

- Reviewing and referring to, if applicable, the relevant San Diego County variance documentation.
- Consulting with the San Diego County Office of Health’s chief health officer, or designated staff, who is best positioned to monitor and provide advice on location conditions.
- Collaborating with other local educational agencies in our region, including the San Diego County Office of Education.
- Regularly reviewing-updated guidance from state agencies, including the California Department of Public Health and California Department of Education.

Based on current information, Banyan Tree will implement and update the plan to accommodate for students on campus, or a campus closure, as needed.

Phases and Timelines

With our priority on the safety of students, staff and families, we will open in phases. All timelines are subject to change based on current local, state, and federal guidelines, including Centers for Disease Control, Governor Newsom, California Department of Education, California San Diego County Office of Education, and all other controlling agencies.

<i>Phase</i>	<i>Timing</i>	<i>Actions</i>
<i>Planning</i>	<i>June, July</i>	<ul style="list-style-type: none"> • <i>Procurement of supplies, equipment</i> • <i>Discussions of when and how to open</i>
<i>Phase 1</i>	<i>June</i>	<ul style="list-style-type: none"> • <i>Limited access to site</i> • <i>Share safe protocols with staff</i>
<i>Phase 2</i>	<i>July</i>	<ul style="list-style-type: none"> • <i>Finalize return-to-site plans</i> • <i>Share Plan with students' families and staff</i> • <i>Train staff</i>
<i>Phase 3</i>	<i>August</i>	<ul style="list-style-type: none"> • <i>Open site using blended model</i> • <i>Teach healthy hygiene (including proper handwashing) to students</i> • <i>Determine what restrictions/guidelines stay in place</i> • <i>Assess effectiveness of Reopening Plan; revise as needed with priority on safety</i>
<i>Phase 4</i>	<i>August - September</i>	<ul style="list-style-type: none"> • <i>Continue to evaluate the effectiveness of the Reopening Plan, its effects on student safety, its effect on student academic outcomes, and its effect on student social and emotional needs.</i>

Staying in communication

To stay updated on the most current information, the following must occur:

1. Parents will provide Banyan Tree with their current email.
2. Families, students (when appropriate) and staff are to check their email for updates
3. Updates that change students and staff being on site will be posted on Banyan Tree's webpage.
4. Updates that change students and staff being on site will be sent via email through Constant Contact.

Limited Access to Facilities

At this time, limiting visitors on site is necessary to limit the possible spread of COVID-19 and other possible contagions. Visitors with an appointment, or as allowed by site administrators, shall be masked, complete a brief screening questionnaire and have their temperature taken before entering the building. Visitors may be limited in the areas they are allowed to visit and the people with whom they come into contact.

Student Access to Facilities

When students arrive on site by BUS: They will exit the bus and line up outside of the Student Center until they have undergone a brief health screening and had their temperature taken. Social distancing of at least six feet between each student will be maintained and markings will be present on the sidewalk. After the screening, the student will enter the building through the Student Center double-doors and proceed directly to their homeroom classroom. If a

student's screening is unsuccessful, the student will be escorted to a waiting area and parents/guardians will be notified for immediate pick-up.

When students arrive on site by PRIVATE CAR/DROP-OFF: The vehicle will enter the alley from Mary Fellows Ave. Heading East in the alley behind the school, the vehicle will line up outside of the screening station at the North patio gate. Students will remain in the vehicle, seated near a window. When staff approaches, please make sure the window is rolled down so that a brief health screening and temperature check can be conducted. After the screening, the student will exit the vehicle and enter the building through the patio double-doors and proceed directly to their homeroom classroom. If the student's screening is unsuccessful, the student will remain in the vehicle and return home.

When students arrive on site by PUBLIC TRANSPORTATION/WALKING: They will line up outside of the Student Center until they have undergone a brief health screening and had their temperature taken. Social distancing of at least six feet between each student will be maintained and markings will be present on the sidewalk. After the screening, the student will enter the building through the Student Center double-doors and proceed directly to their homeroom classroom. If the student's screening is unsuccessful, the student will be escorted to a waiting area and parents/guardians will be notified for immediate pick-up.

