



# County of San Diego Elementary School Waiver

Application for a Waiver to Re-open In-Person Instruction for TK-6 Elementary Education.

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for the elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

If all documentation is not included application can not be processed.

Once the waiver is approved, your information will be posted on the County of San Diego website, <http://Coronavirus-sd.com/K12Schools>

**School Name**

City Tree Christian School

**District name**

Private School

**Contact Name**

Susan Kennedy

**Contact Email**

Sue.Kennedy@citytree.org

**Address**

320 Date Street

**City**

SanDiego

**Zip Code**

92101

**Type**

Private School

**Grades to be Reopened**

1

2

3  
4  
5  
6  
K

**Number of Students in Reopening Grades**

120

**Number of Staff at Reopening Sites**

22 (4 that are part-time)

**Proposed Reopening Date**

08/31/20

**Labor Organization**

Labor Organization

There is no labor organization that represents employees but all teachers were consulted July 27, 2020, through email regarding opening with in-person instruction. Teachers were 100% in favor of returning to in-person learning. (Response included in uploaded documents.)

Teacher/Staff Communication and Input:

June 7, 2020- School Board surveyed teachers and staff for input on planning for the 2020-2021 school year. Teachers responded to survey questions.

June 10, 2020- Staff Zoom meeting, teachers talked through concerns and questions they had about the fall with regards to COVID-19.

July 15, 2020- San Diego Unified announced that they would begin the fall with distance learning. Teachers and staff were emailed with information outlining the school's plan to open with in-person instruction and were asked for their input and questions. Teachers responded through email.

July 24, 2020- Teachers and staff were asked this question. "If we are allowed to reopen, either by receiving a waiver or by the county getting off the monitoring list, are you willing to return to in-person instruction on August 31?" Responses summarized above and in uploaded document.

July 31, 2020- Teachers were emailed and asked to provide input regarding doing both Distance Learning and in-person instruction. All were in favor of providing both in-person instruction and also a distance learning option. Teachers also emailed administration with lists of equipment (stands, microphones, ear buds, etc.) that they would need, as well as questions they had.

August 7, 2020- Teachers were asked for ideas on how to use outdoor space on site and at parks for instructional time. Teachers

provided their ideas in a "Reply All" format, so ideas were shared.

August 9, 2020- Reopening plan was sent out via email to all teachers and staff and they were directed to provide feedback and/or questions.

### **Parent Organization**

Parents Survey:

July 28, 2020- K-8 Parent population surveyed (71% response rate).  
Question: If CTCS is granted the waiver to resume learning on campus, will your student(s) return? Responses: 77.6% Yes; 14.5% Maybe; 7.9% No. (Response and details included in uploaded documents.)

Parent Teacher Organization:

July 21, 2020- Meeting between PTO president and school principal regarding protocols for school reopening, discussion and thoughts shared.

August 6, 2020- Parent Teacher Organization, provided draft reopening plan and asked to provide input. President provided written input.

August 7, 2020- Parent Teachers Organization provides letter of support (letter included in uploaded documents.)

Communication with parents:

July 17, 2020- City Tree communicated to parents our intention/hope to open for in-person instruction after San Diego Unified announced beginning school year with online learning.

July 25, 2020- Information provided to parents regarding County watch list, possible waiver option, and survey that would be available for parents to complete soon.

July 28, 2020- Parents were emailed information regarding the waiver and were provided a link to complete the online survey (summary above, response and detail included in uploaded documents)

August 6, 2020- Information provided to parents regarding reopening update timeline and waiver information.

In each communication, parents were encouraged to contact the school if they had questions or concerns. Emails were received and replied to by school principal. School Board was consulted when new questions arose.

### **Community Organization**

Community

Community Organizations that interact most with the City Tree Christian School include First Presbyterian Church, San Diego and Ladle Fellowship, a non-profit soup kitchen for neighbors who are homeless or poor. The following consultations have taken place.

