

# 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>

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## School Name

Saint Joseph Academy

## District name

Private School

## Contact Name

Luke Heintschel

## Contact Email

LHeintschel@SaintJosephAcademy.org

## Address

500 Las Flores Dr

## City

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**Zip Code**

92078

**Type**

Private School

**Grades to be Reopened**

1  
2  
3  
4  
5  
6  
K  
TK

**Number of Students in Reopening Grades**

170

**Number of Staff at Reopening Sites**

35

**Proposed Reopening Date**

08/31/20

**Labor Organization**

Although we do not have a labor organization, all employees are welcome to submit comments and concerns at all times to our headmaster. We also have a WhatsApp "SJA COVID-19 Chat" where employees are active in presenting information and having questions answered, in accordance with our "Safe Reopening Plan" for our summer months we sent all of our employees the required information regarding safety measures that were instituted. Our employees were also CC'd on all communication with our parents.

We have been periodically updating teachers on our progress with our distance learning program and asking for questions/comments/concerns. We have also kept

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surveyed. 100% confirmed that they wanted to come back to teach in person and would follow the guidelines we were laying out.

## Parent Organization

In early July, all of our parents were surveyed regarding their desire for in-class learning, distance learning, or a hybrid. 80% of our families reported favoring returning to in-class learning. Parents were then given the results of the survey. Parents were then notified of St. Joseph Academy's options for schooling Fall 2020. These options were contingent on state and county policies as well as our own efforts to keep the students safe from contagion. The options included a fully on-campus re-opening, a staggered schedule (half the student body on campus on any given day), and a completely online schedule. Parents were then notified of more details regarding St. Joseph Academy's distance education option.

Most recently, parents with students in TK-6 were surveyed regarding their desires to come on campus or take advantage of distance education if we were to be granted a waiver for these grades. The majority of parents have completed the survey, and 78% have stated that they need or desire their students to come on campus.

## Community Organization

We attended the San Marcos Chamber of Commerce webinar (May 21, 2020) regarding safe reopening for businesses in the summer months. We have participated in the weekly Coronavirus Telebriefings for schools hosted by San Diego County.

On an ongoing basis, we are consulting with the medical director of Delgado Medical Consulting (a local firm) on how to reopen safely (above and beyond state and county guidance). Our published reopening plan will be updated on an ongoing basis to reflect Dr. Delgado's advice.

We are also consulting with the Norbertines of St. Michael's Abbey. Norbertine priests from St. Michael's Abbey provide our students with spiritual support and spiritual direction, as well as lead on-campus spiritual services. Fr. Charles (the Norbertine priest who comes to our campus) has expressed his support for the reopening of the school.

Our School board has unanimously agreed to pursue reopening plans (including this waiver) on multiple occasions.

### 1. Published on Webpage

Our reopening plan is linked from our home page

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## 1.A) Webpage Section/Page

4.1

## 1.B) Webpage Language

Our reopening plan is linked from our home page (<https://www.SaintJosephAcademy.org>) and is clearly labeled. It will be updated as required to reflect new developments.

## 2. Distance Learning

YES

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

4.2

### 2.B) Distance Learning Language

Until SJA's waiver application is approved, or San Diego County allows SJA to reopen, all students will be utilizing distance education. After such time as SJA is able to open for in-person instruction, all students are may take advantage of distance education as an option. SJA will provide this education based on our capabilities and individual student needs.

## 3. Physical Distancing

YES

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

4.3

### 3. B) Physical Distancing Language

- Staggered drop off and pick up times will allow for physical distancing upon entering and exiting the campus.
- Staggered recess and lunch periods will also allow for physical distancing when students are outside.
- All excess furniture will be removed from the classroom, allowing for maximum physical distancing between student desks and eliminating surfaces that need to be

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- Outdoor activities will be spaced and staggered to allow for physical distancing.
- Staff will maintain at least a six foot distance between each other when practicable.
- Students and staff at high risk for severe illness or who cannot safely distance from household contacts at higher risk, are provided the choice to conduct distance education or telework.
- Staff meetings, professional development training and education, and other activities involving staff will include physical distancing or be conducted virtually..
- Our staff kitchen/break room will be limited to 2 people at a time (can maintain a six foot distancing). All of our staff bathrooms are single use.
- Band and Choir classes will be discontinued until allowed by state and county guidance.

