

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

Shepherd of the Hills Lutheran School

District name

Private School

Contact Name

Timothy Vogel

Contact Email

sothprincipal@gmail.com

Address

9191 Fletcher Pkwy

City

La Mes

Zip Code

91942

Type

Private School

Grades to be Reopened

1

2

3
4
5
6
K

Number of Students in Reopening Grades

36

Number of Staff at Reopening Sites

4

Proposed Reopening Date

09/01/20

Labor Organization

Shepherd of the Hill does not have a labor organization and has a small staff of 4 staff. The staff has been involved in the planning and discussion of our reopening plan, and we have asked for feedback from staff on many occasions throughout this process. The evidence submitted is minutes from one of our recent faculty meetings held on July 30 where we discussed and worked on the plan.

Parent Organization

We do not have a parent organization. We sent out our plan and asked for feedback from parents about the plan using a Google Form survey. The evidence submitted is the results of the survey. The survey was open from August 3 to August 11.

Community Organization

We reached out to Fletcher Hill Presbyterian Preschool through email on 8/5. They responded with suggestions and thoughts on 8/5.

We reached out to Papa Bear Day Care through email on 8/6. They responded with suggestions and thoughts on 8/9.

I reached out to Lake Murray Christian Preschool in person on 8/7. They responded with support for our school plan.

We also reached out to Mathnasium, local YMCA, and LaCasita de Ninos Day Care but did not get a response from them.

The board of Education for Shepherd of the Hills approved the plan on August 10.

The church council for Shepherd of the Hills approved the plan on August 10.

The evidence submitted is the email responses that we received and the minutes from the Board of Education and the church council.

1. Published on Webpage

<https://sothschool.org/covid-19/>

1.A) Webpage Section/Page

p. 12 - Webpage

1.B) Webpage Language

Shepherd of the Hills reopening plan is posted on our school website at <https://sothschool.org/covid-19/>. Any changes made to the plan will be updated on the website.

2. Distance Learning

YES

2.A) Distance Learning Section/Page

p. 12 - Distance Learning

2.B) Distance Learning Language

Shepherd of the Hills 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 steamed links will not be made public. This option will be made available regardless of student's health.

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

p. 12 - Physical Distancing

3. B) Physical Distancing Language

The lower grade class (grades K-3) will use the Church MP room to provide more space for social distancing. Desks will be spaced apart as much as the classroom allows (Currently, we are about 5-6 ft). Desks will all be facing the same direction. Tape will mark the position of desks in case they move over time. Plexiglass barriers will be used when social distancing of desks is not possible. The teacher's desks will be 6ft away from the students' desks. Students will eat lunch either at their outside following social distancing. No more than two students in the bathroom at a time. Floor markers will be placed 6 ft apart inside the bathroom for students. Students will be encouraged to maintain social distancing in the classroom, at lunch, lining up, and at pick-up. Markers will be used to keep social distancing while students are waiting. Staff should maintain physical

distancing while on the school campus. All faculty meetings will be conducted with social distancing or virtually.

4. Stable Cohorts

YES

4. A) Stable Section/Page

p. 12 - Stable Cohorts

4. B) Stable Cohorts Language

Student cohorts (less than 20 students) will remain together throughout the duration of the school day. These cohorts will be maintained in classrooms, recess and lunch times. Recess will be staggered, and cohorts will get a designated lunch area on campus. Pick up will take place in two different areas for the cohorts to avoid unnecessary gatherings and contact. The students will be split into two classrooms. One will meet in the upper grade classroom in the school building. The other will meet in the MP Room in the church building. These two groups will be separated during instruction, during recess with staggered recess times and will eat lunch in two different outdoor areas. Pickup and drop off will take place at two different areas of the parking lot. All hallways are located outdoors. The upper-grade classroom will follow the traditional outdoor hallway to the school building. The lower grade classroom will follow the outdoor hallway to the church MP room.