First Presbyterian Church, San Diego

June 7, 2020- First Presbyterian Church of San Diego Session (ruling body) discussed reopening plans for City Tree Christian School

June 23, 2020- First Presbyterian Church of San Diego Session (ruling body) discussed new aspects of reopening plans for City Tree Christian School

August 5, 2020- School Board shared COVID-19 Protection Plan with First Presbyterian Church's [REDACTED]

August 7, 2020- First Presbyterian Church, San Diego, s [REDACTED] provided letter of support. (Letter included in uploaded documents.)

Ladle Fellowship

July 7, 2020- Meeting with Ladle Fellowship to coordinate City Tree School program and Ladle's food distribution in our immediate neighborhood.

July 23, 2020 – Check-in meeting with Ladle Fellowship staff, [REDACTED] regarding Ladle Fellowship's food distributions and school opening.

July 24, 2020- Communication with Director of Ladle Fellowship, [REDACTED] discuss homeless neighbors, children's return to campus, and use of multiple entrance points in terms of potential safety concerns.

July 28, 2020- Director of Ladle Fellowship, [REDACTED] expresses support through unsolicited email of elementary students returning to campus.

## **1. Published on Webpage**

<https://www.citytree.org/news>

### **1.A) Webpage Section/Page**

Page 1, section 1d

### **1.B) Webpage Language**

Published on school website  
<https://www.citytree.org/news>

Can also access website using "COVID-19" blue button on home page of website.

Page 1, section 1d

The school's COVID-19 Prevention Plan is posted at:  
[www.citytree.org/news](http://www.citytree.org/news)

## **2. Distance Learning**

YES

## **2.A) Distance Learning Section/Page**

page 12, section 35 & page 15, section 53

## **2.B) Distance Learning Language**

page 12, section 35

City Tree will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

- Distance learning option will be available for any student for any reason.
- Student and staff members' names, who have been exposed to COVID-19 or contract COVID-19, will not be shared with school families.
- A climate of care and support for our entire school community will be emphasized.

page 15, section 53

City Tree Christian School is offering a distance learning option for all students, regardless of risk factor, during the pandemic. We are mindful that our students may have unique circumstances which need to be considered carefully. Some of our students would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian.

## **3. Physical Distancing**

YES

### **3. A) Physical Distance Section/Page**

page 7, sec. 17 d, e, & page 9 sec. 27 d & page 10 sec. 28 a, d

### **3. B) Physical Distancing Language**

page 7, section 17 d, e,

The school's plan to protect teachers and staff includes the following elements:

d. Staff meetings, professional development training and education, and other activities involving staff will occur with physical distancing measures in place, or virtually, where physical distancing is a challenge. Larger rooms (West Room, Chapel, Assembly room, Geneva Room) will be used to ensure physical distancing.

e. To keep staff safer, we will limit use of back office (copier, paper cutter, mailbox area) to one staff member at a time. Staff Lounge will be limited to 2 people at a time and only when physical distancing is followed. Staff restrooms will be limited to 1 staff member at a time.

page 9 sec. 27 d

During arrival and departure:

Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they

have to wait.

p. 10, sec. 28 a, d

In-classroom spaces:

a. To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts and practice physical distancing.

o Lunch, Recess, Physical Education: Students will use roof playground, Room 307 patio, and Balboa Park (6th Avenue and Hawthorn St., and 6th Avenue and Juniper St.) for recess, lunch, and physical education. Students will eat lunch outside, weather permitting. Park use for lunch, recess, and physical education will be increased. Students will stay in small grade level cohorts with physical distancing. Recess and lunch times are staggered to minimize numbers on the roof playground.

d. Classroom spaces are generally quite large. They allow for separation of students. Teachers and other staff desks will be at least 6 feet away from student desks. Students' seating and desks/tables will be spread out allowing 6 feet between. Partitions between students will be used. Furniture will be arranged to minimize face-to-face contact.

