



# 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**

Ramona Lutheran Christian School

**District name**

Private School

**Contact Name**

Melissa Hunsberger, Board of Education Chair

**Contact Email**

board.chair@ramonalutheran.org

**Address**

520 16th St

**City**

Ramona

**Zip Code**

92065

**Type**

Private School

**Grades to be Reopened**

1  
2

3  
4  
5  
6  
K

**Number of Students in Reopening Grades**

56

**Number of Staff at Reopening Sites**

8

**Proposed Reopening Date**

08/31/20

**Labor Organization**

Ramona Lutheran (also known as Ramona Lutheran Christian School, RLCS) has no affiliation with any Labor Organization. All submissions for the Reopening Plan have been reviewed and amended via consensus by all staff, which includes the following: Pastor, Board of Education, all Elementary staff, and Preschool Director. All aforementioned persons have also reviewed and amended via consensus this Waiver Application. The dates of Staff Zoom meetings were July 11th, July 31st, and August 5th. Staff and teachers were surveyed using Google Form, and are all in favor of reopening in-person instruction on 31 August 2020. Due to identifying information, this survey and signatures are available, on record, and located in the RLCS office.

**Parent Organization**

RLCS Board of Education has maintained open communication with all staff as well as the parent community of the school. The Board extends multiple platforms of communication which include virtual meetings to share updated information from State and County releases; virtual meetings for the sole purpose of addressing concerns from the parent community; regular updates and amendments via email release or direct phone contact. Per phone contacts at the beginning of summer the majority of families preferred to return to in-person learning. The dates of Parent Zoom meetings were July 16th and August 9th. Parents were surveyed using email, they informed the school of their preference to reopen in-person instruction on the 26th or 31st of August 2020. Some parents had no preference, stating either is fine with them. Of the parents who stated a preference the majority identified their preference for reopening being the 31st of August 2020. Only one family voiced interest in remote (distance) alternative learning. Due to identifying information, this survey results are available, on record, and located in the RLCS office.

**Community Organization**

RLCS has remained in collaboration with the Pacific Southwest District of The Lutheran Church – Missouri Synod, the San Diego County Office of Education and the County of San Diego HHSA K-12 Sector Support by way of weekly telebriefing, email communication, and the multiple resources providence on their website for the reopening of schools.

Attached, is a letter of support from the Ramona Outback Radio Society Radio Society (ROARS) who partner with our students in educating them in emergency radio communications for our community. ROARS members collaborate with our students during our STEM Club, where students learn radio protocol, learn the international phonetic alphabet, and Morse Code.

### **1. Published on Webpage**

<https://www.ramonalutheran.org/elementary>

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

Page 2 Section I

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

The reopening plan for Ramona Lutheran Christian School can be found at <https://www.ramonalutheran.org/elementary>.

### **2. Distance Learning**

YES

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

Page 10 Section XVII

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

Currently enrolled families will have the option to switch to complete remote (distance) learning should they at any time become uncomfortable with (or determine that their child is at-risk by) attending in-person instruction. Families choosing to enroll in the remote learning option will commit to remote learning for the remainder of the grading period/trimester.

#### **School Expectations**

Provide ongoing support and oversight of remote learning options  
Provide curriculum for all core subjects  
Coordinate and oversee NWEA MAPS testing of the student

#### **Staff Expectations**

Provide academic support through regular check-in meetings  
Answer questions or concerns via email or phone  
Monitor student progress on coursework  
Communicate any concerns regarding student progress to the Board of Education (i.e., failing grades, inadequate work completion);  
Help create action plans for students who become at-risk for attendance or academic concerns while utilizing this option

Provide assistance when technology issues occur

#### Parent Expectations

To initiate the process a parent/guardian must submit a written request to the office

Parent and teacher will work together to create a curriculum course load that meets the needs of the child while maintaining the education standards of RLCS

Families choosing the remote learning option will not have access to the campus during the in-person instruction hours.

Commit to homeschooling for the remainder of the grading period/trimester.

Develop a weekly school schedule to keep routines in place for students while working from home

Ensure students are completing all assignments, projects and assessments in a timely manner

Actively monitor and support student progress

#### Student Expectations

Students will complete 100% of their work while remote learning.

There will be specific due dates for all assignments, projects, and assessments.

Students will not physically come to a school building for instruction.

Students will make a commitment to this option for one trimester at a time. Students will not be allowed to switch once school has started other than at the trimester break.

Students will have access to courses in core areas

The curriculum will remain the same as taught through in-person instruction but the delivery may not match the same pacing or include the same activities that are delivered in the classroom.

Students will have limited access to enrichment courses and activities .

Students will earn grades for their work. Grades will be based on content mastery.

If state or local regulations require a school closure, students participating in this option will continue as scheduled.