#### 4. Stable Cohorts

YES

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

4.4

#### 4. B) Stable Cohorts Language

- Each classroom (grades TK, K, 1st, 2nd, 3rd, 4th, 5th and 6th grades) will stay together and not share the same space for classes. Lunches and recesses will be staggered to the greatest extent practicable to promote distancing. Lunches will be eaten at outdoor tables with proper social distancing required.
- The same teachers and students will be maintained to the greatest extent practicable.
- Students will stay in their classrooms at their own desks.
- Teacher desks will be located at least six feet away from student desks.
- Desks will be arranged all facing forward to minimize face to face contact.
- Students will enter and leave the classroom with social distancing in place. Markings on the floor for students will clearly indicate for the students where they should stand/move to promote distancing.
- All unnecessary furniture will be removed from the classroom to maximize the space between seating and desks to the greatest extent practicable.
- Procedures will be in place to minimize contact when students turn in assignments. This may include a "folder system" for students to turn in completed work and receive graded work on a daily basis.
- Outdoor space, weather permitting, will be used for instruction and activities when practicable.
- Physical Education will follow COVID-19 Industry Guidelines for Schools and

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## 5. Face Coverings

YES

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

5.5

### 5.B) Face Covering Language

- Face coverings will be used in accordance with CDPH guidelines.
- While teaching, TK, K, 1st, and 2nd grade teachers will be wearing face shields in order for the younger students to see their teacher's faces and to avoid potential barriers to phonological instruction. Students will be strongly encouraged to wear face coverings. While not teaching, these teachers will wear face coverings.
- 3rd, 4th, 5th and 6th grade teachers and students will be required to wear face coverings in the classroom and when not physical distancing.
- Policies regarding people who are exempted from wearing a face covering will be addressed.
- Proper use, removal, and washing of face coverings will be given to staff and families.
- Face coverings or face shields that are temporarily removed for meals, snacks, naptime, or outdoor recreation will be placed in a clean paper bag marked with the student's name and date until it needs to be put on again.
- Office workers and our hot lunch or food handlers will wear a face covering and gloves.
- All staff will use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- Any interaction of staff (non-teachers) with students will require a mask to be worn.
- Our custodial staff is equipped and provided with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- The school will have adequate supplies of soap, tissues, no-touch trash cans, face coverings, face coverings and hand sanitizers (non fragrant, at least 60% ethyl alcohol) on hand for staff and students (who can safely use hand sanitizer).

## 6. Cleaning and Disinfection

YES

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

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## 6. B) Cleaning and Disinfecting Language

- Our custodial staff will clean and disinfect the school at a minimum daily and frequently-touched surfaces at least twice a day (including door handles, light switches, sink handles, bathroom surfaces, tables, lunch tables, student desks and chairs). A cleaning and disinfecting schedule will be set and maintained. All cleaning and disinfecting products will be kept out of children's reach and stored in a space with restricted access.
- Products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list will be used. The custodial staff is trained on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH asthma-safer cleaning methods, and as required by the Healthy Schools Act, as applicable. Products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds will be avoided.
- Proper ventilation during cleaning and disinfecting will be maintained.
- All air filters and filtration systems will be checked and changed on a regular basis to ensure optimal air quality.
- Access to our playground equipment will be limited in favor of physical activities that require less contact with surfaces.
- Our drinking fountains are suspended. Students will be required to bring their own, labeled water bottles.
- Each child's belongings will be separated and placed in individually labeled storage containers, cubbies or areas. Belongings will be taken home daily to be cleaned.
- Our reopening plan is posted on our website and will come into effect upon approval of this waiver application.
- There will be limited sharing of objects and equipment and art supplies to the extent practicable. When allowed, cleaning and disinfecting of objects and equipment will be completed between uses.
- Sharing of electronic devices, clothing, toys, books and other games or learning aides will be avoided as much as practicable. When sharing occurs, cleaning and disinfecting will be done between uses.
- The use of lockers will be suspended at this time.

## 7. Entrance, Egress and Movement

YES

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

6.7

### 7. B) Entrance/Movement Language

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passing times.

- Parents will be asked to not gather in front of the school or on school property.
- Parents will only be allowed in the office (for essential school business), after being screened for COVID-19 signs/symptoms and temperature over 100 degrees.
- Recess and lunch times will be staggered to allow physical distancing at the lunch tables and various areas of the playground and to enable physical distancing when passing.
- Staff will maintain appropriate physical distance from other staff and students. Insofar as practicable, staff will remain with their cohort of students (where applicable).

## 8. Health Screenings

YES

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

7.8

### 8. B) Health Screening Language

- All students, staff and every person that desires to enter our campus will be visually screened for the signs/symptoms of Covid-19 (parents and staff will be sent a list of what to look for and large signs will be placed at all entry gates that clearly state if any symptoms are present they are not allowed on campus). Non-entry will include individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person.
- We will implement anti-discrimination policies for students who (or whose families) were or are diagnosed with COVID-19, or who are perceived to be a COVID-19 risk.
- Policies will be in place that encourage sick staff and students to stay home without fear of reprisal and ensure staff, students, and students' families are aware of these policies.
- We purchased a Safe Check walkthrough body temperature detector (for ages 4 and up) that automatically screens and will alarm for any temperature 100 degrees or above. We also have twenty hand held forehead touchless temperature check machines as back ups. Everyone will need to be cleared (temperature less than 100 degrees) before entering campus.
- Nonessential visitors, volunteers, and activities involving other groups will be limited.

