



# 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**

Valley Christian School

**Contact Name**

Melissa Johnson

**Contact Email**

mjohnson@vcsnavigators.com

**Address**

1350 Discovery Street

**City**

San Marcos

**Zip Code**

92078

**Type**

Private School

**Grades to be Reopened**

1  
2  
3  
4  
5

6  
K

**Number of Students in Reopening Grades**

93

**Number of Staff at Reopening Sites**

15

**Proposed Reopening Date**

09/09/20

**Labor Organization**

Because our school is not represented by a labor organization, the administration conducted a survey from July 28 - July 31 to gauge support of the staff. Staff expressed a majority response to return to campus. Survey results are provided.

**Parent Organization**

Every parent affiliated with our school was consulted via survey from July 28 - July 30 to gauge how comfortable they are sending their students back to campus. It also surveyed if families need additional educational support online. Parents expressed a majority response to return to campus. Survey results are provided.

**Community Organization**

Valley Bible Church is a community organization that was consulted. They are the owners of the property on which our school conducts business. Their letter of support was completed August 12.

**1. Published on Webpage**

[www.vcsnavigators.com](http://www.vcsnavigators.com)

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

Page 1, Heading 1, Section 1

**1.B) Webpage Language**

VCS's worksite-specific COVID-19 prevention and reopening plan based on a comprehensive risk assessment of all work areas and work tasks is located at: [vcsnavigators.com](http://vcsnavigators.com). This plan was devised using Center for Disease Control (CDC) and the California Department of Public Health (CDPH) guidelines.

**2. Distance Learning**

YES

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

Page 10, Sections 53, 54; Page 11, Heading 11, Section 58, letter e

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

53. Students will have access to instruction when out of class, as required by federal and state law. Students who do not feel comfortable returning to in-person learning will also be afforded the opportunity to continue with our online learning platform. VCS will utilize our FACTS Learning Management System (LMS) to continue providing instruction for students who are unable to physically attend school for any reason. Students will receive instruction from classroom teachers via live-streaming, Zoom meetings, and other available technology.

54. VCS will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model as practicable. Students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.

58. (e) Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as virtual learning or independent study.

## **3. Physical Distancing**

YES

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

Page 6, Heading 6, Sections 26 - 28

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

26. During arrival and departure:

Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.

Both pedestrian gates will be open and available during drop-off.

Students will enter on either the north or south side of the building, depending on their classroom location.

Parents will be required to stay in their vehicle during drop-off.

Pick up times will remain staggered and parents will be required to stay in their vehicles.

Implement health screenings of students prior to being dropped off via FACTS.

Implement health screenings of staff prior to entering classroom by reporting to the main office.

Staff will report to the main office for health screening. Students will be screened by parents/guardians before being dropped off at school and will submit verification via FACTS School Management Software. Staff may conduct additional screening and temperature

checks using no- before allowing students to enter the classroom and/or randomly throughout the day.

#### 27. In-classroom spaces:

Students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and staff with each group, to the greatest extent practicable. Cohorts will be no greater than 20 students.

Prioritize the use and maximization of outdoor space for activities where practicable. Classes may be held outside weather permitting. Student movement will be minimized as much as practicable.

Maximize space between seating and desks. Distance staff at least 6 feet away from student desks.

Smaller groups and rearranging furniture will maintain separation. Student desks will be arranged in rows to minimize face-to-face contact. All desks will be spaced as far apart as practicable.

Staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

Activities that involve singing will be prohibited until further notice. Implement procedures for turning in assignments to minimize contact, including electronically.

Privacy boards or clear screens may be used to increase and enforce separation between staff and students.

Desks will be placed in rows facing the same direction and as far apart as practicable. Students will stay in classroom cohorts. See section 28.

#### 28. In non-classroom spaces:

Limit nonessential visitors, volunteers, and activities involving other groups at the same time.

Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.

Staff will have use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.

Congregate movement will be staggered as much as practicable with altered passing times or when students cannot stay in one room and create guidelines that students can follow to enable physical distancing while passing. Use of lockers will be limited to grades 5 - 6 one class at a time and block scheduling will be used, which supports the creation of cohort groups and reduces changes of classrooms.

