



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

The Bishop's School

District name

Private School

Contact Name

Michael Beamer

Contact Email

beamerm@bishops.com

Address

7607 La Jolla Blvd

City

La Jolla

Zip Code

92037

Type

Private School

Grades to be Reopened

6

Number of Students in Reopening Grades

62

Number of Staff at Reopening Sites

40

Proposed Reopening Date

08/27/20

Labor Organization

I can attest that we communicated with our core sixth grade faculty members regarding a waiver for sixth grade on August 4. The sixth grade team met the morning of August 5 and discussed the waiver process and preparations for opening our campus. Additionally, our administrative team met on August 4 and discussed in detail our application for a waiver. The members of that team will continue to work with our employees to ensure that we are fully prepared should we be permitted to open our campus to our sixth grade. All of these constituency groups believe that students benefit from in-person instruction if it can be done in a way that reduces the potential for transmission of the SARS-CoV-2 virus.

Parent Organization

I can attest that I, along with our assistant head of school, our middle school head, and our sixth grade team leader, met via Zoom with our sixth grade parents the evening of August 4 and discussed the process of applying for an in-person waiver. In a survey that went out to families on August 7, 84% of 6th grade parents who filled out the survey reported that they were in support of having their child participate in in-person instruction when our campus reopens.

Community Organization

I can attest that I, along with our assistant head of school, met with the Executive Committee of our Board of Trustees on August 5 and in that meeting we raised the process of applying for a waiver for sixth grade. The full Bishop's Board of Trustees meets on August 13 and we will discuss the waiver process at that meeting (Susan Brown Snook, Bishop of the Episcopal Diocese of San Diego, will be present at that meeting). In preparation for that meeting, I have informed our Board President that we intend to apply for a waiver for our sixth grade program. All informed parties are in favor of applying for a waiver for our sixth grade.

1. Published on Webpage

<https://www.bishops.com/student-life/student-safety/covid-19-update>

1.A) Webpage Section/Page

Page 1. Section 1.

1.B) Webpage Language

1. Webpage. The School's reopening plan for sixth grade is posted on our website: <https://www.bishops.com/student-life/student-safety/covid-19-update>

2. Distance Learning

YES

2.A) Distance Learning Section/Page

Page 1. Section 2.

2.B) Distance Learning Language

While the School is making every effort to minimize the risk of COVID-19 transmission to those who come to campus, we are aware that some families may not be comfortable sending their child to school. In those cases, students can continue to learn from home instead of returning to campus. We ask that families communicate with the School so that we can be fully prepared to offer distance learning to students who do not come to campus. We have prepared our faculty to expect that even in moments when all students are permitted to be on campus, it is likely that some students will be learning from home. Each class, even those in person, will have synchronous, distance learning capabilities throughout the year, as needed.

3. Physical Distancing

YES

3. A) Physical Distance Section/Page

Page 1. Section 3

3. B) Physical Distancing Language

To comply with CDC, CDE, state and/or local guidance regarding social distancing protocols, the School may allow, encourage, or require remote work as appropriate for any employee, at any given time. The School will also implement flexible or staggered work hours, including staggered breaks, to accommodate the School's on-campus class scheduling and physical distancing strategies, as needed. The number of students permitted on campus each school day and in classrooms will be limited to the number that can be accommodated while maintaining physical distancing of 6 feet between individuals, and consistent with local and state requirements.

Classrooms will be required to meet maximum capacity limits that adequately provide for physical distancing of students and teachers. The maximum capacity limit will be posted outside of all classrooms.

During this time, the School will restrict access to the School's

campus, and limit visitors and volunteers, including parent volunteers. All campus visitors must be approved in advance by the director of facilities. Visitors, who are authorized to enter the School's campus, will not be able to do so until they have cleared the screening protocols set forth in the School's Policy and Protocols for Screening Students and Employees.

Employees shall maintain at least 6 feet of physical distance from other individuals at all times, to the greatest extent possible, and are prohibited from engaging in handshakes, hugs, or any other unnecessary physical contact with any other person while on campus. Employees should refrain from using another employee's phone, desk, office, or other work tool or equipment.

Employees shall minimize movement and congregation, as much as practicable, in all campus environments including but not limited to: hallways, break rooms, staff rooms, classrooms, bathrooms, communal-use spaces, and outside spaces. Markers that designate intervals of 6 feet will be placed throughout campus and must be followed. Signage and barriers will also be in place to direct and designate foot traffic patterns, such as one-way hallways.