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

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member to the isolation area immediately (and don a mask if they do not have one on) should any signs/symptoms be observed. The child/employee will be sent home or to a healthcare facility, as appropriate, as soon as practicable. For serious injury or illness, 9-1-1 will be called without delay. The isolation room and any classroom or office where the patient was based will be closed off until after cleaning and disinfecting (waiting 24 hours to do so). If it is not possible to wait 24 hours, we will wait as long as practicable. Additional areas of the school visited by the COVID-19 positive individual may also need to be cleaned and disinfected.

- Student health records and family questionnaires will be reviewed to identify any students with access and functional needs who may be at risk of becoming infected or having unrecognized illness due to COVID-19 and a plan will be developed to meet these students' needs.

## 9. Healthy Hygiene Practices

YES

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

8.9

### 9. B) Healthy Hygiene Language

- All staff and students will be taught how/when to correctly wash their hands, avoid contact with one's eyes, nose and mouth, and to cover coughs and sneezes.
- We will have three touchless 4-station stainless steel hand washing stations placed throughout the campus near the classrooms. Each station has 4 ports. Staff and students will wash their hands using proper technique with soap (not labeled antimicrobial) and water for a minimum of 20 seconds and dry their hands thoroughly with paper towels. Proper technique will be modeled and monitored for compliance.
- Handwashing by all students will occur on arrival (before entering the classroom), before and after snack and lunch, after being outside, before and after using the restroom, after coughing and sneezing, after classes where they handle shared items and any other time deemed necessary.
- Fragrance free, at least 60% ethyl alcohol-based hand sanitizer will be available in each classroom and in the front office to be used when hand washing is not practicable. Proper technique for using this will be taught. Children under age 9 would only use hand sanitizer under adult supervision and only if needed.
- The school will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

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

8.10

## 10. B) Identification and Tracing Language

The school will follow all current and future regulations that have been and will be published if there is a confirmed case.

- We have designated one employee to be our contact person with the county health department to contact about COVID-19 and to check updates from state agencies daily. This designated employee will also manage contact tracing, creation and submission of lists of exposed students and staff, and will report to the local health department as well as notification of exposed persons.
- We will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality required by state and federal laws.
- If a student shows symptoms of COVID-19, we will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

## 11. Staff Training and Family Education

YES

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

8.11

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

- Our staff will be thoroughly trained during our one and a half week in-service before school starts in every aspect of our plan, including:
  1. Enhanced sanitation practices
  2. Physical distancing guidelines and their importance
  3. Proper use, removal and washing of face coverings
  4. Screening practices
  5. How COVID-19 is spread
  6. COVID-19 specific symptom identification
  7. 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
  8. COVID-19 symptom identification and when to seek medical attention
  9. The employer's plan and procedures to protect workers from COVID-19 illness.

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students become familiar with the new routines.

- Updates to staff and families will be given on a regular basis.
- While we do not have any specific linguistic needs at this time, we will meet whatever linguistic needs might arise.

## 12. Testing of Students and Staff

YES

### 12. A) Testing Section/Page

9.12

### 12. B) Testing Language

- Anyone exposed to COVID-19 will not be allowed on campus and we will strongly encourage them to get tested. Staff and students will be asked to perform symptom checks before coming to school.
- We will advise sick staff members and students with symptoms of COVID-19 not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared. In consultation with the local health department determine whether any additional intervention is warranted.

### 12. C) Staff Tested Periodically Language

- School staff will be tested periodically, as testing capacity permits and as practicable.

## 13. Triggers for Switching to Distance Learning

YES

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

9.13

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

- If 5% of our on-campus community tests positive for COVID-19 within a 14 day period, the headmaster will physically close the school and implement distance

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will follow all directives set by our county offices in regards to the need to switch to distance learning. We will implement the necessary processes and protocols if our school has an outbreak, in accordance with CDPH guidelines.

- Our classrooms, curriculum, and schedules are already set up to switch to distance learning at any time without interrupting the educational schedule. Distance learning will be offered to any student, in all grades, who desires or needs to self-quarantine and remain at home for learning.

## 14. Communication Plans

YES

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

9.14

### 14. B) Communication Plans Language

We 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 applicable state law related to privacy of educational records.

- All necessary processes and protocols will be followed in accordance with CDPH guidelines should the school have an outbreak.
- Reminders to parents, teachers and staff will be given reminding them of the importance of community physical distancing measures while school is closed, including discouraging students or staff from gathering elsewhere.

### Superintendent Name

Luke Heintschel

### Job Title

Headmaster

### Phone

760-305-8505

### E-mail

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## Attachments

Upload Files

5 Attachments

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