Bathroom use will be monitored by staff, allowing a maximum of 2 students at a time when physical distancing can be maintained and 1 at a time when physical distancing is not possible.

Meals will continue to be eaten outdoors, weather permitting.

Students will be kept together in their cohort groups with physical distancing and will use assigned seating. Food and utensils may not be shared and buffet or family-style meals will not be permitted.

Recess activities will be in separated areas designated by cohorts.

All family events and campus gatherings will be suspended until further notice.

#### **4. Stable Cohorts**

YES

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

Page 6, Heading 6, Section 27, Letter a; Page 7, Section 28, Letters d - g

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

(a) Students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and staff with each group, to the greatest extent practicable. Cohorts will be no greater than 20 students.

(d) Congregate movement will be staggered as much as practicable with altered passing times or when students cannot stay in one room and create guidelines that students can follow to enable physical distancing while passing. Use of lockers will be limited to grades 5 - 6 one class at a time and block scheduling will be used, which supports the creation of cohort groups and reduces changes of classrooms.

(e) Bathroom use will be monitored by staff, allowing a maximum of 2 students at a time when physical distancing can be maintained and 1 at a time when physical distancing is not possible.

(f) Meals will continue to be eaten outdoors, weather permitting. Students will be kept together in their cohort groups with physical distancing and will use assigned seating. Food and utensils may not be shared and buffet or family-style meals will not be permitted.

(g) Recess activities will be in separated areas designated by cohorts.

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

YES

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

Pages 3 - 4, Heading 3, Sections 14 - 16

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

14. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, and areas where physical distancing alone is not sufficient to prevent disease transmission. Teach and reinforce use of face coverings, or in limited instances, face shields.

Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.

Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

Staff will be trained on the proper use of PPE and how to teach students as such per CDC guidelines. VCS administration will let faculty/staff know who is exempt from face coverings and that they shall not be discriminated against.

15. VCS's plans regarding students' use of face coverings includes the following elements:

#### Age Face Covering Requirement

Under 2 years old No

2 years old – 2nd grade Strongly encouraged\*\*

3rd grade – high school Yes, unless exempt

\*\*Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering, or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.

In order to comply with this guidance, VCS must 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. VCS will provide a face covering to students who inadvertently fail to bring one to school to prevent unnecessary exclusions. VCS will offer alternative educational opportunities for students who are excluded from campus as practicable.

VCS will provide disposal face coverings or a face shield for students who do not have one to avoid exclusions.

16. VCS's plans regarding staff use of face covers includes the following elements:

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

For pedagogical or developmental reasons, 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 outside of the classroom.

Staff or other persons handling or serving food must use gloves in addition to face coverings. Gloves may be used to supplement frequent hand washing or use of hand sanitizer; examples are for staff who are screening others for symptoms or handling commonly touched items.

Staff will have the option to wear gloves provided by VCS. Staff who are handling or serving food will be required to wear gloves and mask.

## **6. Cleaning and Disinfection**

YES

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

Pages 5 - 6, Heading 5, Sections 19 and 21 - 25; Page 7, Heading 7, Sections 29 - 30

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

19. Staff will clean and disinfect frequently touched surfaces daily and, as practicable. Trained custodial staff will clean and disinfect throughout the week. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student desks
- Chairs
- Teacher desk
- Countertops

Staff will have a checklist of items that will be disinfected daily. Student restrooms will be cleaned daily and twice on Monday, Wednesday, and Friday. Increased disinfections will be scheduled as needed.

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and P.E. equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

Students will have personal supplies in the classroom and sharing will be discouraged. In the event that items need to be shared, such as paint brushes or playground balls, disinfection will occur after use and students will wash hands or sanitize. Staff will create individually labeled bags for each student for learning aides and manipulative items.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.

To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.

Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act. Custodial staff and any other workers who clean and disinfect the

school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

Stratus Building solutions will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Professional custodial staff will continue to clean all classrooms, restrooms, offices spaces, and teacher's lounge. Staff will also clean frequently touched spaces daily with supplies provided by VCS. See section 19.