The School will rearrange classrooms, office spaces, cubicles, and other workstations to decrease capacity and to allow for 6 feet between individuals. If physical distancing between workspaces or between employees and students is not possible, the School may add physical barriers (such as a plexiglass shield) that cannot be moved to increase protection against airborne particles.

Non-essential meetings should be cancelled or postponed. In-person meetings, including parent-teacher conferences, should be replaced with other means of communications, such as phone conferences or a virtual format. If an in-person meeting is held, it must take place in a location that allows all individuals to maintain a minimum distance of 6 feet and all individuals should sign-in to document attendees. Persons attending the meeting should disinfect the space they occupied during the meeting (e.g., chair, area of the table at which they sat), and the location used for the meeting must be cleaned and disinfected according to the School's Policy for Cleaning and Disinfecting before it can be used again. Additional information is in the plan...

4. Stable Cohorts

YES

4. A) Stable Section/Page

Page 3. Section 4

4. B) Stable Cohorts Language

Sixth grade at Bishop's is made up of 62 students this year, grouped into six advisory groups of ten or 11 and four academic groups of 15-16. All students take common English, history, physical education and science courses. Each student also takes a world language, arts, and math class. Six teachers (including one advisor) will regularly meet with students over the course of the day. The School's eight period schedule will have four periods per day, operating on a two

day cycle. These course offerings allow for less mixing between and among sixth grade students.

5. Face Coverings

YES

5.A)Face Covering Section/Page

Page 4. Section 5

5.B) Face Covering Language

5. Face Covering and Other Essential Protective Gear.

All individuals are expected to wear cloth face coverings while on campus, except during designated meal times.

COVID-19 can be transmitted from one person to another through coughing, sneezing or even talking. Cloth face coverings disrupt the dispersal of droplets from an infected person to a healthy person. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected. Consider the notion, "You wear a mask to protect me, and I wear a mask to protect you."

Face coverings must be made out of breathable cloth materials, cover a student's entire nose and mouth area, and be secured to the student's head with elastic ties or straps. Face coverings provided by the School or purchased on the Bishop's portion of the Lands' End website are permitted for wear. Disposable surgical masks are also permitted. If a student would like to wear a face covering from another source, they should get approval from the dean of students or the head of middle school in advance. In general, face coverings should be a solid color and free of any writing. Failure to wear a face covering may be considered a disciplinary infraction.

The CDC offers training on proper use, removal and washing of cloth face coverings, which is accessible here. Parents should also discuss proper use of face covering with their children, and have children practice wearing face coverings prior to the opening of the Bishop's campus. Students should know and follow these considerations:

Wash your hands before putting on your face covering.

Put the face covering over your nose and mouth and secure it under your chin.

Try to fit it snugly against the sides of your face.

Make sure you can breathe easily.

Keep the covering on your face the entire time you are around individuals outside of your household.

Don't put the covering around your neck or up on your forehead.

Don't touch the face covering, and, if you do, wash your hands.

Masks should never be put on children under the age of two.

Take off your cloth face covering carefully after you leave campus:

Untie the strings behind your head or stretch the ear loops.

Handle only by the ear loops or ties.

Fold outside corners together.

Place covering in the washing machine.

Be careful not to touch your eyes, nose and mouth when removing and wash hands immediately after removing.

Please note that cloth face coverings are not surgical face masks, respirators or personal protective equipment. Also, vented N95 masks (and other vented masks) do not stop droplets from escaping and will not protect other people. Vented N95 masks were originally developed for construction workers to protect them from paint fumes and dust particles and give them a one-way valve to exhale more easily. Vented masks may not be worn on campus.

Students with medical conditions or disabilities that prevent them from being able to wear a cloth face covering will be provided with accommodations. These may include wearing a face shield with a cloth drape attached across the bottom and tucked into a shirt; this determination will be made on a case-by-case basis consistent with the School's policy on reasonable accommodation of students.

The School will provide each student and each employee with two face coverings. Others approved for wear will be available at Lands' End and the Student Store. The School will have face coverings or face shields available to students who forget their face coverings or whose face coverings become damaged while at school.