Exiting the Facilities

Students will exit the building through the Student Center double-doors and walk down the steps to the bus loading area. Students who are picked up by private cars will wait, socially-distanced, on marked spaces on the sidewalk in front of the building. Staggered pick-up times may be needed to accommodate safety.

Travel Restrictions

Banyan Tree employees are not attending in-person workshops or conferences during COVID-19.

Social-Emotional Support

The COVID-19 Pandemic has placed everyone, of every age, in a period of change. This change can be experienced and expressed in various ways. Our staff is aware of this and is here to help your child. The CDC lists these possible behavior changes and ways to support children on [its website](#).

Signs of Stress	<ul style="list-style-type: none">• Excessive crying or irritation in younger children• Returning to behaviors they have outgrown (for example, toileting accidents or bedwetting)• Excessive worry or sadness• Unhealthy eating or sleeping habits
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	<ul style="list-style-type: none"> ● Poor school performance or avoiding school ● Difficulties with attention and concentration ● Avoidance of activities previously enjoyed. ● Unexplained headaches or body pain ● Use of alcohol, tobacco, or other drugs ● Irritability and “acting out” behaviors in teens
Support	<ul style="list-style-type: none"> ● Reassure students that they are safe ● Let students know it is ok to feel upset. ● Have regular routines ● Talk with students about the COVID-19 outbreak ● Answer questions and share facts about COVID-19 in a way that students can understand

SECTION 2: Promote Healthy Hygiene Practices

Teach Good Hygiene

Staff will teach, model, and reinforce proper handwashing avoiding contact with one’s eyes, nose and mouth, and covering coughs and sneezes. These best practices will be taught explicitly and added to students’ schedules, including:

- Teaching students and reminding staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands using proper procedures before and after eating; after coughing or sneezing; after being outside; after playing; and before and after using the restroom.
- Proper procedures for washing hands: Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
- Staff should model and practice handwashing. For example, for lower grade levels, bathroom time can be used as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. **Note: frequent handwashing is more effective than the use of hand sanitizers.*
- 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 and can be absorbed through the skin.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222
- Students and staff will wash their hands at staggered intervals

Face Coverings

Staff shall:

- Teach and reinforce use of [cloth face coverings](#), masks, and/or face shields. Face coverings are most essential when physical distancing is not practical.
- All staff will use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.

Additionally:

- Staff in routine contact with the public (e.g., front office) will use gloves and facial coverings.
- Students will be required to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained.
- Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- Information will be provided to all staff and families in the school community on [proper use, removal and washing of cloth face coverings](#).

Protective Measures and Social Distancing

Staff will wear face coverings that cover their nose, mouth, and chin. Staff may wear see-through face coverings so their mouth is visible to students to reduce student anxiety and allow for clearer phonetic instruction.

-Face shields may be worn over face coverings by staff or students

-Gloves will be available. Wearing gloves does not replace the necessity of proper hand washing.

-Floors will be marked with arrows showing the traffic to reduce close proximity

-Floors will be marked to show six-foot distance

Whenever possible, a distance of six feet shall be maintained between people in the building. However, in acknowledgement of the challenges that may be present when students and staff work in close proximity, in addition to the hygiene measures and protections herein described, the following measures will be taken:

-One-on-one instruction shall be held at a desk with a physical, transparent divider.

-Each teacher work area is farther than six feet from the next teacher work area.

-Following temperature checks and verbal health questions, students will be admitted into the building and proceed to their classroom one at a time.

-Disposable hazmat suits will be available should the need arise.

Visual Reminders

Pictures and signs reminding everyone of the need to wash hands, cover sneezes, and observe social distancing will be placed throughout the campus.

