



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

St. Paul's Lutheran School

District name

Private School

Contact Name

Meredith Binnie

Contact Email

mbinnie@stpaulspb.com

Address

1376 Felspar St.

City

San Diego

Zip Code

92109

Type

Private School

Grades to be Reopened

1

2

3
4
5
6
K

Number of Students in Reopening Grades

106

Number of Staff at Reopening Sites

25

Proposed Reopening Date

09/02/20

Labor Organization

St. Paul's does not have a teacher's union, but I have been in constant contact with our teachers and staff over the summer as we have worked on reopening plans. I have consulted with the teachers and requested their feedback in regards to reopening and any concerns they have. Most recently, I sent a survey on August 4 for them to complete with their teaching preference (online or in-person), questions about reopening, and any concerns they have so that we could address them. Our teachers support returning to in-person instruction with the safety protocols we have put into place. One teacher responded, "I feel confident that St. Paul's is taking the threat of COVID seriously and putting into place multiple precautions (mask requirements, plastic dividers, increased cleaning, physical spacing, limited grade-level interaction, etc.) to provide a safe environment for the students I teach."

Parent Organization

We do not have an organized Parent Organization. We do have a School Action Team and they were surveyed as to their preference for returning. The majority replied they would like to return in-person. In addition, during the week of July 20, a survey was sent out to all school families to measure their preference. An overwhelming majority of 89% of families responded that they were in favor of in-person instruction (with proper safety measures in place) when school resumes for the 2020-2021 school year. I have been sending out a regular newsletter to families over the summer to give them updates and information.

Community Organization

We do not have an outside related community organization, however, I have attached a letter from our LCMS Pacific Southwest District Education Executive.

1. Published on Webpage

www.stpaulspb.com

1.A) Webpage Section/Page

page 3, #1

1.B) Webpage Language

This plan will be posted on St. Paul's website: stpaulspb.com (School-About Us-Covid 19 Resources with an attached link.)

2. Distance Learning

YES

2.A) Distance Learning Section/Page

page 3, #2

2.B) Distance Learning Language

St. Paul's Lutheran School understands that some students may live with pre-existing or underlying medical conditions that heighten their risk when it comes to COVID-19. St. Paul's Lutheran School also understands that some parents may be uncomfortable with in-person instruction when it comes to COVID-19. We understand that each situation is unique and will work with families to provide the appropriate distance learning model. Please reach out to the administration to discuss special circumstances for your child or to arrange the appropriate alternative instruction.

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

page 4, #3

3. B) Physical Distancing Language

Classrooms

- a. Each classroom will have a limited number of students based on the size and layout of the classroom.
- b. Students will enter through one door and wash hands at the sink next to the door. They will exit the classroom from the opposite door if possible.
- c. Student desks/tables will be arranged to allow for appropriate physical distancing with clear desk partitions used where necessary.
- d. Each classroom will have a plexiglass partition for teachers to teach behind to aid in social distancing or to use to assess a student.
- e. Students in grades 3-6 will be required to wear masks while in the classroom. Masks are optional, but strongly encouraged for students in grades K-2.
- f. Bathroom breaks will be built into daily schedules/routines to

reduce student crossover and allow for scheduled cleanings throughout the school day.

g. Classrooms shall be arranged to allow for physical distancing among students.

h. Teacher desks and work tables will be 6 feet away from students.

i. Students will use their own school supplies; community bins will not be used at this time. Each student will have a plastic supply box. Chromebooks will be assigned to students and will not be shared.

j. Hand sanitizer will be available for regular use.

k. Staff will model proper hand washing technique and reinforce handwashing throughout the day.

Snacks & Lunch; Friday Lunch

a. Students will eat snacks and lunch outside with their grade level cohorts while practicing physical distancing.

b. Additional staff will be utilized to increase cleaning and sanitizing of the lunch and snack areas in between cohort use.

c. Friday Hot Lunch will be suspended until circumstances allow for it to continue.

d. Snack and lunch times will be staggered and cohorts will sit in their assigned area.

Before and After School Daycare

a. Because grade level cohorts cannot mix according to current guidelines, we will likely use the gym, Daycare Room, picnic tables, Fireside Room and other open and outdoor spaces for morning and afternoon Daycare.

b. Daycare will follow the same physical distancing and other guidelines as are being used in classrooms.

c. Please drop-off and pick-up during regular school hours as much as possible and use morning and/or afternoon Daycare only as much as is truly needed to accommodate parent/guardian work schedules.

d. Parents will need to sign up ahead of time to ensure appropriate staffing and cohort grouping.

e. Times may be adjusted to accommodate stable cohorts and supervision.