#### **4. Stable Cohorts**

YES

#### **4. A) Stable Section/Page**

page 10, section 28a & page 11, section 29 e f, g

#### **4. B) Stable Cohorts Language**

page 10, section 28a

In-classroom spaces:

To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts and practice physical distancing. Small grade level cohorts are small, stable, groups with fixed membership that stay together for all activities (e.g., enter/exit school, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

o Lunch, Recess, Physical Education: Students will use roof playground, Room 307 patio, and Balboa Park (6th Avenue and Hawthorn St., and 6th Avenue and Juniper St.) for recess, lunch, and physical education. Students will eat lunch outside, weather permitting. Park use for lunch, recess, and physical education will be increased. Students will stay in small grade level cohorts with physical distancing.

page 11, section 29 e f, g

e. Lockers will be eliminated or moved so they will be spread out to allow physical distancing for students who use them.

f Roof playground scheduling will be staggered. Roof playground is divided into 3 sections, allowing for 3 small grade level cohorts at time to be present, as needed.

g. Students will eat lunch outside, using the park, playground or patio, seated by grade level cohorts, and socially distanced. Small school size, and small grade level cohort groups, and multiple outdoor space options allow us to be outside safely and consistently.

## **5. Face Coverings**

YES

### **5.A)Face Covering Section/Page**

page 6, section 14b & page 7, section 15 & page 7, section 16

### **5.B) Face Covering Language**

Page 6, section 14 b

Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.

- Visual information will be posted on campus to remind students and staff not to touch face coverings and to wash their hands often.
- At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.
- Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

Page 7, section 15

City Tree Christian School's plans regarding students' use of face coverings includes the following elements:

- Under 2 years, face coverings not required
- 2 years old-2nd grade, face coverings strongly encouraged
- 3rd grade and up, face coverings required throughout the day, unless qualified as exempt+
- All staff will be required to wear a face covering.
- Students should arrive to school with a face covering on each day. One will be provided at check-in time when inadvertently forgotten. Staff checking in students at entrance gates will have face coverings available if a student needs one.
- Visitors will be limited, but when on campus, will be required to wear a mask or face covering.
- Adults dropping off and picking up students, who get out of their vehicles, are required to wear a mask or face covering.
- A cloth face covering, or face shield should be removed for meals, snacks, nap-time, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- In order to comply with this guidance, City Tree will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Students who are excluded from campus may take part in the distance learning programs provided by the school.

+Exemptions from face coverings on campus include:

- Persons with a medical condition, mental health condition, or

disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

• Other exemptions as outlined in the California Department of Public Health's, Guidance for the use of face coverings"

page 7, section 16

City Tree's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- b. In limited situations, where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food will use gloves in addition to face coverings. City Tree will consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.

## **6. Cleaning and Disinfection**

YES

### **6. A) Cleaning and Disinfecting Section/Page**

pages 7-8, section 19 & page 8, section 1

### **6. B) Cleaning and Disinfecting Language**

pages 7-8, section 19

Staff will clean and disinfect frequently touched surfaces at school at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
  - b. Light switches
  - c. Sink handles
  - d. Bathroom surfaces
  - e. Tables
  - f. Student desks
  - g. Chairs
  - h. Railings in stairwells
- Custodial staff will clean and disinfect entire facility (classrooms, hallways, restrooms, office, and other common area) each evening.
  - High touch surfaces will be given special attention by custodial staff.
  - Restrooms and hand railings in stairwells will be disinfected in the middle of the school day in addition to the evenings.

- Doors, wherever possible, will be left open to reduce contact with door handles, and to increase ventilation.
- Teachers will be provided safe and effective cleaning /disinfecting solutions and/or wipes for classroom equipment/materials that are shared, door handles, tables, desks, chairs so those areas can be disinfected as needed throughout the day.

page 8, section 21

Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

- Sharing of materials will be limited.
- Each student will have a personal container to store their own classroom supplies. Students will be directed not to share materials. The teacher will have a reserve of basic classroom supplies so that if a child misplaces something the teacher can provide the needed supply.
- When shared use of materials/equipment is necessary, Teachers/staff are provided safe and effective cleaning /disinfecting solutions and/or wipes so that classroom equipment, toys, games, art supplies, and playground equipment can be cleaned between uses.