23. Ensure safe and correct application of disinfectant and keep products away from students. 24. Proper ventilation during cleaning and disinfecting will be ensure by introducing fresh outdoor air as much as possible and where practicable. Space will be aired out before children arrive and thorough cleaning will be conducted when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

Staff will be instructed to open doors and windows as appropriate to facilitate air flow. HVAC filters will continue to be changed regularly.

25. VCS HVAC filters are changed before the start of the school year and replaced as necessary. Filters will be MERV 13 or higher for maximum collection of particles. Air purifiers with UVC cleaning and HEPA filters will be provided for all classrooms. Fans will be used to increase air flow of outside air into the space.

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

YES

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

Page 6, Heading 6, Section 26

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

During arrival and departure:

Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.

Both pedestrian gates will be open and available during drop-off.

Students will enter on either the north or south side of the building, depending on their classroom location.

Parents will be required to stay in their vehicle during drop-off.

Pick up times will remain staggered and parents will be required to



stay in their vehicles.

Implement health screenings of students prior to being dropped off via FACTS.

Implement health screenings of staff prior to entering classroom by reporting to the main office.

Staff will report to the main office for health screening. Students will be screened by parents/guardians before being dropped off at school and will submit verification via FACTS School Management Software. Staff may conduct additional screening and temperature checks using no- before allowing students to enter the classroom and/or randomly throughout the day.

## **8. Health Screenings**

YES

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

Page 8, Heading 9, Sections 37 - 39; Page 9, Heading 10, Sections 45 - 46

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

37. Implement screening and other procedures for all staff and students entering the facility.

Students will be screened by parents/guardians before being dropped off at school and will submit verification via FACTS. Teachers may conduct additional screening and temperature checks before allowing students to enter the classroom. Students who are symptomatic will be sent to isolation and procedures followed in Heading 10.

38. Conduct visual wellness checks of all students and establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer. Daily monitoring will occur at home and staff will regularly conduct visual wellness checks. Parent wellness checks will be collected and stored in FACTS. All temperatures will be taken using no-touch thermometers.

39. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.

Screening questions will be modeled after CDC and CDPH guidelines.

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

45. Staff or students who become sick at school or display symptoms of COVID-19 will be placed in an isolation room, such as the principal's office or other unused office space. The individual will remain masked and separated from others until he/she can be sent home. Procedures will follow CDPH guidelines for dealing with sick individuals and for protecting workers. Testing of staff will comply with state recommendations. Families will be provided with CDC/CDPH educational materials and will be encouraged to get

tested by their primary care physician or at a local testing site. Isolation room will be disinfected at the appropriate time, preferably waiting 24 hours before cleaning/disinfecting.

46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in the isolation area until they can be transported home or to a healthcare facility as soon as practicable.

## **9. Healthy Hygiene Practices**

YES

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

Pages 2 - 3, Heading 2, Sections 7 - 8

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

7. VCS has installed hand washing stations throughout campus to minimize movement and congregations in bathrooms to the extent practicable.

Students will be able to utilize sinks in the student bathrooms, as well as a hand washing station on the north side of the building, across from the Chapel, and near Portable 2. Classrooms 3, 4, and 8 also have sinks in the room. Restrooms and hand washing stations have been outfitted with hands-free faucets. Every classroom is outfitted with hands-free sanitizer dispensers.

8. Routines will be established to enable students and staff to regularly wash their hands at staggered intervals.

With a staggered break and lunch schedule, students will wash and/or use sanitizer before and after eating and/or playing. Students will also wash before and after any outdoor activity.

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

YES

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

Page 1 Heading 1, Section 1, Letter b; Page 10, Sections 55 - 56

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

(b) VCS's COVID-19 Liaisons for contact with Public Health Services is: Melissa Johnson, Principal, and/or Missy Palm, Administrative Assistant, 760.744.0207. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: per protocol outlined in the CDPH's COVID-19 Industry Guidance: Schools and School-Based Programs. The COVID-19 Liaisons will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499.

55. VCS will implement the necessary processes and protocols

when a school has an outbreak, in accordance with CDPH guidelines. Administration will work closely with local public health officials to facilitate contact tracing. VCS will follow protocol outlined in CDPH's COVID-19 Industry Guidance: Schools and School-Based Programs.