5. Face Coverings

YES

5.A)Face Covering Section/Page

p. 12 &13 - Face Covering & Other Essential Protective Gear

5.B) Face Covering Language

All students must have a cloth mask on their person. Information will be provided to all staff and families on proper use, removal, and washing of cloth face coverings. Following guidelines from the California Department of Public Health Industry Guidance for Schools and School Based programs, all students in grades 3rd, 4th, 5th, and 6th will be required to wear a face covering throughout the duration of the day, except during meal times and when outdoors if physical distancing can be maintained. The lower grade classroom students Kindergarten, 1st, and 2nd are strongly encouraged to wear a face covering. The school will provide a face covering if a student forgets to bring their face covering to school. The school is required to 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. 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. All staff must use

face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. 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. 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.

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

p. 13 - Cleaning and Disinfecting

6. B) Cleaning and Disinfecting Language

The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) "List N: Disinfectants for Use Against SARS-CoV-2" ("List N") labeled to be effective against emerging viral pathogens. Teachers will clean and disinfect frequently touched surfaces and objects (examples: desks, doorknobs, light switches etc.) between use such as during recess and lunch breaks. Items that are used by multiple students during the day will be disinfected in between student use. Teachers will create bins for each individual student with manipulatives and school items. This will eliminate sharing between students. A full disinfection protocol will take place once all the students have gone home at the end of the day. Items that are used by multiple students during the day will be disinfected in between student use. Teachers will create bins for each individual student with manipulatives and school items. This will eliminate sharing between students. A professional janitorial service to come in once a week and do a deep clean and disinfect the classrooms and bathrooms. The drinking fountains will NOT be available to use. Students should bring reusable water bottles from home. Disposable water bottles will be available for when students forget. The MP room classroom will have an air purifier running to continuously filter the air. The school classrooms will have windows open and the AC or building fan running to continuously circulate the air.

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

p. 13 & 14 - Entrance, Egress, and Movement Within the School

7. B)Entrance/Movement Language

The school will have two entry and exits points for all staff, students, and parents. Arrivals will be staggered. Markings will ensure students and families maintain distance during arrival and screening. Parents of older students are encouraged to remain in their vehicles and drop off older children at the designated drop off zone. They should not leave the parking lot until their child has passed the screening process. Parents of younger children are encouraged to escort their children to their screening area. Parents and students should wear a mask and follow social distancing while waiting for the screening process. Since each cohort is in a different building and has staggered recess and lunches, different entrances and egresses, there are will not be close contact or mixing of the cohorts. The two cohorts will have different pick up locations, will take different pathways to the locations, and students will be social distanced while waiting for their parents.

8. Health Screenings

YES

8. A)Health Screening Section/Page

p. 13 - Health Screenings for Students and Staff

8. B) Health Screening Language

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. Upon arrival, all students and staff will be screened for symptoms, we will verbally ask them if they are experiencing symptoms and will take their temperature with a no-touch thermometer. If a student passes, they will use hand sanitizer and head to their classroom. If the student or staff answers 'yes' to any symptom or has a fever of 100.0 F or higher, they will be sent home. Students who need to wait to be picked up will be required to wear a face mask and wait in the isolation room which is the church sanctuary. If a student arrives prior to 7:45 for before-care, the students must have their temperature checked and symptoms screened before they enter the classroom. Parents should not leave until this has happened. Students that arrive late will need to check in with their teacher for a temperature scan and symptom screener. The student will not be allowed in class if they do not pass. The parents should not leave until the student has been allowed to enter the classroom. 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 COVID19 test with their healthcare provider or at a community testing site.

8. C) Language for Symptomatic Students or Staff

If a student or staff becomes ill during the school day they will be separated from the class to the isolation area. If it is a staff member, they will be sent home. If it is a student, the parents will be contacted to come and pick up their child. The school will recommend to any who screen with symptoms, fever, or become

sick to get a COVID19 test with their healthcare provider or at a community testing site.