## **7. Entrance, Egress and Movement**

YES

### **7. A) Entrance/Movement Section/Page**

pages 9-10, section 27 b, c, d, e, f & page 10, section 28 a, c & page 11 section 29 d

### **7. B)Entrance/Movement Language**

pages 9-10, section 27 b, c, d, e, f

During arrival and departure:

- Parents will drop-off and pick-up students at the curb each day, rather than walking children into the building.
- City Tree provides before school care and after school care so students arrive at staggered times between 6:45am-8:30am and leave at staggered times 3:15-6:00pm. Our small school size, staggered start and exit times, and ability to use multiple entrance/exit points will eliminate crowding at school arrival and departure times.
- Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. Tape or chalk lines, 6-feet apart on the sidewalk, will indicate to students where to stand if they have to wait. Student will stay in grade level groups as they move to before school care or class.
- At the end of the school day students who are leaving at 3:15 will be brought to their assigned exit gate by their teachers. Parents will be waiting at the curb to pick-up their children.
- Students in the after school program- When parents/arrive at the assigned gate, they will message staff through the Brightwheel app, and students will be escorted to exit gates for parent pick-up.

page 10, section 28 a, c

In-classroom spaces:

a. To reduce possibilities for infection students will mostly remain in the same classrooms and in small grade level cohorts. Schedules will be staggered to ensure that students are able to maintain physical distancing. Recess and lunch times are staggered to minimize numbers on the roof playground which will be sectioned by cohort group.

c. We will minimize movement of students and teachers or staff as much as possible. K-5 classroom teachers will be assigned to one grade level.

page 11, section 29 d

d. Movement in hallways will be minimized. When there is movement in hallways and stairwells Multiple grade level cohort groups will not be moving at the same time.

## **8. Health Screenings**

YES

### **8. A) Health Screening Section/Page**

page 13, section 37, 39, & page 14, section 46

### **8. B) Health Screening Language**

page 13, section 37

City Tree will implement screening and other procedures for all Staff and students entering the facility.

- Daily symptom monitoring for all staff will include a daily health survey completed online as first task of the day. -Temperature checks will occur as staff arrive and a daily log will be maintained in the school office. Staff members who do not pass health screening or temperature check will be isolated from others immediately and not permitted to stay on campus.

Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. At the gate students will be greeted and checked in.

- Parents/guardians will complete daily online health screening surveys.
- Temperatures will be taken using no-touch thermometers.
- Students will sanitize hands.
- Any student who does not “pass” health screening will be immediately separated from others and taken home by parent.
- Once student is signed-in parents/guardians may leave the curb.

page 13, section 39

All staff and students (though daily parent and staff health screening survey) will be asked if anyone in their home is exhibiting COVID-19 symptoms.

### **8. C) Language for Symptomatic Students or Staff**

page 13, section 37

Temperature checks will occur as staff arrive and a daily log will be

maintained in the school office. Staff members who do not pass health screening or temperature check will be isolated from others immediately and not permitted to stay on campus.

Students will be assigned a drop-off and pick-up school gate based on their grade level and arrival time. At the gate students will be greeted and checked in.

- Parents/guardians will complete daily online health screening surveys.
- Temperatures will be taken using no-touch thermometers.
- Students will sanitize hands.
- Any student who does not “pass” health screening will be immediately separated from others and taken home by parent.

page 14, section 46

Sick students and staff are encouraged to stay home and are also encouraged to stay home if there is member of their household who is sick.

Any students or staff exhibiting symptoms will immediately be required to wear a face covering, separated from other staff and students and wait in one of the isolation rooms until they can be transported home or to a healthcare facility as soon as possible.

If a student or staff becomes ill during the school day they will be separated from the class and sent home immediately. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.

## **9. Healthy Hygiene Practices**

YES

### **9. A) Healthy Hygiene Section/Page**

page 3 , section 6, b, c & page 3-4, section 7 & page 4, section 8

### **9. B) Healthy Hygiene Language**

page 3, section 6 b, c

City Tree has developed plans to teach and reinforce washing hands. Teachers will provide safety and hygiene instruction and reinforce to K-8 students, using resources provided by the CDC, San Diego County Office of Education, and other educational sites that provide materials that support these guidelines, in the following areas:

b. Proper hand washing that includes

- Washing hand for at least 20 seconds
- Washing hand frequently
- Washing hand before and after eating, after coughing and sneezing, after classes where they handle shared objects, and before and after using the restroom

c. Safe use of fragrance free hand sanitizer, when washing hands is not practical

- Signage will also be posted throughout the school (sinks,

restrooms, classrooms, hallways, entrances) reminding students of these healthy hygiene and COVID-19 safety practices.

