

Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for 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.

Background Information

Name of Applicant (Local Educational Agency or Equivalent):
Heritage Christian School

School Type:

Traditional Public School

Charter School

Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 120

Superintendent (or equivalent) Name: George Gay

Address: 22081 Hidalgo
Mission Viejo, CA 92691

Grades/Number of Students Proposed to be reopened:

Transitional Kindergarten – 0, Kindergarten 15, First Gr. 24, Second Gr. 16, Third Gr. 16, Fourth Gr. 16, Fifth Gr. 16, Sixth Gr. 16 – One classroom per grade level.

Date of Proposed Reopening: Tuesday, September 8, 2020

Name of Person Completing Application: George Gay

Phone Number: 949-598-9166

Email: ggay@heritagechristianschool.com

Signature:



Date: August 26, 2020

I. **Consultation**

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:

On Tuesday, July 28, 2020 the Principal and Department Heads conducted a survey of the staff based on their (the teachers) level of safety for returning to do in person instruction. The discussions with Department Heads were informative in that all of the teachers were looking forward to returning for in-person instruction with the CDC safety precautions in place.

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Once information/data was confirmed that all our teachers were ready to return for in-person instruction a survey was generated for our families on Friday, July 31, 2020. This survey asked the parents both how they felt regarding returning and if they were interested in returning for in-person instruction or e-learning. The majority of surveyed families decided upon in-person instruction. On Monday, July 20 a parent meeting was conducted regarding re-opening of HCS.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Department heads have been in contact with the teachers throughout the summer regarding planning and preparation protocols for their opinions and standing on returning to campus. We have 100% seeking to return.

II. **Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

- Each class will remain as a stable cohort throughout the day

on campus. Each class will have their nutrition break, lunch, and recess with their group only.

- Each child will have their own pencil box that will contain their supplies, no shared supplies will be allowed in the classroom.
- Students will follow directional signs in the hallway and on outdoor hard surfaces.
- Social distancing will be in effect while lining up.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

- If a suspicion of a COVID related illness is identified, staff will immediately inform the Principal. The child will be kept away from other students waiting for parent pick up. Parents will be expected to have an emergency pick up plan in order to get to your child immediately.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

- The following actions will take place to monitor the need to switch to distance learning.
- The school Principal, office staff, and teachers will monitor student absences and the related reasons.
- Single classes due to an COVID related illness may be closed for the two-week period.
- HCS will close for the two-week (14 day) period if more than 25% of student/staff population are ill.

The following actions will take place

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

- All communication will be through the Smart Send application through Grade Link. This will be communication to all stakeholders (staff, teachers, families). COVID related communication will follow the FERPA and HIPAA guidelines.
- If a suspicion of a COVID related illness is identified, staff will immediately inform the Principal. The child will be kept away from other students waiting for parent pick up. Parents will be expected to have an emergency pick up plan in order to get to your child immediately.
- The child will be required to stay home, be evaluated by a doctor, and remain home in quarantine until cleared by a doctor to return, or a negative Covid test result can be verified.
- If a sick child has sibling, they will also be sent home and be required to stay home, be evaluated by a doctor, and if deemed appropriate, receive testing.
- If a staff member becomes ill, the same procedures will be used. The staff member will be sent home, evaluated by a doctor, and if deemed appropriate, receive testing, waiting at home for the results.
- For students and staff who had close contact with a COVID positive person the student (and potentially siblings) should self-quarantine for the recommended 10-14 days.
- Any confirmed positive case at HCS will be reported to the Orange County Health Department. This agency's guidelines will further guide and regulate return factors for the student or staff member.
- Communication to HCS families of such positive COVID-19 cases will be appropriate per situation. The Orange County Health Department will be informed and guide the school with further instructions.
- In addition to contacting the OCHD HCS will
- Close off areas used by the person who is sick.

- Increase air circulation when feasible
- Sanitize exposed areas
- Deem appropriate spaces, classes, or programs temporarily closed if necessary
- HCS staff will work with any student who needs to remain at home for an extended quarantined time. (Remote e-learning)
- If a non-COVID related illness is experienced at school, regular school health policies and procedures will be followed. All sick children must be fever-free (with not medications) for a minimum of 24 hours, including one full school day, before returning to class.
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