Staff Meetings and Work Rooms

a. All staff meetings, professional development training, and other activities will be conducted with physical distances in place or virtually, when physical distancing is a challenge.

b. Staff rooms and break rooms will have limited capacity and breaks will be scheduled to minimize face to face contact.

c. Protective plexiglass has been installed in the front office to limit physical contact.

Recess

a. Students will enjoy recess with their grade level cohorts while practicing physical distancing.

b. Each grade level will have their own recess equipment that will be cleaned/sanitized daily.

c. Students will be required to wash their hands before returning to the classroom.

d. Signage will be posted in high traffic areas (hallways, bathrooms, etc.) regarding hand-washing and proper hygiene practices.

e. Recess times will be staggered.

Field Trips and Camps

a. Field trips are suspended until local mandates allow.

b. Middle School Camps in the fall will be postponed.

Athletics

a. The school will work closely with partners in our athletic league to

determine the most appropriate next steps for our Athletics Program; we will keep you informed as decisions are made.

Volunteers & Visitors

- a. Allowing parents and volunteers on campus has always been an important part of the culture of our school; however, we will need to strictly limit visitors and volunteers until further notice.
- b. Visitors will be permitted by appointment only;

4. Stable Cohorts

YES

4. A) Stable Section/Page

page 6, #4

4. B) Stable Cohorts Language

Classrooms

- a. Each classroom will have a limited number of students based on the size and layout of the classroom. (No more than 16 students in each class in grades K-6)

Recess

- a. Students will enjoy recess with their grade level cohorts while practicing physical distancing.
- b. Each grade level will have their own recess equipment that will be cleaned/sanitized daily.
- c. Students will be required to wash their hands before returning to the classroom.
- d. Signage will be posted in high traffic areas (hallways, bathrooms, etc.) regarding hand-washing and proper hygiene practices.
- e. Recess times will be staggered.

Special Classes

- a. Specialty classes, including PE, Music, Spanish (K-5), and Middle School Electives will still take place while following certain guidelines. Students will stay with their classes. Spanish will be done virtually in grades K-5. Music classes will follow appropriate guidelines for singing and instrument use.

Chapel

- a. Chapel is an important part of the St. Paul's Lutheran School experience, so one of our primary goals is to still provide opportunities for students to gather for worship while staying safe.
- b. We will continue to hold Chapel services each Wednesday at 8:30am.
- c. We have enough space in the Church Sanctuary to rotate grade level cohorts to attend Chapel live each week, while the rest of the classes worship in their classrooms with the service being live streamed.
- d. Chapel speakers will maintain social distancing.
- e. Music will be played but participants will not sing.

Before and After School Daycare

- a. Because grade level cohorts cannot mix according to current guidelines, we will likely use the gym, Daycare Room, picnic tables,

Fireside Room and other open and outdoor spaces for morning and afternoon Daycare.

5. Face Coverings

YES

5.A) Face Covering Section/Page

page 7, #5

5.B) Face Covering Language

Students

- a. The CDPH mandates wearing cloth face coverings in grades 3-6. Students in grades K-2 are strongly encouraged to wear face masks. All staff are required to wear face masks. Face shields are also available for staff to wear. St. Paul's will take measures to keep students physically distanced and not in close contact with one another throughout the day. Every student is invited to bring their own cloth face covering to school; the school will provide a mask to any student who does not have their own. Students in grade 3-6 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.
- b. When masks are removed, they will be placed in a clean, paper bag marked with the student's name, provided by the school.
- c. Visitors will be required to wear masks when on campus.
- d. Disposable gloves will be worn by faculty, staff, and visitors as needed according to health guidelines.
- e. Students will be excluded from campus if they are not exempt from wearing a mask covering and refuse to wear one.
- f. Face coverings must cover the nose and mouth. We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individuals exempt
- g. At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.
- h. 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.

Staff

- a. Staff members will be provided with face masks and face shields to wear at all times on campus.
- b. Classrooms will have plastic barriers on teacher desks and/or work tables.
- c. Staff will physically distance themselves when supervising activities and on campus.
- d. Additional masks and gloves will be available for staff.
- e. Staff may be asked to get tested on a regular basis.

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

6. B) Cleaning and Disinfecting Language

Routine Cleaning and Increased Ventilation

- a. We will continue with daily, routine cleanings as contracted through our custodial company.
- b. Additionally, the school will use approved disinfectants on frequently touched surfaces and exterior spaces.
- c. Classrooms will be stocked with child-safe cleaning wipes so that children and teachers can wipe down surfaces and materials as often as necessary.
- d. Students will be trained to wipe down desks, chairs, and areas they use on a regular basis.
- e. Approved cleaning products will be used and stored safely. A cleaning schedule for high-traffic areas will be established.
- f. The play structure will be sprayed regularly between use as well as playground equipment.
- g. When possible, windows and doors will be kept open to increase fresh air ventilation.
- h. 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.
- i. 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.
- j. Bathrooms will be cleaned and common use areas will be wiped down more regularly throughout the day. A thorough cleaning and sanitizing will happen at the end of the day.
- k. Bathroom faucets will be replaced to allow for longer handwashing and students will be educated and reminded about hand washing.
- l. A full disinfection protocol will take place once all the students have gone home at the end of the day.

