



# 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**

Reformation Lutheran School

**District name**

Private School

**Contact Name**

Michael Ross

**Contact Email**

rossm@refsd.org

**Address**

4670 Mount Abernathy

**City**

San Diego

**Zip Code**

92117

**Type**

Private School

**Grades to be Reopened**

1

2

3  
4  
5  
6  
K

**Number of Students in Reopening Grades**

80

**Number of Staff at Reopening Sites**

6

**Proposed Reopening Date**

08/31/20

**Labor Organization**

Since Reformation, does not have a labor organization, the K-8 teaching staff was asked to sign a document indicating if they agree to reopen for in-person instruction. Each teacher signed it indicating their agreement. That document is attached.

**Parent Organization**

Parents of students in grades K-8 were sent a survey entitled "Back to School/ Distance Learning Questionnaire". Sixty (60) responses were received. The responses indicate that our school parents desire

to have their students at school for in-person instruction.

In response to the question, "What is your comfort level of having your child(ren) return to the classroom setting in fall?", 86.2 % of parents indicated their comfort level was a 3 or 4, on a Low-High scale of 1-4.

In response to the question, "If Reformation is able to begin the school year on campus, would you prefer your child to continue learning remotely or in-person on campus?", 79.7% of parents selected the response "I would send my child to learn in person." Those screenshots are attached.

**Community Organization**

The Reformation Board of Education spent the summer discussing the re-opening plan and agreed with parents that re-opening is the best option for our school families.

Members of the Board of Education in agreement: Chairman Mike Bailes, Secretary Kevin Mangini, Nate Ash (virtual attendance), Ali Ghashshae (virtual attendance), and Ian Grover.

From Aug. 11th Board Meeting:

"Mr. Mangini motioned for the Board of Education to approve returning to in-person instruction as soon as possible based on feedback from school parents. Mr. Grover seconded that motion" PDF of August BOE Meeting (some sensitive information is not included) is attached

## **1. Published on Webpage**

<http://reformationschoolsd.org/schoolinformation/20202021schoolyear/>

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

Page 1, Section 1, Paragraph 2

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

This plan will be posted to the school website, and any relevant updates will be posted online also.

## **2. Distance Learning**

YES

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

Page 2, Section 2.1.2

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

A student's family may request access to Distance Learning to continue educational progress when the student is unable to attend in person. Students may not be able to attend due to health concerns, familial circumstances or the necessity to self-quarantine.

## **3. Physical Distancing**

YES

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

Page 6, Section 4.3 and Page 7, Section 4.3

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

Tape and other physical reminders will be placed throughout campus to educate and encourage social distancing. Desks will be spaced apart as much as the classroom allows. Desks will all be facing the same direction to minimize face to face interaction. Markers will be placed on classroom floors to promote distancing and keep desks in place. Teachers and their desks will be distanced at least 6 feet away from student desks.

## **4. Stable Cohorts**

YES

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

Page 6, Section 4.2 and Page 6, Section 4.3 and Page 7, Section 4.4

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

To reduce possibilities for infections, students will remain in their classroom cohort, including recess and lunch. Non-essential visitors and volunteers will be limited.

Students will eat lunch within their own cohorts either in their classroom or outside on the picnic tables with limited number of students at each table.

Recess times will be scheduled so that each classroom has their own outside space with no interaction with other classrooms. (i.e., utilizing the back lot and the grass areas separately)

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

YES

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

Page 8, Section 4.6

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

All students must have a face cover that covers the nose and mouth on their person every day

Information will be provided to all students and families on proper use, removal, and washing of cloth covers.

Face masks for students in grades K-2 is strongly encouraged.

Face masks or coverings for in grades 3-8 will be required unless a medical exemption is provided by a doctor.

Face coverings may be removed when students are outdoors and practicing social distancing. (ie, recess, lunch, and outdoor instruction)

Faculty members are required to wear a face mask during hours of instruction. Face shields may be used by a teacher when it is pedagogically and developmentally appropriate for the lesson and a cloth face mask cannot be used.

Face masks should not be scary or inappropriate pictures or symbols. Please refer to the school uniform policy for similar guidelines. Reformation branded face masks may be available for purchase.

If a student forgets a face covering or an inappropriate face covering is worn, Reformation will provide the student with an appropriate face covering.