Continuing Attention to Safety

Social distancing, regular cleaning, wearing of PPE, and health screens and temperature checks are ongoing and will be completed daily. One does not replace the other.

Banyan Tree will have the supplies necessary for continuing attention to safety, including soap, paper towels, disposable masks, face shields, and hand sanitizers. When choosing cleaning products, Banyan Tree will only use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list.

Promote a Healthy Environment with Disinfecting, Cleaning, and Ventilation

Facilities Cleaning

Keeping our building, furniture and materials clean is one of our top priorities for health and safety. Prior to the return of staff and students, the interior of our building will have undergone a disinfecting process by OpenWorks.

To keep the site clean, the following procedures are in place:

- Every teacher will wipe down his or her work area, divider, student and staff chair and desk after each class (while wearing PPE)
- Staff members will wipe down each item they touch outside of their work area after each use. This includes door handles, office supplies, copier buttons and paper trays, computer keyboards and monitors, books or teaching supplies.
- The site will be cleaned every 2-1/2 hours by assigned personnel. This cleaning will include all handles, doorknobs, desks and tables in common areas, the kitchen counters, sinks, faucets, inside and outside of microwave, coffee maker, toilet seats and handles, and light switches.
- To help clean the circulating air, the HVAC filter will now be changed every three months
- Whenever possible, windows will be open to allow fresh air to circulate.

Use of Cleaning Products

As stated above, Banyan Tree will choose cleaning products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list](#) “N” and follow product instructions.

- Products are to be kept out of children’s reach and stored in a space with restricted access.
- Products are to be used for the intended purposes and directions followed. Limiting use of shared spaces

In an ongoing effort to maintain social distancing and reduce possible contamination of surfaces, staff will make efforts to reduce their number of trips to the kitchen, copier/ printer and front desk.

Student Water Bottles

Students are asked to bring their own water bottles. Drinking fountains will not be in use at this time. Water is available in the water dispenser for staff only, which must be wiped after use.

Restrooms

Excelsior Academy has two available bathrooms for student use. Each bathroom will have two toilets and one sink available for use. When appropriate, a staff member may accompany a student into the bathroom to teach proper handwashing. The bathroom door will remain unlocked and open. Floors are marked to indicate the six-foot social distance.

Movement Breaks for Students

Students may need movement breaks during their school day. The Motor Lab will be open for breaks. Staff will accompany students, keeping the six-foot distance. Any equipment used will be wiped down immediately afterward by staff.

School Supplies and Reduced Sharing

Students will have their own set of pencils, erasers, and other school supplies as determined by their teacher. These supplies will be kept in a container one container per student. Supplies will be wiped off at the end of each day, and stored with other student supply containers.

Section 3: Educate Families and Train All Staff

It is important that all employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

Before students return to campus, information will be provided to their families in the following areas:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices
- COVID-19 specific symptom identification
- [Proper use, removal and washing of cloth face coverings.](#)

STAFF TRAINING

Pre-opening training

Prior to onsite instruction, staff will be trained in the following COVID-related practices:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices
- COVID-19 specific symptom identification
- [Proper use, removal and washing of cloth face coverings.](#)

And

- Safety procedures may be reinforced with signage in the buildings.
- School checklists
- Response Teams
- Disinfection Measures
- Transportation
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors

Section 4: Check for Signs and Symptoms

- Staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 are encouraged to stay home.
- Screening and other procedures for all staff and students entering the facility:
 - Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
 - Ask all individuals about [COVID-19 symptoms](#) within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
 - Make available and encourage use of handwashing stations or hand sanitizer.
 - Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while

maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).

- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies, asthma, or other underlying health conditions.
- Encourage families to keep students home when they are ill.

- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough, or [other COVID-19 symptoms](#).
- Policies will not penalize students and families for missing class.

Section 5: Plan for When a Staff Member, Child, or Visitor Becomes Sick

Before a student or staff member can enter the building, he or she will be asked health questions and have his or her temperature taken. Any students or staff answering 'yes' to any of the questions and/or otherwise exhibiting symptoms, including a temperature of 100.4 or higher will need to go home. The student's family will keep Banyan Tree apprised of their student's health.