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

page 9, #7

7. B) Entrance/Movement Language

Daily Drop-off

- a. The drop-off period to allow for health screenings will begin at 8:00am (tardy bell still rings at 8:15am).
- b. Drop-off and health screenings will take place before students enter classrooms.
- c. Every student will have a basic health screening, including having their temperature checked at their car in the drop-off lane or before they enter the walk up gate.
- d. Students who register a temperature of 100.4 or higher, or who have exhibited signs/symptoms of COVID-19 will not be permitted to

attend school.

e. Parents/Guardians are asked to conduct the same health screening prior to coming to school each day.

f. Parents/Guardians will not be permitted to park and get out of their car on a daily basis, including to walk their child to the classroom or visit the school office. Exceptions may be made based on special circumstances. If they do escort their child, they will need to wear a mask.

Transitions, Hallways, & Bathrooms

a. The campus will be clearly marked with directional signage.

b. Schedules will allow for passing periods that keep hallways from being crowded.

c. Outside drinking fountains will be closed. However, touch-less bottle filling stations will be open; students will need to bring their own water bottles.

d. Bathrooms will be cleaned and common use areas will be wiped down more regularly throughout the day. A thorough cleaning and sanitizing will happen at the end of the day.

e. Bathroom faucets will be replaced to allow for longer handwashing and students will be educated and reminded about hand washing. Increased signage will be placed in and around bathrooms and classrooms to help educate the students.

f. Classes will use assigned stairwells and hallways to avoid crossover traffic.

Daily Pick-up

a. Drive through lanes will be used for pick up.

b. Grades K-2 will start loading at 2:50pm, while grades 3-6 will start loading at 3:00pm.

c. Classes and cohorts will stay in their assigned area

8. Health Screenings

YES

8. A) Health Screening Section/Page

page 9, #8

8. B) Health Screening Language

Staff

Staff will have daily symptom checks and monitoring

Staff temperatures will be taken at the start of each day.

Staff are encouraged to self-screen at home

The self screening must be performed prior to the employee leaving home for their workday. Screening should consist of a sick/not sick determination.

One or more of the following signs or symptoms should be indicative of a potential communicable illness, and that person should remain at or be sent home.

Students

a. Drop-off and health screenings will take place before students enter classrooms.

Every student will have a basic health screening, including having their temperature checked at their car in the drop-off lane or before they enter the walk up gate.

b. Students who register a temperature of 100.4 or higher, or who

have exhibited signs/symptoms of COVID-19 will not be permitted to attend school.

c. Parents/Guardians are asked to conduct the same health screening prior to coming to school each day.

Protocols for Student and Visitor COVID-19 Symptom Screenings
In order to protect the safety of our students, employees, and the St. Paul's Lutheran School community at large, School employees will screen students and any parents, or visitors for symptoms of COVID-19 at designated screening points.

Parents shall screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 in the morning prior to leaving for school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 and notify the school. Designated screeners will screen all students, parents, or visitors as follows before they can enter the school campus. Screeners will be trained on CDC recommendations for proper use of personal protective equipment. The screening will include:

Taking each person's temperature using a non-invasive contactless infrared thermometer. If necessary, the School may take an individual's temperature a second time to confirm the results of the first test or if the results of the first test suggest an erroneous result;
Visually checking for symptoms associated with COVID-19 as listed above;

Asking whether the person has experienced symptoms associated with COVID-19 within the last 24 hours;

Asking whether anyone in the household has had symptoms associated with COVID-19 or a positive COVID-19 test;

Asking whether the person has had close contact with anyone with a positive test for COVID-19 within the last 48 hours.

8. C) Language for Symptomatic Students or Staff

If a student or staff member presents symptoms during the school day, they will be removed from class and placed in an isolation area for assessment until they can be transported home or to a healthcare facility. For serious injury or illness, 9-1-1 will be called.

Exclusion From School Based On Symptom Screening

Persons presenting with a fever of 100.4° F (38.0° C) or above, or any symptoms associated with COVID-19, will be sent home as soon as is possible per the School's Protocol When a Student Exhibits Symptoms Associated with COVID-19 at School. In determining whether to exclude a student based on symptoms of COVID-19, the School will consider whether the student has a history of allergies.

