


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

Please complete all fields and sign and date. Schools must submit completed waiver applications to [COVID19@saccounty.net](mailto:COVID19@saccounty.net) at least 14 days prior to the proposed reopening date and may not conduct in-person instruction until a waiver is granted by Sacramento County Public Health (SCPH).

## I. APPLICANT INFORMATION

SCHOOL NAME:							
SCHOOL ADDRESS:							
SCHOOL DISTRICT/LEAD ORGANIZATION:							
SCHOOL TYPE (PUBLIC, PRIVATE, CHARTER):							
ENROLLMENT FOR 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 an outbreak of COVID-19 (3 or more 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>							
				<hr style="border: 0; border-top: 1px solid black;"/>			
Signature				Date			

**II. CONSULTATION**

Applicants must submit evidence of consultation with labor, parent, and community organizations, including names and dates relevant organizations were consulted **and** the outcome of the consultation. If no labor organization exists, applicants must submit a detailed written description of the process by which school teachers and staff were consulted. Please confirm consultation with the following groups. Include name of organization(s), date(s) consulted, and outcome of the consultation.

**LABOR ORGANIZATION(S):**

**PARENT ORGANIZATION(S):**

**COMMUNITY ORGANIZATION(S):**

### III. REOPENING PLANS

Please confirm that the elementary school reopening plan(s) address the following concepts, consistent with guidance from the California Department of Public Health, and that the plan has been published on the website for the school or its governing organization.

<input type="checkbox"/> <b>CLEANING &amp; DISINFECTION:</b> How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
<input type="checkbox"/> <b>COHORTING:</b> 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.
<input type="checkbox"/> <b>ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL:</b> How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
<input type="checkbox"/> <b>FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR:</b> How CDPH's face covering requirements will be satisfied and enforced.
<input type="checkbox"/> <b>HEALTH SCREENINGS FOR STUDENTS AND STAFF:</b> 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.
<input type="checkbox"/> <b>HEALTHY HYGIENE PRACTICES:</b> The availability of handwashing stations and handsanitizer, and how their use will be promoted and incorporated into routines.
<input type="checkbox"/> <b>IDENTIFICATION AND TRACING OF CONTACTS:</b> 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 the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
<input type="checkbox"/> <b>PHYSICAL DISTANCING:</b> How space and routines will be arranged to allow for physical distancing of students and staff.
<input type="checkbox"/> <b>STAFF TRAINING AND FAMILY EDUCATION:</b> How staff will be trained and families will be educated on the application and enforcement of the plan.
<input type="checkbox"/> <b>TESTING OF STUDENTS AND STAFF:</b> How school 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.
<input type="checkbox"/> <b>ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL:</b> How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
<input type="checkbox"/> <b>TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:</b> The criteria the school officials will use to determine when to physically close the school and prohibit in-person instruction.
<input type="checkbox"/> <b>COMMUNICATION PLANS:</b> How school officials will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

## RESOURCES

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>