### **3. Physical Distancing**

YES

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

Page 2 Section II

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

A distance of six feet will be kept whenever possible  
student chairs are spaced 6 feet from each other and from teacher's desk and work space

markings outside entrance will show 6 feet spacing for families at arrival and pick up

a location to wait outside of restrooms will be marked to show 6 feet distance

students will be instructed how to keep distance while outside of the classroom and on the playground

daily routines that maintain physical distancing (included in this

reopening plan) will be arranged and practiced by each cohort/classroom so that students will feel comfortable with skills necessary to implement these routines effectively  
restrooms have partitions to separate toilets and sinks

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

YES

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

Page 11 Section XVIII

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

Children will be monitored by staff at all times and will maintain grouping/cohorts in the following manner:

All cohorts (4) consist of a maximum of 14 students

Each classroom will maintain group isolation from other groups during each of the following scenarios:

Learning in their specific classroom

Lunch

Recess

PE

Restroom Breaks (monitored by staff)

Arrival - unless multiple family members from differing classrooms are in attendance.

Departure

#### **5. Face Coverings**

YES

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

Page 3 Section III

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

Face covering requirements per CDPH guidelines are as listed:

Age Face Covering Requirement

under 2 years old no requirement

2 years old - 2nd grade strongly encouraged\*\*

3rd grade - high school required, unless exempt (see below)

\*\*Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering, or face shield should be removed for meals, snacks, naptime, 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, schools must 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. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

## **6. Cleaning and Disinfection**

YES

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

Page 12 Section XIX

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

Students will wash or sanitize their hands at regular intervals, especially before/after lunch and before/after outdoor activities. If using outdoor learning space temperature will determine whether or not a safe environment can be established for effective learning. If class is held outdoors, all surfaces will be cleaned and disinfected prior to use.

In-class learning will meet CDPH social distancing guidelines. The school campus will be cleaned and disinfected per guidelines established by The Environmental Protection Agency, and in accordance with approved cleaners per list "N" on their website. A printed copy of these cleaning agents which are listed by EPA registration numbers is available in the school office.

A full disinfection protocol will take place one all the students have gone home at the end of the day.

During the day, per class schedule for recess or PE, when the students are not near the classroom, staff will disinfect the following areas to ensure control of the spreading of germs:

- Door handles
- Light switches
- Sink handles
- Classroom countertops
- Bathroom surfaces, including countertops
- Tables
- Student desks (when possible)
- Chairs

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

YES

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

Page 3 Section IV

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

Arrival requirements for entry onto RLCS Campus

Daily Health Check

As your child prepares for his/her day at school:

Parents will be required to conduct a self-check of their student and family prior to departing for school. If anyone is exhibiting any of the symptoms listed below, please remain at home and let school staff know your status.

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

If a self-check has been conducted and no symptoms are present, proceed to school under the following guidelines:

Face coverings will be required upon entry to the school campus.

If any individual approaches entry without a face covering they will be offered one by the attending staff.

All staff will be given a temperature check and a visual check for symptoms of COVID-19 prior to the arrival of students.

The results will be recorded each day.

Before entering the campus each student is required to be screened for COVID-19. Screening includes a visual health check, answering questions regarding COVID-19 symptoms, and a temperature check by pre-screened staff.

To speed the process of entry, daily health check forms will be provided for each student. Forms are to be completed, sign, and return with the student each day. Students without forms will be required to complete the full health screen.

If cleared by staff, the student will be escorted to their assigned classroom at the beginning of each day by a designated escort who has been prescreened for symptoms of COVID-19.

No one but staff and students will be allowed on campus until further notice to ensure the campus remains disinfected and monitored for cleanliness.

Those dropping off students shall maintain safe social distancing with face coverings near the front gate until child has been screened markings outside entrance will show 6 feet for families at arrival and pickup

A stand-alone hand sanitizing station is located in the entryway of the school.

Everyone is strongly encouraged to utilize this station when dropping off or picking up children to minimize the risk of spreading germs to others.

Dismissal

At the end of each day each student will be dismissed and supervised separately to the front pickup up area. Face masks will be required during this transition.

Those picking up the student shall maintain safe social distancing with face coverings near the front gate.

markings outside entrance will show 6 feet for families at arrival and pick up

## **8. Health Screenings**

YES

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

Page 3 Section IV, Page 9 Section XIV

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

Arrival requirements for entry onto RLCS Campus

Daily Health Check

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Parents will be required to conduct a self-check of their student and family prior to departing for school. If anyone is exhibiting any of the symptoms listed below, please remain at home and let school staff know your status.

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To speed the process of entry, daily health check forms will be provided for each student. Forms are to be completed, sign, and return with the student each day. Students without forms will be required to complete the full health screen.

If cleared by staff, the student will be escorted to their assigned classroom at the beginning of each day by a designated escort who has been prescreened for symptoms of COVID-19.

No one but staff and students will be allowed on campus until further notice to ensure the campus remains disinfected and monitored for cleanliness.

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pickup

A stand-alone hand sanitizing station is located in the entryway of the school.

Everyone is strongly encouraged to utilize this station when dropping off or picking up children to minimize the risk of spreading germs to others.

Dismissal

At the end of each day each student will be dismissed and supervised separately to the front pickup up area. Face masks will be required during this transition.