6. Cleaning and Disinfection

YES

6. A) Cleaning and Disinfecting Section/Page

Page 6. Section 6

6. B) Cleaning and Disinfecting Language

6. Cleaning or Disinfection.

The School has adopted this Policy to promote a safe and healthy school and workplace by establishing cleaning, disinfection, and ventilation practices in an effort to mitigate the spread of COVID-19. This Policy applies to all areas of the School campus both indoor and outdoor, including buildings, facilities, and grounds, as well as all School vehicles. Due to the evolving nature of the COVID-19 public health emergency and the orders and guidance from federal, state, and local governments and public health authorities, the School may, in its sole and absolute discretion, modify or revoke this Policy at any time.

Use And Provision Of Cleaning And Disinfectant Products

To carry out the cleaning and disinfecting protocols set forth in this Policy, 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"). The School will make efforts to select and make available cleaning and disinfectant products on List N with asthma-safe ingredients, such as hydrogen peroxide, citric acid, or lactic acid, and will avoid products that mix hydrogen peroxide, citric acid, or lactic acid with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary

ammonium compounds, which can cause asthma.

The School and all School employees and contractors must also adhere to the following requirements when using cleaning and disinfectant products:

Follow all label directions including appropriate dilution rates, application methods, and contact times.

Utilize safe and correct application methods for cleaning and disinfectant products.

Never mix bleach and other cleaning and disinfection products together, as this can cause fumes that may be dangerous when inhaled.

Keep all cleaning products and disinfectants out of the reach of children.

Properly ventilate the space while cleaning and disinfecting and introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.

Complete thorough cleaning and disinfecting when children are not present and air out the space before children arrive by opening windows, by using an air conditioner setting that brings in fresh air.

Provision Of Hand-Washing And Other Healthy Hygiene Supplies

The School will make available soap and water, disposable wipes, hand sanitizer with at least 60 percent ethyl alcohol, or other effective disinfectant as well as tissues, paper towels, and no-touch trash cans in each School building or facility, at each COVID-19 symptom screening location, in School vehicles, and in other appropriate areas on campus for use by students, employees, and visitors for hand-washing and other healthy hygiene practices.

Employee Cleaning And Disinfecting Responsibilities

The School and each of its employees serve a critical role in promoting a safe and healthy school and workplace. To that end, the School will make cleaning and disinfectant products available to employees, train employees on the safe and correct use of cleaning and disinfectant products, and provide appropriate PPE to employees as set forth in the School's IIPP so employees can carry out the following individual responsibilities:

Additional information is in the plan...

7. Entrance, Egress and Movement

YES

7. A) Entrance/Movement Section/Page

Page 9. Section 7.

7. B)Entrance/Movement Language

7. Entrance, Egress, and Movement Within the School.

The School will establish three entry and exit points to the School's campus to promote physical distancing. The entry and exit points will be the garage pick-up and drop-off, the La Jolla Boulevard Parking lot, and the north Cuvier Gate. Students will be required to maintain physical distancing of 6 feet from others when entering

and exiting the School. Parents are asked to not approach the School entrances to accommodate physical distancing requirements.

During this time, the School is restricting parent volunteers and visitors. Parents and visitors, who are authorized to enter the School's facility, will not be able to enter until they have cleared the screening protocols set forth in the School's Policy and Protocols for Screening Students.

Student drop off will take place in the garage and outside of the north Cuvier entrance. After clearing the screening protocols, students will be directed to their classrooms by School staff.

Markers that designate intervals of 6 feet will be placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing. Signage and barriers will also be in place to direct students to walk through campus and hallways in a manner that promotes physical distancing. The School will also designate foot traffic patterns, such as one-way hallways, to limit the frequency of students passing each other or coming within six feet of each other, as they move throughout campus.

School Buses or other vehicles providing transportation to School will have a posted maximum student capacity in order to maintain physical distancing requirements. Students will be directed to sit in a manner consistent with physical distancing. Students will sit one to a seat. Seats required to be vacant will be marked or blocked. Students must be seated from the rear forward when entering the vehicle. At school pick-up, students will board based on the order of drop-off, with students who get off first boarding last and sitting in the front of the vehicle. Students will be required to observe physical distancing requirements and to wear a cloth face covering while on the vehicle, when entering and exiting the vehicle, and while reporting to the on-campus screening station. Drivers will have additional masks should a student forget theirs.

8. Health Screenings

YES

8. A) Health Screening Section/Page

Page 10. Section 8.