56. Administration will work with local public health officials to investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

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

YES

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

Page 7, Heading 8, Sections 32, 34

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

32. Train all staff and provide educational materials to families in the following safety actions:

Enhanced sanitation practices

Physical distancing guidelines and their importance

Proper use, removal, and washing of face coverings

Screening practices

How COVID-19 is spread and COVID-19 specific symptom identification

The importance of not coming to work symptomatic, or when someone they live with has been diagnosed with COVID-19

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

Procedures to follow when children or adults become sick at school.

Procedures to protect workers from COVID-19 illness.

Staff or students who become sick at school will be placed in an isolation room, such as the principal's office or other unused office space.

34. Families received a copy of VCS's COVID-19 Recovery and Reopening Plan via email. It is also posted on our school website and in the FACTS Family Portal. They are also given CDC and CDPH COVID-19 resource materials via email. Students will be given hand washing and physical distancing instructions at the beginning of the school year and teachers will regularly reinforce and reteach those skills. Educational signage is posted throughout campus. Linguistic assistance will be provided if needed.

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

YES

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

Page 10, Section 52; Page 11, Heading 11, Section 58, Letter e

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

52. VCS will require staff and students with symptoms of COVID-19 or exposure to an individual who has tested positive to get tested through their health care provider or community testing site before returning to campus. A negative test result will not shorten the length of required quarantine. Asymptomatic staff and students will be encouraged to receive regular testing once local testing capacity allows. Staff will be tested regularly per CDPH guidelines once local testing capacity allows. VCS is prepared to reach the goal of testing all staff over a two month time frame. Individuals will be provided with CDPH information on quarantine requirements and health information.

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

(e) VCS will routinely test staff per CDPH guidelines once local testing allows through primary care providers or local testing sites. VCS is prepared to reach the goal of testing all staff over a three month time frame.

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

YES

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

Page 11, Heading 12, Sections 60 - 62

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

60. Administration will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

61. VCS fully 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.

62. When a student, teacher, or staff member tests positive for COVID-19 and exposed others at the school, VCS will refer to the CDPH Framework for K-12 Schools, and implement the following steps:

In consultation with the local public health department, administration may decide whether school closure versus cleaning or quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.

Close off the classroom or office where the COVID-19 positive individual was based and not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting.

Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and

disinfection.

Administration will communicate exposure at school and potential school closures immediately to include outreach to students, parents, teachers, staff, and the community. VCS will communicate via email, text alerts, voice messages, and website updates.

Information for staff regarding labor laws, Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools, is posted in the teacher's lounge. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20. VCS will provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

Continuity of education for students will be facilitated virtually using the LMS under all circumstances.

Administration will maintain regular communications with the local public health department.

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

YES

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

Page 11, Heading 11, Section 59

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

59. VCS will communicate quickly and regularly with staff and families regarding all COVID-19 information:

VCS Administration will be responsible for communicating with staff and families regarding all information relating to COVID-19.

FACTS school management software will allow VCS to communicate quickly and effectively with staff and families regarding any school exposure and/or closures via email, text, and voice messages.

VCS will use all three modes of communication (email, text, and voice message) to update staff and families when urgent information such as potential exposure or school closure is warranted.

Copies of all email, text, and voice communications will be stored in FACTS.

VCS will maintain confidentiality as required by FERPA, HIPPA, and state law related to privacy of educational records in all communication.

VCS's website, [vcsnavigators.com](http://vcsnavigators.com), will be routinely updated with COVID-19 information about the school and with educational materials provided by the CDC and CDPH.

The FACTS Family Portal, only accessible by currently enrolled families, will also be updated with the same information posted on the public website.

Families will be able to update and store information about symptoms and exposure, as well as other medical information via

FACTS.  
Staff information regarding symptoms and exposure will also be updated and stored via FACTS.

**Superintendent Name**

Melissa Johnson

**Job Title**

Head of School

**Phone**

7607440207

**E-mail**

mjohnson@vcsnavigators.com

**District name**

Private School

**Attachments**

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5 Attachments

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