



## APPLICATION FOR AN ELEMENTARY SCHOOL WAIVER TO REOPEN FOR IN-PERSON INSTRUCTION

1. Date of Submission: original submission August 10, 2020
2. Name of School District or Organization Applying for Waiver:  
Merryhill School
3. Name and Address of Each School to be Covered by the Waiver<sup>1</sup>:  
Merryhill School San Jose  
750 N Capitol Ave D, San Jose, CA 95133
4. Desired Reopening Date for In-Person Instruction<sup>2</sup>: 9/22/2020
5. Description of Student Population to Be Provided In-Person Instruction:
  - a. Grade Levels<sup>3</sup>: K-5
  - b. Enrollment Numbers for Grade Levels Indicated Above: Total ENR # = 112 (in person 76) (online 36)
  - c. Number of Students Estimated to Return for In-Person Instruction Pursuant to This Application: Total Returning to Campus (HYBRID A/B Model) = # 112
  - d. Maximum Number of Students Per Cohort: 12-15 students, based on size of classroom
  - e. Description of Students (check all that apply):
    - General Education (all students in grade levels indicated above)
    - Students with Disabilities. Please describe: \_\_\_\_\_
    - High Needs Students. Please describe: \_\_\_\_\_
    - Children of Essential Workers. Please describe: \_\_\_\_\_
    - Other: \_\_\_\_\_

<sup>1</sup> Superintendents applying on behalf of a school district should submit a consolidated application for elementary schools in the district that are seeking to reopen for in-person instruction. Applicants applying on behalf of a charter or private school should submit a separate application for each school. Memorandum from California Department of Public Health (CDPH) to All Californians Regarding COVID-19 and Reopening In-Person Learning: Elementary Education Waiver Process (August 3, 2020), *available at*:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx>.

<sup>2</sup> The reopening date can be no earlier than 14 days following submission of this Application. *Id.*

<sup>3</sup> Grades 7 and above are not eligible for a waiver of the State's criteria to reopen for in-person instruction. *Id.*



- f. Schedule for In-Person Instruction (e.g., full-time on Mondays-Fridays from 8:30 am-3:30 pm or hybrid model with in-person instruction on Mondays and Wednesday from 8:30 am-3:30 pm for Cohort A and Tuesdays and Thursdays from 8:30 am-3:30 pm for Cohort B)<sup>4</sup>:

A/B HYBRID MODEL: Cohort A Tuesday/Thursday and Cohort B Wednesday/Friday

7:45-8:30am (staggered arrival) to 3:00-3:30pm (staggered departure)

6. Consultation with Labor, Parent, and Community Organizations.<sup>5</sup> Please confirm consultation with the following groups:

■ Labor Organization. Name of Organization(s) and Date(s) Consulted:

\_\_\_\_\_

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

August 3 (letter to all staff from CEO)

July 15 (teacher feedback received about teacher preferences to teach in Online Academy)

June 30 (town hall)

■ Parent and Community Organizations.<sup>6</sup> Name of Organization(s) and Date(s) Consulted:

July 27 (parent webinar, President); July 8 Reopen and Reunite 2020 Return to Campus Guide

July 1 (parent survey, parent back to school preferences for Fall - shows support for in-person learning)

7. School Reopening Plan.

- a. Website Where School District's or School's School Reopening Plan is Posted

<https://www.merryhillsschool.com/elementary/san-jose/north-capitol-ave/parents/forms-handbook/>

<sup>4</sup> Schools are not required to seek or receive approval from a state or local public health officer prior to adopting particular instructional models. Memorandum from CDPH to All Californians Regarding California Department of Public Health Schools Guidance FAQs (August 3, 2020), *available at*: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>.

<sup>5</sup> The consultation with labor, parent, and community organizations can have occurred at any time prior to submission of this Application.

<sup>6</sup> Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support. CDPH, "COVID-19 and Reopening In-Person Learning: Elementary Education Waiver Process."

- b. Please confirm that the school reopening plan addresses the following, consistent with guidance from the California Department of Public Health and the County of Santa Clara Public Health Department:
- **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
  - **Cohorting:** 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:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
  - **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
  - **Health Screenings for Students and Staff:** 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:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
  - **Identification and Tracing of Contacts:** 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.
  - **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
  - **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
  - **Testing of Students and Staff:** 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.
  - **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
  - **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.




8. Contact Information for Individual(s) to Liaise with County of Santa Clara's Public Health Department in the Event of a COVID-19 Exposure:

(Please list one individual per school site.)

- Liaison for (list school site): Merryhill School San Jose
- Name: Joan Sousae
- Title: Head of School
- Organization: Merryhill Schools
- Phone: 14082541282
- Email Address: joan.sousae@merryhillschool.com

9. Signature and Contact Information for School District Superintendent (or Equivalent for Charter or Private Schools) Submitting this Application<sup>7</sup>:

- a. Signature: 
- b. Name: Katrin Kelbert
- c. Title: Executive Vice President of School Operations
- d. Organization: Spring Education Group
- e. Phone: 408-973-7342
- f. Email Address: kkelbert@springedugroup.com

10. Please submit this completed Application, along with the school's or school district's school reopening plans, and the Certification of Compliance with State of California and County of Santa Clara School Reopening Requirements to [schools@eoc.sccgov.org](mailto:schools@eoc.sccgov.org).

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<sup>7</sup> By submitting this Application, the applicant attests that the information provided in this Application is complete and accurate as of the date that the Application is submitted.