Those picking up the student shall maintain safe social distancing with face coverings near the front gate.

markings outside entrance will show 6 feet for families at arrival and pick up

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

Students or staff with any COVID - 19 symptoms while on campus will wear a face covering and wash hands prior to being isolated in designated room

Parent/guardian/spouse notification and arrangements for immediate pickup will be made by the office administrator. The ill student or staff will be taken to the entry point of the school campus when their guardian arrives for pickup. Those arriving for pickup will be responsible to return home and contact their local healthcare provider to determine if symptoms are COVID-19 related.

Designated liaison of RLCS will implement action in this portion of the Plan. Liaison will conduct proper hygiene prior to, during, and after interaction/observation of ill person

Under no circumstances will a student be penalized for the time missed during this time. Every effort will be made to ensure student remains an active participant in daily learning.

If an entire classroom needs to be disinfected, current occupants will be moved to another location, after they have been checked for symptoms (verbal questions, temperature check), wear face coverings, and wash hands.

The person disinfecting the room (after 24 hours, if possible) to ensure that those cleaning the room have less possibility of exposure will use CDC/EPA recommended products, personal protective equipment, and ventilation while disinfecting

Anyone becoming ill at RLCS will be instructed not to return to campus until they have met "CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved, and at least ten days have elapsed since the symptoms first appeared" (per CDPH release).

### **9. Healthy Hygiene Practices**

YES

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

Page 5 Section V

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

Staff will instruct and monitor proper hygiene practices of the students  
Touchless soap / hand sanitizer dispensers are installed in each classroom and restroom  
All children and staff should engage in hand hygiene at the following times:  
Arrival to the facility and after breaks  
Before and after preparing food or drinks  
Before and after eating or handling food  
After using the toilet  
After coming in contact with bodily fluid  
After playing outdoors or in sand  
After handling garbage  
Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.  
Staff will supervise children when they use hand sanitizer to prevent ingestion  
Signage is posted near sinks describing hand washing steps

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

YES

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

Page 13 Section XXII

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

COVID-19 Team consisting of office administrator and School Board Chair will be responsible for responding to COVID-19 concerns.  
Staff will be trained and instructed to contact Team for any issues  
Parents must inform school of confirmed positive test result  
If positive case is reported, COVID-19 Team will provide list of exposed students/staff to the local health officials  
Staff will be notified of any positive reported cases at the school site  
Families will be notified of positive reported cases their child or family may have been exposed to  
No identities will be given with notification  
Families will receive email and written notification letter as soon as possible

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

YES

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

Page 12 Section XX

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

Staff will have regular training meetings on reopening and safety protocols  
meeting will include demonstration of how to properly use cleaning and disinfecting products

Staff will be provided with educational materials and tools for implementing these procedures with students in their classrooms  
Staff will receive printed copy of reopening plan  
Families have received the school reopening plan by email  
Families will receive information on safety procedures at family orientation night (orientation will be conducted virtually)  
Families will also receive email with all details regarding COVID-19 safety procedures  
Proper use, removal, and washing of face coverings  
Proper use of PPE  
Cleanliness and disinfection  
Transmission prevention  
Guidelines for families about when to keep students home from school  
Systems for self-reporting symptoms  
Criteria and plan to close schools again for physical attendance of students  
Signage will be displayed at entrance to reinforce proper safety procedures

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

YES

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

Page 13 Section XXI

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

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.  
If a student or staff member is waiting for test results, they will be instructed to stay home until results are reported

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

Staff will be tested on a regular basis to monitor any possible cases staff includes teachers, janitors, office staff or any other school employee that may have contact with students or other staff  
The staff of Ramona Lutheran will participate in routine testing for COVID-19 under one of two of the following schedules. A staff testing schedule and record of results will be maintained in the office at all times.  
25% of staff being tested every two weeks  
50% Percent of staff being tested monthly

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

YES

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

Page 9 Section XV

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

RLCS may switch to distance learning when multiple cases in multiple cohorts have occurred

RLCS may switch to distance learning when at least 5 percent of teacher/student/staff have cases within a 14-day period

The Local Health Officer may also call for a switch to distance learning based on a public health investigation or local epidemiological data

If switched to distance learning in-person on campus learning may resume after 14 day when cleaning and disinfection has occurred and a public health investigation consult has been completed

RLCS will work with County of San Diego public health officials to determine triggers for switching to distance learning and will follow all recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

### **14. Communication Plans**

YES

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

Page 9 Section XIII

#### **14. B) Communication Plans Language**

Staff and families will be notified of any positive reported cases at the school site

Necessary information will be posted on school website

Families will be notified of positive reported cases their family may have been exposed to

No identities will be given with notification

Families will receive email and written notification letter

RLCS will document and record illnesses. If a COVID-19 positive test is communicated to the school after the ill staff/student/spouse make contact with their healthcare provider, RLCS will report positive test result to local health officials, staff, and all other attending school families. The identity of the student/family will remain confidential per FERPA and State law related to privacy of educational records.

#### **Superintendent Name**

Melissa Hunsberger

#### **Job Title**

Board of Education Chair

#### **Phone**

760-789-4804

#### **E-mail**

board.chair@ramonalutheran.org

**Attachments**

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