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

p. 14 - Healthy Hygiene Practices

9. B) Healthy Hygiene Language

Seven handwashing sinks are available for the 36 students. Students will be required to wash their hands before and after recess and lunchtime and anytime they use the restroom. Staff will model proper handwashing technique and will reinforce handwashing throughout the day. Students will not share items unless they wash/sanitize their hands before and after usage of manipulatives or learning materials. We are planning on students having individual manipulatives and hands-on items to prevent sharing. Hand sanitizer stations will be placed around campus and in classrooms. Hand washing signs will be placed in all bathrooms that promote proper technique.

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

p. 14 - Identification and Tracing of Contacts

10. B) Identification and Tracing Language

The School Principal will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact him should an issue arise. The School Principal will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted. Parents should communicate with the school if a student has had contact with someone that has tested positive for COVID, or if someone in the family has tested positive for COVID.

- If a staff or student tests positive for COVID-19, the school will shift to online learning for 14 days from the last date the contact was present. The principal will contact the local health department. Identities will not be revealed to protect privacy. The principal will notify school families that there was a positive test, but identities will not be revealed to protect privacy. The school recommends that the school faculty and school families to get tested. The classrooms and bathrooms will be closed off for 24 hours and then be professionally cleaned and disinfected.

11. Staff Training and Family Education

YES

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

p. 15 - Staff Training and Family Education

11. B) Staff Training and Family Edu. Language

At the beginning of the school year and at the monthly faculty meetings, the staff will be trained on the Reopen Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students. Families received copy of plan, families will be given covid-19 resource material(s), and students are given handwashing instructions. The school will adhere to the linguistic needs of the community as needed. The principal and board of education will handle issues where there is a failure to comply with the COVID plan.

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

p. 15 - Testing of Students and Staff

12. B) Testing Language

If a student or staff shows symptoms of COVID they should not come to school or will be sent home. It is recommended that they contact their local health care provider or drive up clinic to get tested for COVID. While waiting for test results, follow the steps by the CDC on What to Do If You Are Sick. Students should continue to take advantage of online learning as much as they are able. If staff or student tests negative, they may return to school 3 days after symptoms resolve. The principal should be notified if the student or staff was tested for COVID and the results of the test.

If a student or staff had close contact with a confirmed COVID case, they should not come to school or will be sent home. They should quarantine for 14 days from last exposure. It is recommended that they contact their local health care provider or drive up clinic to get tested for COVID. While waiting for test results, follow the steps by the CDC on What to Do If You Are Sick. Students should continue to take advantage of online learning as much as they are able. Staff should continue to lead online learning as much as possible. The principal should be notified if the student or staff was tested for COVID and the results of the test.

12. C) Staff Tested Periodically Language

The staff will be tested periodically to detect asymptomatic infections. The staff should contact their primary care provider or community testing site for testing. With a small staff of 4 employees, each staff member will be tested for COVID on a bi-monthly basis. The lower grade staff will be tested in September, the upper grade staff will be tested in October. This plan will continue throughout the school year. If there is a rise in COVID cases this schedule may change to each staff being tested monthly.

13. Triggers for Switching to Distance Learning

YES

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

p. 15 - Triggers for Switching to Distance Learning

13.B) Triggers to Dist. Learning Language

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

- 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, but school will remain open. (†) A contact is defined as a person who is <6 feet from a case for >15 minutes.
- If a staff or student tests positive for COVID-19, the school will shift to online learning for 14 days from the last date the contact was present. The school will follow state and county guidelines and orders. The school will comply if instructed to close the school and in-person learning and switch to online learning.

14. Communication Plans

YES

14. A) Communication Plans Section/Page

p. 16 - Communication Plans

14. B) Communication Plans Language

Our school will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on our schools' website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA and state law related to privacy of educational records.

Superintendent Name

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Job Title

Principal

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