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

page 13, #9

9. B) Healthy Hygiene Language

Classrooms

a. Signage will be posted regarding proper hand-washing

- b. Students will enter through one door and wash hands at the sink next to the door. They will exit the classroom from the opposite door if possible.
- c. Bathroom breaks will be built into daily schedules/routines to reduce student crossover and allow for scheduled cleanings throughout the school day.
- d. Students will wash and/or sanitize hands throughout the school day.
- e. Students will use their own school supplies; community bins will not be used at this time. Each student will have a plastic supply box. Chromebooks will be assigned to students and will not be shared.
- f. Hand sanitizer will be available for regular use both inside and outside of the classroom. Additional portable stations will be placed around campus.
- g. Staff will model proper hand washing technique and reinforce handwashing throughout the day.

Bathrooms

- a. Bathrooms will be cleaned and common use areas will be wiped down more regularly throughout the day. A thorough cleaning and sanitizing will happen at the end of the day.
- b. Bathroom faucets will be replaced to allow for longer handwashing and students will be educated and reminded about hand washing. Increased signage will be placed in and around bathrooms and classrooms to help educate the students.

Mealtimes and Recess

Students will be required to wash their hands before and after all recess and mealtimes and after they use the bathroom.

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

page 14, #10

10. B) Identification and Tracing Language

The School Principal and School Secretary will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. St. Paul's Lutheran School will track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. The school secretary will be responsible for creating and submitting a list of exposed students and staff to the local health department and notifying exposed persons. Positive cases of Covid-19 will be immediately reported to SDHCA at 619-692-8499. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act). Notification to families will adhere to these guidelines. Parents will be emailed in their preferred language.

11. Staff Training and Family Education

YES

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

page 15, #11

11. B) Staff Training and Family Edu. Language

Parent Education

Before the school year starts, parents will be given detailed information, a copy of our plans, guides, and training on the safe hygiene practices and procedures when dealing with Covid and its symptoms. It is expected that families adhere and support our policies at home to support our staff when they are on campus with their children. Students will be given hand washing instructions. All information will be presented in the preferred language of families. Staff will be given detailed information, plans, guides, and training on the safe hygiene practices and procedures when dealing with Covid and its symptoms in meetings prior to the start of school. Ongoing changes and information will be communicated to them as the school year progresses. At the beginning of the school year and at monthly staff meetings, staff will be trained on the Reopening Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

page 15, #12

12. B) Testing Language

Testing Staff

Staff are encouraged to get tested regularly and to contact their primary care provider or community testing site for testing. When a staff member has had close contact with a confirmed case, they are also encouraged to get tested while in self-isolation.

Students

Students are 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.

12. C) Staff Tested Periodically Language

Staff are encouraged to get tested regularly and to contact their primary care provider or community testing site for testing and are 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 16, #13

13.B) Triggers to Dist. Learning Language

Transitions to Distance Learning

When circumstances cause an entire class or cohort to transition to distance learning, teachers will teach virtually and students will complete work online for the duration of the transition.

If a student is excluded from class, they will be given school work and alternate virtual instruction. This may include one on one video conferencing.

If a classroom teacher is excluded from class but the students remain, a substitute teacher will facilitate the classroom learning. If the teacher is well, they may teach virtually from their quarantine. If a teacher is sick, a substitute teacher will teach based on the lesson plans and guides for that class.

SCHOOL CLOSURES

Full school closure may occur based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. It may be appropriate when there are multiple cases in multiple cohorts or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning it will typically reopen after 14 days and the following have occurred: Cleaning and disinfection, public health investigation, and consultation with the local public health department.

14. Communication Plans

YES

14. A) Communication Plans Section/Page

page 17, #14

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, HIPPA and state law related to privacy of educational records.

COVID-19 Case Connected to Campus

a. The school's response will depend on the specific circumstances of any given occurrence.

b. In general, we know that should a student, staff member, or visitor of St. Paul's report a positive COVID-19 test, we will have a 24-hour

closure of all impacted rooms/spaces, followed by disinfection/cleaning according to CDC guidelines.

c. This may result in the displacement of individuals who may have been impacted.

d. Should CDPH recommend a quarantine period for certain at-risk individuals, this could result in a short period of remote learning for those individuals.

e. All faculty and staff will be trained to recognize the symptoms of COVID-19, with updated protocols in place for triage, isolation, and care for students showing signs of the illness.

f. It is understandable that having a case connected to St. Paul's may cause concerns or raise questions.

Please know that we take our obligation to balance privacy and community safety interests very seriously, and will share limited information with our community as needed.

Superintendent Name

Meredith Binnie

Job Title

Principal

Phone

8582726282

E-mail

mbinnie@stpaulspb.com

Attachments

Upload Files

6 Attachments

Cancel

Submit