8. B) Health Screening Language

8. Health Screening for Students and Staff.

Employee Screening

One way that the School can reduce the risk of transmission of COVID-19 is by screening for signs or symptoms of illness. All individuals entering campus will be required to participate in a screening process. Employees will be expected to self-screen and self-monitor for signs of illness on an ongoing basis. In addition: Prior to coming to campus, employees should use the School's selected electronic screening application on their phone, tablet or computer. After completing the electronic screening, the employee

will receive a green, yellow or red badge. If the employee gets a green badge:

The employee may come to work.

Once on campus, they should show the green badge to the screeners and have their temperature taken.

If screeners are not present when the employee comes to campus, they should check in with the nurse's office to be screened.

If the employee gets a yellow or red badge:

Do not come to campus. If the employee is a teacher, they should contact the faculty substitutes coordinator.

Report your symptoms to your supervisor and the school nurse.

Student Screening

Prior to coming to campus, parents should work with their students to use the School's selected electronic screening application on their phone, tablet or computer. After completing the electronic screening, the student will receive a green, yellow or red badge. If the student receives a green badge:

The student may come to school.

Once on campus, if screeners are present, they should show the green badge to the screeners and have their temperature taken.

If screeners are not present when the student comes to campus, they should sign in with attendance and be screened in the attendance or nurse's office.

If the student receives a red badge or yellow badge:

The student is not permitted to come to campus.

The student's parents/guardians should call the attendance line.

The school nurse will contact the student's parents/guardians later that day to discuss the signs of illness that the student is experiencing and develop a plan for returning to school.

If a student cannot complete the electronic screening, their parents should screen them for symptoms including a temperature check at home. If they do not have any symptoms, they may come to campus and participate in in-person screening. If screeners are not present when the student comes to campus, they should sign in with attendance and be screened in the attendance or nurse's office.

Screening Process

If the student or employee does not have a green badge indicating that they have completed their electronic screening, the employee screener should:

Visually inspect each person for symptoms or signs of illness such as:

Flushed cheeks not caused by exercise;

Cough;

Shortness of breath or difficulty breathing;

Runny nose.

Additional information is available in the plan...

8. C) Language for Symptomatic Students or Staff

Employees Ill at Work

Employees exhibiting one or more symptoms associated with COVID-19 must distance themselves from students and other employees and report this information to their supervisor and the school nurse by phone or email as soon as possible so that they can be relieved from work and sent home, and ensure they are wearing a

face mask.

The School may seek emergency medical attention on behalf of an employee if symptoms associated with COVID-19 become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The School may also arrange for an emergency contact to pick up the employee if the employee is not able to drive home.

An employee exhibiting one or more symptoms associated with COVID-19 who is not able to leave campus on his or her own, will be required to wait in the isolation area near the nurse's office while the employee waits for transport home or to a healthcare facility.

The School will close off indoor areas contaminated by the ill employee's respiratory droplets until the area has been cleaned and disinfected according to the Cleaning and Disinfecting Policy. The School will similarly disinfect any shared equipment used by the employee.

Students Ill at School

Students exhibiting one or more symptoms associated with COVID-19 will be sent home as soon as possible. The School will separate the student from others in a designated isolation room/area, direct the student to wear a face covering or medical mask if feasible, and will notify the student's parent or guardian.

All students who present with COVID-19 symptoms must be signed out by a parent or guardian unless the head of school, assistant head of school, division head, or school nurse specifically authorizes otherwise. The School may seek emergency medical attention on behalf of the student if the student's COVID-19 symptoms become severe, as indicated by persistent pain or pressure in the chest, confusion, distress, or bluish lips or face.

9. Healthy Hygiene Practices

YES

9. A) Healthy Hygiene Section/Page

Page 13. Section 9.

9. B) Healthy Hygiene Language

9. Healthy Hygiene Practices.

Good hand hygiene is an easy way to effectively prevent the spread of disease. Washing hands physically removes pathogens and reduces the likelihood for illness within a community. In moments when washing hands with soap and water is not possible, the use of hand sanitizer that contains at least 60% alcohol is a safe and effective way to slow disease spread. Proper handwashing techniques can be found here: [Hand Hygiene Recommendations](#).

Students should wash their hands at the beginning of the day, before and after meals, after using the restroom, after coughing or sneezing, before and after classroom sharing supplies and

materials, and as they enter a building or classroom space. Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry.

In general, students should try to avoid touching their eyes, nose, and mouth. Students should use a tissue to wipe their nose and to cough or sneeze into a tissue or into their elbow.