Protocols will include:

- Hands sanitized at entry of school each day
- Hands sanitized upon entering classroom each time
- Hand washing schedule established for each classroom and posted in room.
- Classrooms and students assigned to specific sinks for hand washing, in order to limit use at each sink.

page 3-4, section 7

With a K-8 student population of about 100 students (k-8), small class sizes, and a large facility, we have ample and conveniently located sinks available that will minimize movement on campus and congestion in bathrooms. Each grade level will be assigned a specific bathroom to use and specific sink to use to reduce congestion and movement.

- Grade K Sink in classroom, restrooms on 2nd floor
- Grade 1, 2, 3 Bathrooms and sinks assigned per grade level, restrooms on 3rd floor
- Grade 4 Bathrooms and sink assigned, restrooms on 2nd floor
- Grade 5 Sink in classroom, restrooms on 3rd floor or chapel
- Grade 6 Bathroom sinks outside classroom. Middle School area outside of 311 and 312
- Portable hand sanitizing stations are located at school entrances and in the school office.
- Sinks are also available on the playground for hand washing during outside time

page 4, section 8

Develop routines enabling students and staff to regularly wash their hands at staggered intervals

Staggered schedule is established for grades K-8 to use restrooms and to wash hands if applicable.

- Schedules will be posted on door of restrooms.
- Staff will have the same opportunities as the students in their classes to wash their hands.
- Staff will use adult restrooms on floor 1 of main school building and 2 adult restrooms outside of the Assembly Room. Only 1 staff member will be in the restroom at a time. Staff does not use restrooms that children use.

## **10. Identification and Tracing of Contacts**

YES

### **10. A) Identification and Tracing Section/Page**

page 13, section 41 & page 16, section 59

### **10. B) Identification and Tracing Language**

page 13, section 41

██████████ COVID-19 Liaison, will document/track incidents of possible exposure and notify local health officials, staff, and families

immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. COVID-19 liaison will refer to guidance found here. As noted in Section 11 below, the staff liaison will also serve in a coordinating role to ensure prompt and responsible notification.

page 16, section 59

59. When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at City Tree Christian School we will refer to the CDPH Framework for K-12 Schools, and implement the following steps:

- a. In consultation with the local public health department, the principal, [REDACTED] in consultation with the City Tree School Board and the head custodian, will decide on the best intervention. Options include: school closure or quarantine of exposed persons, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the student or staff member was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Return to Distance Learning for students affected.
- h. Maintain regular communications with the local public health department.

Detailed step by step protocols that outline the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone who is infected, or is diagnosed with a COVID-19 case are found [www.citytree.org/news](http://www.citytree.org/news) (These documents have also been included in uploaded documents.)

## **11. Staff Training and Family Education**

YES

## **11. A) Staff Training and Family Edu. Section/Page**

pages 11-12, section 33

## **11. B) Staff Training and Family Edu. Language**

pages 11-12, section 33

City Tree will train all staff and provide educational materials to families.

- Custodial staff received complete training on enhanced sanitation protocols and proper use and storage of sanitation equipment in June 2020. Weekly custodial staff meetings, each Monday afternoon, allow for questions, reminders, and additional information to be communicated with regards to enhanced sanitation practices.
- Teachers and staff will be trained in the following areas during our Staff Development week August 23-28 using information provided by the CDC and California Department of Public Health.
  - a. Enhanced sanitation practices
  - b. Physical distancing guidelines and their importance
  - c. Proper use, removal, and washing of face coverings
  - d. Screening practices for students and staff upon start of day, and screening for symptoms throughout the day.
  - e. Information on how COVID-19 is spread
  - f. COVID-19 specific symptom identification
  - g. Information on the preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
  - h. COVID-19 specific symptom identification and when to seek medical attention
  - i. Protocols to follow when children or adults become sick at school.
- All employees will be provided with written plan that outlines our schools' protocols and procedures for protecting employees from COVID-19 illness.
  