- The list of symptoms:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

If Someone Becomes Ill Onsite

Should a student, staff member, or visitor exhibit symptoms while onsite, the following steps will be taken:

STUDENTS:

- A staff member will accompany the student outside, while maintaining social distance, and await the student's transportation. If waiting outside is not possible, students and staff members will wait on the covered patio space.
- A different staff member will contact the student's family for immediate pick up.
- The student exhibiting symptoms, and the staff member with them, will put on a gown and gloves. Staff will explain to the student this is their way of helping the people at school stay healthy.

STAFF OR VISITOR:

- A staff member will walk with the person feeling ill outside, while maintaining social distance. If waiting outside is not possible, the person exhibiting symptoms and the designated staff member will wait on the covered patio.
- The designated staff member will direct the ill employee to leave work and call their emergency number to be picked up and go home.
- The designated staff member will contact the Visitor's emergency contact using the number provided on the Visitor Questionnaire.
- The person exhibiting symptoms and the staff member with them will put on a gown and gloves.

FOR ANY ILLNESS ON SITE- IN ADDITION TO THE ABOVE STEPS:

- The designated staff member will complete the **Suspected COVID-19 Case Form** and call the local health authority to seek advice regarding transportation and location.
- The designated staff member and Principal (or designee) must identify persons who may have come in contact with the person suspected to be infected. *Unless required by the local health authority, the name of the employee should not be provided.*
- Director will advise employees that they may have been in contact with someone suspected of having COVID-19 and to carry out self-screening every morning. Based on the results, employees should contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- For serious injury or illness, 9-1-1 will be contacted without delay.
- Notification of any positive case of COVID-19 to local health officials, staff, and all families will be sent immediately, while maintaining confidentiality as required by state and federal laws.
- Areas used by any sick person shall be closed off and will not be in use before cleaning and disinfection. To reduce risk of exposure, staff will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, staff will wait as long as practical.
- Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation including:
 - 3 days with no fever;
 - Symptoms have improved;
 - Completed a 10 day waiting period since symptoms first appeared.
- Site will ensure that students, including students with disabilities, will have access to instruction (distance learning) when out of class, as required by federal and state law.

Section 6: Maintain Healthy Operations

In order to maintain healthy and safe operations at each site, will do the following:

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among the students and staff to help isolate them promptly.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. See below for contact information.

Name	Title	Email
Nanci Engle	Executive Director	nengle@banyantlc.org
Soccoro Jaime	HR Manager	sjaime@banyantlc.org
Nancy Macnamara	Principal	nmacnamara@excelsioracademy.com
Katie Wilson	Coordinator-Student Affairs	kwilson@excelsioracademy.com

- For the safety of others, staff and families can email the above contacts in order to self-report symptoms.
- The school will post or notify staff and families as promptly as possible of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- BTES will consult with local health departments if routine testing is being considered. 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.
- Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided options such as telework, distance learning, or independent study. All staff are directed to meet with HR if they are at high-risk.

Section 7: Considerations for Partial or Total Closures

Based on the current guidelines and in consultation with the local public health department, the appropriate site official may decide if a site closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by a local public health officer.

- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was located will typically need to close temporarily as students or staff isolate.
- Additional close contacts at the site outside of a classroom should also isolate at home.

- ❑ Additional areas of the site visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- ❑ Communicate plans for closure to include outreach to students, parents, teachers, staff, and the community.
- ❑ Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave, and Unemployment Insurance, as applicable for public local educational agencies.
- ❑ Remind parents, teachers, and staff about the importance of community physical distancing measures while school is closed, including discouraging students or staff from gathering elsewhere.
- ❑ In the event of closure, BTES will provide continuity of education through distance learning.
- ❑ Maintain regular communications with the local public health department.