Reformation is required to exclude student from campus if they are not exempt from wearing a face covering under CPDH guidelines and refuse to wear one provided by the school.

#### **6. Cleaning and Disinfection**

YES

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

Page 8, Section 4.7 and Page 9, Section 5

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

Bathrooms will be sanitized multiple times throughout the day or immediately after a classroom cohort bathroom break. Hand washing signs will be placed in all bathrooms that promote proper technique, and hand sanitizer dispensers have been installed at the bathroom entrance/exit.

At the end of each day, a contracted janitorial service will thoroughly clean all bathrooms.

Reformation School strives to meet high cleanliness standards and will maintain a high level during the school year.

At the end of each day, a contracted janitorial service will clean desks and tables, chairs, and other shared furniture

At least daily if not more often: door handles, light switches, handrails, sink handles and restroom surfaces

Playground equipment will be cleaned routinely.

Outdoor tables and benches will be cleaned routinely.

Cleaning will occur when students are not present in the classroom or area and spaces will be allowed to air out before students return, whenever possible

Drinking fountains will be inaccessible but the water bottle filling station will be available. Please provide refillable water bottles for students every day.

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

YES

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

Page 5, Section 4.1 and Page 8, Section 4.5

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

Classrooms will be open at 8:00am (earlier than previous years). This will allow extra time for arriving and dropping students off. School will begin at 8:30am.

Drivers will enter either the front parking lot (off Mt. Abernathy Ave) or the rear parking lot (using the driveway alongside the church building) depending on the grades of the students being brought to school. Drivers will pull up to a designated zone and students will exit vehicles. Drivers will then be asked to proceed and leave the campus. Please refer to the detailed Drop Off & Pick Up Process document (Appendix A). We ask that parents avoid congregating on school grounds to assist us in limiting exposure within the Reformation community.

If a parent wishes to park their car and come talk with the Principal or visit the school office, they may do so after they have gone through the Drop-off Zone. Please park in the front parking lot to enter the school office.

School will end as usual at 3:00pm and the pick-up timeframe will be extended to 3:30pm.

Students will be picked up in a similar manner to which they were dropped off for school. Please refer to the detailed Drop Off & Pick Up Process document (Appendix A). We ask that parents avoid congregating on school grounds to assist us in limiting exposure within the Reformation community.

Campus Movement of Students, Teachers and Staff:  
Classroom entry and exit will be determined to reduce places where

students pass in close proximity (e.g., in the new classroom building, front and back classroom doors will be utilized to reduce hallway traffic).

Staff will instruct students in ways that will minimize movement in both indoor and outdoor spaces that are developmentally appropriate.

## **8. Health Screenings**

YES

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

Page 2-3, Section 3.1

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

Screening and Prevention

We will engage in both Passive Screening and Active Screening for accessing the school campus. We will ask families to limit the number of family members who arrive at Reformation to drop off and pick up students. Please limit nonessential visitors. Students and staff will be asked to screen themselves before leaving home for school and will be screened upon arrival.

Passive Screening: Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.

Active Screening: Engage in symptom screening as students enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers as needed (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.

Any member of the Reformation community (student, parent, caregiver, visitor or staff) showing symptoms of COVID-19 (reference CDC and CDPH guidelines for symptoms) will not be permitted on campus.

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

Screening and Prevention

We will engage in both Passive Screening and Active Screening for accessing the school campus. We will ask families to limit the number of family members who arrive at Reformation to drop off and pick up students. Please limit nonessential visitors. Students and staff will be asked to screen themselves before leaving home for school and will be screened upon arrival.

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100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. If student exhibits COVID-19 symptoms, they will be separated from their cohort and be sent home as soon as possible.

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Any member of the Reformation community (student, parent, caregiver, visitor or staff) showing symptoms of COVID-19 (reference CDC and CDPH guidelines for symptoms) will not be permitted on campus.

## **9. Healthy Hygiene Practices**

YES

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

Page 6-7, Section 4.3 and Page 7-8, Sections 4.4 and 4.7

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

Students will be instructed regarding proper preventative hygiene practices, including handwashing, hand sanitizing, limiting facial touching, facial coverings, coughing and sneezing, etc.

Students will be encouraged to wash hands and use hand sanitizer frequently throughout the day. Hand sanitizer will be available in every classroom. Hand washing will be done in the student bathrooms

Hand Sanitizer Stations have been installed around campus. Bathrooms will be sanitized multiple times throughout the day or immediately after a classroom cohort bathroom break.