The School will have hand sanitizer at the entrance points so that students can sanitize their hands before they enter the school facilities each day.

10. Identification and Tracing of Contacts

YES

10. A) Identification and Tracing Section/Page

Page 13. Section 10

10. B) Identification and Tracing Language

10. Identification and Tracing of Contacts.
Blackbaud, our student information system, will allow the School to quickly identify contacts, if there were a case on campus. The School will communicate directly with families or employees who have had contact with a case while on our campus. The school nurse, along with the dean's office and attendance office, will determine which classes have been affected by the case in the Bishop's community. The School will communicate with the San Diego County Health and Human Services Agency about the case on campus in order to determine next steps. The school nurse and assistant head of school will coordinate the documentation and tracking of possible exposure. The school community knows to contact these individuals if they have any questions or concerns.

11. Staff Training and Family Education

YES

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

Page 14. Section 11.

11. B) Staff Training and Family Edu. Language

11. Staff Training and Family Education.
The School has communicated regularly with the community regarding COVID-19 and the preparations to reopen campus. Those communications can be found on the School's website. In addition, faculty and staff training is planned for August 10-14, during which the School will train employees on each of the new, COVID-19 related policies and procedures. The School is developing training videos for students, families, and employees to get a visual sense of what returning to campus will look like. The head of school and assistant head of school have met via Zoom with parents from each

grade level (six through 12) to talk about the School's preparations for the 2020-2021 school year. The first Parents Association meeting, set for August 26, will cover information about the opening of school and our COVID-19 reopening plan. In late July, 16 new policies, procedures, and protocols associated with COVID-19 were shared with all employees. In early August, five new policies, procedures, and protocols were shared with students and families. These new policies include information regarding: enhanced sanitation practices, physical distancing guidelines, face coverings (use, removal, and washing), screening procedures, how COVID-19 spreads, the symptoms of COVID-19, and how to best prevent the spread of COVID-19.

12. Testing of Students and Staff

YES

12. A) Testing Section/Page

Page 14. Section 12.

12. B) Testing Language

12. Testing of Students and Staff.

Employees or students who are concerned about exposure to someone with COVID-19 should contact their primary care physician and ask that they be tested. While they await those test results, those individuals will be asked to work or learn from home.

12. C) Staff Tested Periodically Language

12. Testing of Students and Staff.

On Tuesday, August 11, the School offered COVID-19 PCR testing to all employees through Mobile Xpress Clinics. This testing process provided the School a baseline COVID-19 infection rate. Additional testing for all employees and a random sample of students will be performed on campus regularly once campus reopens. This regular testing will allow the School to note increases or decreases from these baseline data as well as identify any outbreaks quickly.

13. Triggers for Switching to Distance Learning

YES

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

Page 14. Section 13

13.B) Triggers to Dist. Learning Language

Should more than five percent of tested employees or students be positive for COVID-19 within a 14-day window, the School will switch to distance learning. Additionally, if there are multiple outbreaks on campus or if the number of quarantined individuals makes maintaining in-person learning impractical, it is likely that the School will move to a distance learning mode. Students who need or choose

to remain home rather than coming to School may participate in synchronous classes in a distance mode as they are able. Bishop's will strictly adhere to any Public Health Guidelines from the local, state, or national level that requires the School to close its campus.

14. Communication Plans

YES

14. A) Communication Plans Section/Page

Page 15. Section 14

14. B) Communication Plans Language

The School will have signs posted at conspicuous places at all School entrances that instruct students, parents and other visitors not to enter if they are experiencing symptoms associated with COVID-19 (e.g., cough, shortness of breath or difficulty breathing, and/or more of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom associated with COVID-19 identified by the CDC). The signs will also instruct persons who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain six feet of distance between themselves and others while inside.

The School will communicate with families and employees if there has been a case of COVID-19 on campus and they have been exposed to that individual. No identifiable information will be provided about the individual infected. The School routinely communicates about COVID-19 planning and will continue to do so. The School has communicated regularly with the San Diego County Health and Human Services Agency with COVID-19 questions or updates and we will continue to do so as needed or required.

Families and employees are encouraged to speak with the school nurse regarding any potential exposure or about any new signs or symptoms that may be consistent with COVID-19. The School has communicated our policies regarding the disclosure of personal medical information to both employees and families. These policies are available on our password-protected website.

Superintendent Name

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Job Title

Head of School

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