

APPLICATION FOR A WAIVER TO OPEN ELEMENTARY SCHOOLS FOR IN-PERSON INSTRUCTION DURING COVID-19

On July 17, 2020, the State of California announced that all schools in counties on the California Department of Public Health (CDPH) county monitoring list, which includes Sacramento County, must begin the 2020-21 academic year using a distance learning model. CDPH developed a framework for schools, which includes authorization for local health officers to grant waivers for elementary schools to open for in-person instruction. This waiver is applicable only for grades TK-6, even if the grade configuration at the school includes additional grades.

Elementary schools wishing to apply for a waiver to conduct in-person instruction must submit a waiver application to Sacramento County Public Health (SCPH) for consideration.

When applying for the waiver, the superintendent or equivalent must submit evidence of:

1. consultation with school employees and parents **and** the outcome of the consultation
2. publication of the elementary school reopening plans on the website of the local educational agency (or equivalent).

SCPH will review the application and reopening plan along with local community epidemiological data and, in consultation with CDPH, will make a determination whether to grant or deny the waiver.

In order to apply for a waiver, please complete and submit the attached application form. An application must contain:

- Attestation that the superintendent or equivalent has consulted with stakeholders, including school employees and parents/guardians at each school site for which an application is being submitted, **and** the *outcome* of the consultation. Consultation can be conducted through labor and parent organization(s) or if no organization(s) exist, then consultation should be conducted directly with school site staff and parents/guardians.
- Confirmation that elementary school reopening plans have been published on the website of the local educational agency (or equivalent). Reopening plans must address the components in the [CDPH](#) and [SCPH](#) guidance for schools and school-based programs.

Signed applications and all supporting documents must be submitted to COVID19@saccounty.net at least 14 days prior to the proposed reopening date.

I. APPLICANT INFORMATION

SCHOOL NAME:							
SCHOOL ADDRESS:							
SCHOOL DISTRICT/LEAD ORGANIZATION:							
SCHOOL TYPE (PUBLIC, PRIVATE, CHARTER):							
NUMBER OF STUDENTS ENROLLED IN EACH GRADE TO BE REOPENED:							
TK	K	1	2	3	4	5	6
PROPOSED REOPENING DATE:							
WEB ADDRESS WHERE SCHOOL REOPENING PLAN IS PUBLISHED:							
APPLICANT NAME AND TITLE (DISTRICT SUPERINTENDENT OR EQUIVALENT):							
PHONE:							
E-MAIL:							
<p>By signing this application, I hereby attest that I am duly authorized to sign and act on behalf of applicant school/organization (hereinafter referred to as "school"). I certify that our school has developed a plan to safely reopen for in-person instruction and that all information contained within the reopening plan and this application are true to the best of my knowledge. I certify that our school has consulted with labor, parent, and community organizations impacted by our school's decision to reopen for in-person instruction. I acknowledge that I remain responsible for implementing all measures described in our school's reopening plan and that our school will immediately notify Sacramento County Public Health of any known COVID-19 cases among school students, teachers, and/or staff by calling (916) 875-5881. I understand that schools may be advised or ordered by SCPH to close a cohort or an entire campus in the event of an outbreak and that waivers for in-person instruction may be revoked if it is discovered that a school is not implementing COVID-19 prevention measures as described in their reopening plan or if local epidemiological conditions warrant a suspension of in-person instruction.</p>							
Signature				Date			

II. CONSULTATION WITH STAKEHOLDERS

Applicants must submit evidence of consultation with stakeholders, including school employees, parents/guardians, and community organizations or external providers that provide services on campus. Include specific details, such as dates of consultation, method of consultation (e.g. conference call, Zoom meeting, etc.), and organization names, about how consultation was conducted and **and** the outcome of the consultation. This should include details on what issues or concerns were raised by stakeholders and how the school plans to address those issues or concerns. Consultation can be conducted through labor and parent organization(s) or if no organization(s) exist, then consultation should be conducted directly with school employees and parents/guardians.

CONSULTATION WITH SCHOOL EMPLOYEES:

CONSULTATION WITH PARENTS/GUARDIANS:

CONSULTATION WITH COMMUNITY ORGANIZATION(S):

III. REOPENING PLANS

Please describe how your Elementary School Reopening Plan(s) addresses the following categories in accordance with California Department of Public Health and Sacramento County Public Health school reopening guidance. Your plan must be published on the website for your school or its governing organization.

Cleaning and Disinfection

Describe how your school/district will follow disinfection and cleaning guidelines/protocols.

Cohorting

Describe how students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g. instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

Entrance, Egress, and Movement Within the School

Identify how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

[Empty response box for detailing movement management strategies.]

Face Coverings and Other Essential Protective Gear

Identify how your school/district will meet and enforce CDPH’s face covering requirements. Describe your school policy as it related to face coverings for all ages of students, faculty, and staff while on campus.

[Empty response box for describing school/district face covering requirements]

Health Screenings for Students and Staff

Identify how students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices

Describe your plan for the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Identification and Tracing of Contacts

Identify actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to Sacramento County Public Health and notification of exposed persons. Describe your plan for maintain confidentiality of family information in alignment with school communication systems. Please list the designated person for Sacramento County Public Health to contact about COVID-19.

Physical Distancing

Identify how space and routines will be arranged to allow for physical distancing of students and staff. While we recognize social distancing will be a challenge, all individuals on campus are expected to maintain a distance of six feet from all non-related persons, especially in stationary settings (e.g. classroom seating).

Staff Training and Family Education

Identify how staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Students and Staff

Describe how school/district officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections. We recommend 25% of faculty and staff be tested every two weeks on a rotating basis.

[SACRAMENTO COUNTY COMMUNITY TESTING LOCATIONS](#)

Triggers for Switching to Distance Learning

Describe the criteria the school officials will use to determine when to physically close a cohort or the entire school and move from in-person instruction to distance learning.