



**EXCELSIOR  
ACADEMY**

**Excelsior Academy  
School Reopening  
Plan - fall of 2020**

**July 2020**

Dear Excelsior Academy Parents,

We hope you are having a wonderful summertime season with your families. We do not want to interrupt the fun but will take a moment to share the much anticipated information about the upcoming school year.

We really miss having your children in school. We recognize children need school and we love to teach them. Excelsior is planning on a normal school opening on August 20th. We hope to have students, teachers, instructors, facility staff, and administration on campus together.

We have worked together with the Tooele County Health Department (TCHD) to offer guidance that will allow students to come back to school on a regular schedule. To help mitigate the risk from COVID-19, we have committed to following the "The Top Five." These guidelines will be described in detail within the following document called the "School Reopening Plan."

This document is meant as a guideline to help protect Excelsior students, employees, and our community.

#### **What we will do as school personnel:**

- Mitigate risk/spread by encouraging physical distancing, proper hand hygiene, sanitization, requiring wearing of masks, hallway flow adjustments, adjusting lunch times and seating, and spacing of students in common areas.
- Be aware of illness/symptoms in the student body and contact a student's family immediately if a student exhibits symptoms.
- Monitor positive COVID-19 cases and its spread in Excelsior Academy, and follow the recommendation of health department officials regarding school closures, modified school schedules or in-school adjustments.
- Modify our method of delivery to ensure the health and well-being of students and staff.

#### **What you can do:**

- Understand that these guidelines are determined by health, educational and civic professionals commissioned to care for your child, considering the physical environment, time spent in school, and the potential risk to the health of our students, staff and families.
- Check for symptoms each morning, and keep your child home if they have a fever, cough, cold or flu symptoms, and have them return only when these symptoms have subsided.
- Talk to your child about changes they may notice at school, reinforcing that these measures are in place to preserve their health, and the health of those around them.
- Send your child to school with a mask and positively support Excelsior in the state mandate to wear it at school.

- As always, please reinforce the importance of respecting the authority of teachers and staff to maintain order in the classroom, the hallway, and other campus areas.
- Prepare as much as possible to adapt to change. As evidenced this past spring, things evolve quickly, and schedule modifications and/or closures may be unavoidable.
- Recognize you can choose traditional face-to-face school or our online option and, as always, we are happy to assist you with your child's educational needs.
- Know that you as a guardian and parent have the right to keep your child home at any time as you assess risk as it relates to your family.

We understand that not every family is ready to send their students back to school in a traditional on-campus setting. If this is the case for your family, Excelsior offers an online school option. Teachers will livestream from their classrooms. This will allow teachers to actively teach students in person and online at the same time. Recordings of these classes will be available for full time online and isolated students if requested by parents.

To help mediate the spread of COVID-19, Excelsior has added an extension to our plan. It is called "The Top Five." It includes: Hygiene Etiquette, Stay Home When Sick, Face Masks, Physical Distancing, and Clean & Disinfect. With these elements in place, Excelsior can resume a more traditional operation.

Our school reopening plan includes more details about "The Top Five." We need all of our families to understand how it will work so they can support us in this effort. Excelsior Academy's intention is to continue to provide an education of superior quality.

We thank you for your support.

Stephanie Eccles  
Executive Director

# Preface

The following pages will provide you with additional details regarding Excelsior Academy's "The Top Five" approach to operating schools while COVID-19 exists in the community. Those five aspects are: Hygiene Etiquette, Stay Home When Sick, Face Masks, Physical Distancing and Clean & Disinfect.

Please be aware there is no such thing as a "COVID-free zone" in our classrooms or schools. The more people congregate in society — no matter where that takes place — the more opportunity there is for the virus to spread. COVID-19 exists everywhere and, at this point in time, no vaccine has been developed.

The information that follows — if adhered to by all involved — will provide the best measures to not only prevent the spread of the virus, but also give us an opportunity to provide the best education we can for all students.

In a related note, Excelsior Academy will continue to share information with you and also utilize its webpage as a way to provide additional resources. That web page is <https://www.excelsior-academy.org/covid-19>.

# Hygiene Etiquette

## Handwashing

Excelsior Academy will increase instruction and opportunities for student handwashing. Proper hand-washing techniques include lathering hands with soap, scrubbing between fingers, washing the backside of each hand, scrubbing each wrist, washing underneath fingernails and rinsing with water. The process should take 20 seconds.

Excelsior will provide frequent opportunities for students to wash hands.

## Hand sanitizing

If soap and water are not readily available, hand sanitizer will be used. Elementary students will also sanitize their hands every time they enter and exit the classroom. Staff in middle school will encourage students to sanitize hands each time they enter and exit a classroom and frequently throughout the day.

Students will be instructed to cover all surfaces of their hands with sanitizer and rub them together until their hands feel dry.

Excelsior will have hand sanitizing stations positioned throughout the school in high traffic areas, including the main office, cafeteria, and gym. If health conditions allow for concerts, plays and athletic events to be held, the hand sanitizing stations will also be used at the entrances of those events.

## Respiratory etiquette

In the rare instance when staff and students are not wearing a mask, they will be encouraged to cover coughs and sneezes with a tissue or into an elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

## No physical contact

Students and staff will be reminded to practice physical distancing when it comes to greetings--no handshakes, high fives or hugs. Air high fives, air elbow bumps or a simple wave can be used in place of physical contact.

Students and staff are encouraged to avoid touching their eyes, nose and mouth.