- Families will be educated on the application and enforcement of City Tree's COVID-19 Plan, adhering to linguistic needs of the community. At this time, we are not aware of any linguistic needs, but should linguistic needs arise they will be met.

Educational information will be provided to families, using our weekly email update, in the following areas:

- o Enhanced sanitation practices
- o Physical distancing guidelines and their importance
- o Proper use, removal, and washing of face coverings
- o Screening practices for students and staff upon start of day and screening for symptoms throughout the day.
- o Information on how COVID-19 is spread
- o COVID-19 specific symptom identification
- o Information on the preventing the spread of COVID-19 if a child is sick, including the importance of not coming to school if a children have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- o COVID-19 specific symptom identification and when to seek medical attention
- o Protocols to follow when children or adults become sick at school.
- o Protocols to follow when a student has had contact with a COVID-19 positive person

## **12. Testing of Students and Staff**

YES

### **12. A) Testing Section/Page**

page 13, section 36 & page 15, section 51 & page 16, section 57e

### **12. B) Testing Language**

page 13, section 36

City Tree will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families have been established and staff will be made aware of these policies. Policies and procedures include:

- Staff will be directed to speak to [REDACTED] who facilitates personnel issues related to COVID-19 extended leave, Family First CORONA Virus Response Act (FFCRA). FFCRA posters have been distributed to staff via email and hang in staff work room.
- Students who have recently had close contact with a person with COVID-19 will be expected to notify the school, stay home in quarantine, and use the Distance Learning Option. Students will be considered present and not marked absent in those situations.
- Students exhibiting COVID-19 symptoms or tested positive for COVID-19 will be required to stay home, and if their health allows, engage in Distance Learning.
- Report Cards will only record unexcused absences. All COVID-19 related absences will be considered excused.

page 15, section 51

[REDACTED] COVID-19 Liaison, will notify sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, improvement of symptoms, and at least 10 days since first symptom appearance.

### **12. C) Staff Tested Periodically Language**

page 16, section 57e

City Tree will consult with local health departments if routine testing is being considered by a local educational agency. 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. City Tree will direct staff to contact their primary care provider or community testing site for testing. Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

## **13. Triggers for Switching to Distance Learning**

YES

### **13. A) Triggers to Dist. Learning Section/Page**

page 15, section 54 & page 16, section 59

### **13.B) Triggers to Dist. Learning Language**

page 15, section 54

City Tree Christian School will implement the necessary processes and protocols if our school has an outbreak, in accordance with CDPH guidelines.

page 16, section 59

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at City Tree Christian School we will refer to the CDPH Framework for K-12 Schools, and implement the following steps:

- a. In consultation with the local public health department, the principal, [REDACTED] in consultation with the City Tree School Board and the head custodian, will decide on the best intervention. Options include: school closure or quarantine of exposed persons, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the student or staff member was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Return to Distance Learning for students affected.
- h. Maintain regular communications with the local public health department.

Detailed step by step protocols that outline the measures that will be taken when a student, teacher, or staff member has symptoms, is a contact of someone who is infected, or is diagnosed with a COVID-19 case are found [www.citytree.org/news](http://www.citytree.org/news) (These documents have also been included in uploaded documents.)

**14. Communication Plans**

YES

**14. A) Communication Plans Section/Page**

page 13, section 41 & page 16, section 57d

**14. B) Communication Plans Language**

Page 3, section 41

██████████ COVID-19 Liaison, will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. COVID-19 liaison will refer to guidance found here. As noted in Section 11 below, the staff liaison will also serve in a coordinating role to ensure prompt and responsible notification.

page 16, section 57d

d. Maintain email communication systems that allow staff and families to self- report symptoms and receive prompt notifications through FACTS emails of exposures, COVID-19 positive cases, and closures, while maintaining confidentiality, as required by FERPA, and HIPAA (Health Insurance Portability and Accountability Act), and state law related to privacy of educational records.

**Superintendent Name**

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