Hand washing signs will be placed in all bathrooms that promote proper technique, and hand sanitizer dispensers have been installed at the bathroom entrance/exit.

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

YES

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

Page 5, Section 3.4

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

Incidents of possible exposure will be documented and tracked. Local health officials, staff and families will be immediately notified 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. The Principal, Vice Principal and Office Manager will work together for reporting and notification. San Diego County Public Department should contact the Principal for any communications.

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

YES

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

Page 1, Section 1

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

Parents will receive the plan via email and printed copies will be available upon request in the school office. Families will be notified that if they need the plan translated into a language other than English, that translation will be provided to them by the school. Staff will be trained regarding the plan's directions during staff in-service in August 2020 and will be provided a printed copy during training. This plan will be considered an Addendum to the 2020-2021 School Handbook and enforcement will be monitored by the Principal and the Board of Education.

##### Education & Training

The school will provide resources, weblinks and handouts to both staff and families.

##### Family Education

Parents will receive COVID-19 resource materials including information about enhanced sanitation practices, physical distancing guidelines and their importance proper use, removal, and washing of face coverings, screening practices, how COVID-19 is spread, COVID-19 specific symptom identification, and preventing the spread of COVID-19. Resources will be those provided by the CDC, California Department of Public Health and other relevant sources. (Example, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

##### Staff Training

Staff will receive training and resource materials including information about enhanced sanitation practices, physical distancing guidelines and their importance proper use, removal, and washing of face coverings, screening practices, how COVID-19 is spread, COVID-19 specific symptom identification, and preventing the spread of COVID-19.

In addition, staff will be provided:

COVID-19 specific symptom identification and when to seek medical attention.

The employer's plan and procedures to follow when children or adults become sick at school.

The employer's plan and procedures to protect workers from COVID19 illness.

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

YES



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

Page 3, Section 3.2.1 and 3.2.2 and Page 3-4, Section 3.3

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

Any student or staff who experiences COVID-19-like symptoms is recommended to seek COVID testing and share test results with the school. While awaiting results, students and staff are asked to remain out of school until symptoms have resolved.

Reformation will follow the recommended actions and communications here, as directed in the CA Department of Public Health document entitled COVID-19 and Reopening In-Person Learning: Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020):

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

School staff will be routinely tested to detect asymptomatic infections, including teachers and any other school employee that may have contact with students or other staff. All staff will be provided directions to available testing sites and information regarding payment for tests and/or instructed to contact their primary care provider. All staff will be tested over 2 months, 50% every month to rotate which staff members are tested over time.

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

YES

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

Page 2, Section 2.1

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

Reformation will also offer an online option. This will serve families that are not comfortable with returning to in-person learning and to support students that will miss school due to any type of sickness. Teachers will be using a combination of streaming and recording the teacher's lessons and use Seesaw and Google Classroom to share those lessons with students. The recordings or streamed links will not be made public. Please see the Reformation Distance Learning Document for more details.

When will Reformation move to Distance Learning?

A classroom (cohort) will be required to stay home from school and participate in Distance Learning in the following circumstances:

When the classroom has a teacher or student test positive for COVID-19, the classroom students must stay home from school for 14 days after the case was present at school. Distance Learning will take place during this time, as long as the teacher is physically able to facilitate the education.

The school including Grades K-8 will be required to stay home and participate in Distance learning in the following circumstances: School closure may be appropriate when there are multiple positive cases in multiple classroom cohorts or when at least 5% of the total

number of teachers/students/staff are positive cases within a 14 day period.

#### **14. Communication Plans**

YES

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

Page 1, Section 1 and Page 4-5, Section 3.3 and Page 5, Section 3.4

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

Important operational information and notifications will be sent to parents via email using the school's established email service. Parents should confirm their correct and desired email address is on file with the school office. The school may also use an additional communication system (Grade Link) to send text and email messages.

If a staff or student has close contact† with a confirmed COVID-19 case, they should stay home and quarantine 14 days from the last exposure. It is recommended that they be tested. The school will notify school families (identity will be kept private), but school will remain open.

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#### **Superintendent Name**

Michael Ross

#### **Job Title**

Principal

#### **Phone**

6192721633

#### **E-mail**

rossm@refsd.org

#### **Attachments**

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9 Attachments

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