# Stay Home When Sick

## Don't hesitate to stay home

If you feel sick, stay home, except to get medical care.

Students and staff are asked to stay home from school if they have any of the following COVID-19 symptoms:

- Shortness of breath, sore throat or persistent cough
- Temperature higher than 100.4 degrees
- Congestion or runny nose
- Vomiting or diarrhea
- New loss of taste or smell

Students should also stay home from school **if they are experiencing other illness symptoms** such as severe or long-lasting abdominal pain, rash with fever, strep throat, head lice before first treatment or any other illness that prevents a student from participating comfortably in school activities.

Staff and parents of students are encouraged to notify school officials of any COVID-19 symptoms, positive tests for COVID-19, or exposure to someone with COVID-19 symptoms or a confirmed or suspected case. Staff and students who are sick or who have recently had close contact with a person with COVID-19 should stay home.

## Accommodating high-risk students and staff

Families who consider themselves as high-risk are invited to make an appointment with the administration. At that appointment, accommodations will be decided on an individual basis.

Employees will be invited to make an appointment with human resources if they self-identify as high risk. At that appointment, accommodations will be decided on an individual basis.

## Quarantine rooms

Excelsior will identify a quarantine room where symptomatic individuals can stay until they are able to go home. These rooms will be dedicated to use for students who feel ill once at school.

Students or staff who are symptomatic should not come to school. If a student begins exhibiting symptoms after arriving at school, they will wait in the quarantine room with a facial mask on, and maintain physical distancing while arrangements are made for them to be picked up by a

parent or emergency contact as soon as possible. **Parents and guardians need to make sure their emergency contact list is up to date.**

## **Monitor symptoms**

Staff will be encouraged to safely and respectfully monitor any observable symptoms in students, such as fever, cough, or shortness of breath. Staff will observe all applicable privacy laws and regulations in doing so. Additionally, Excelsior will continually remind students to self-check for symptoms.

# **Face Masks**

## **Face mask etiquette**

A mask will be provided for each student and employee. Students will be required to wear a face covering that covers the mouth and nose. A face shield may be worn in very limited circumstances. In addition to face coverings, physical distancing of a minimum of six feet will be used when possible. Employees will be required to wear a face covering that covers the mouth and nose. A face shield may be worn in very limited circumstances. In addition to face coverings, physical distancing of a minimum of six feet will be used when possible. Accommodations will be made for staff and students who have a medical directive from a medical professional, a health plan, a 504, or an IEP.

According to the CDC, the COVID-19 virus spreads mainly among people who are in close contact with one another, so the use of face coverings is important in settings where people are close to each other or where physical distancing is difficult to maintain. Currently, the CDC does not recommend the use of face shields as a substitute for face coverings.

In some instances, face shields will be used as needed for special education, language immersion and an approved requested accommodation.

## **Visitors, non-regular staff and volunteers**

We will limit the number of volunteers and visitors to our buildings. Visitors, volunteers, and non-regular staff will be required to have their temperature checked, wear a face mask, complete school security check procedures, and complete a form stating that they have not been sick or around someone diagnosed with COVID-19. They will be limited on their time in the building and not allowed to bring other children.

# Physical Distancing

One of the best ways to curb the spread of COVID-19 is by doing your best to physically distance from one another. The rule of thumb is to maintain 6 feet of distance between yourself and anyone else. If that distance is maintained, the virus is less likely to be passed from one person to another.

Of course, physical distancing is challenging in a school where classroom walls cannot be moved. Students and staff will be required to wear a face covering.

## Lunch service

Students and staff will be distanced as much as possible. Markers will be placed for seating to indicate physical distancing protocols. Students will be required to wear masks in dining areas when they are not actively eating or drinking.

Tables will be sanitized between lunch groups.

## Layout modifications

Teachers may also put forth efforts to distance students from one another. They may be able to distance desks farther apart than normal. Those with larger class sizes may not be able to do that.

Students will wash or sanitize their hands before attending classes held in common spaces. For example, art and music classes.

## Large gatherings

Because of the need to stop the spread of COVID-19, large gatherings, such as the typical back- to-school nights, and band and choir concerts, may be held differently. No assemblies that include the whole school will be held. If schools can maintain physical distancing, smaller assemblies or performances may be held.

Directional signs will indicate expected traffic flow (travel on the right).

# Clean & Disinfect

## Cleaning schedule

Excelsior Academy will implement a multi-step cleaning protocol to include daily disinfection of touchpoints, including water bottle filling stations, handrails, door handles, sinks, toilets, partition walls and locks. Other daily disinfection will include bathroom floors, student desks and chairs, locker handles and computer mice and keyboards. If there is a concern of possible contamination, special remediations will be employed.

Lunch rooms tables will be disinfected by cafe staff and facilities staff between each lunch group. Playground equipment will be disinfected daily. Bathrooms will be cleaned while class is in session.

## Shared objects

Students will have assigned classroom seating and will sanitize their own space upon arrival. Students will clean all shared hard surfaces such as desks, computers or other equipment when entering and exiting the classroom. Students will clean all shared supplies in music and art spaces.

Lockers will not be used in middle school to prevent congregating of students. Students will be allowed to bring backpacks to class in order to keep their belongings separated from others.

## Airflow

Excelsior Academy will implement guidelines to help mitigate the spread of COVID-19, which includes increasing outside airflow throughout the buildings, and running HVAC equipment before and after building occupancy.