



## County of Sacramento

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**Date:** August 24, 2020  
**To:** Sacramento County Elementary Schools and School Districts  
**From:** Olivia Kasirye, MD, MS  
Public Health Officer  
**RE: Elementary School Waiver Application Process for In-Person Instruction During COVID-19**

On July 17, 2020, the State of California announced that all schools in counties on the California Department of Public Health (CDPH) county monitoring list, which includes Sacramento County, must begin the 2020-21 academic year using a distance learning model. CDPH developed a framework for schools, which includes authorization for local health officers to grant waivers for elementary schools to open for in-person instruction. This waiver is applicable only for grades TK-6, even if the grade configuration at the school includes additional grades.

Elementary schools wishing to apply for a waiver to conduct in-person instruction must submit a waiver application to Sacramento County Public Health (SCPH) for consideration. **Regardless of funding source or affiliation, schools in Sacramento County may not conduct in-person instruction unless they have received written notification from SCPH granting them a waiver.**

When applying for the waiver, the superintendent or equivalent must submit to SCPH evidence of (1) consultation with labor and parent organizations **and** the outcome of the consultation and (2) publication of the elementary school reopening plans on the website of the local educational agency (or equivalent). SCPH will review the application and reopening plan along with local community epidemiological data and, in consultation with CDPH, will make a determination whether to grant or deny the waiver.

In order to apply for a waiver, please complete and submit the attached application form. An application must contain:

- Attestation that the superintendent or equivalent has consulted with all parent and labor organizations at each school site for which an application is being submitted, and the *outcome* of the consultation. If no labor organization represents the school site staff, then consultation with school site staff is sufficient.
- Confirmation that elementary school reopening plans have been published on the website of the local educational agency (or equivalent). Reopening plans must address the components in the CDPH guidance for schools and school-based programs (which are also listed in the attached Application Cover Form).

Applications and all supporting documents must be submitted to [COVID19@saccounty.net](mailto:COVID19@saccounty.net) at least 14 days prior to the proposed reopening date.

# APPLICATION FOR A WAIVER TO OPEN ELEMENTARY SCHOOLS FOR IN-PERSON INSTRUCTION DURING COVID-19

Please complete all fields and sign and date. Schools must submit completed waiver applications to [COVID19@saccounty.net](mailto:COVID19@saccounty.net) at least 14 days prior to the proposed reopening date and may not conduct in-person instruction until a waiver is granted by Sacramento County Public Health (SCPH).

## I. APPLICANT INFORMATION

SCHOOL NAME:							
SCHOOL ADDRESS:							
SCHOOL DISTRICT/LEAD ORGANIZATION:							
SCHOOL TYPE (PUBLIC, PRIVATE, CHARTER):							
ENROLLMENT FOR EACH GRADE TO BE REOPENED:							
TK	K	1	2	3	4	5	6
PROPOSED REOPENING DATE:							
WEB ADDRESS WHERE SCHOOL REOPENING PLAN IS PUBLISHED:							
APPLICANT NAME AND TITLE (DISTRICT SUPERINTENDENT OR EQUIVALENT):							
PHONE:							
E-MAIL:							
<p>By signing this application, I hereby attest that I am duly authorized to sign and act on behalf of applicant school/organization (hereinafter referred to as "school"). I certify that our school has developed a plan to safely reopen for in-person instruction and that all information contained within the reopening plan and this application are true to the best of my knowledge. I certify that our school has consulted with labor, parent, and community organizations impacted by our school's decision to reopen for in-person instruction. I acknowledge that I remain responsible for implementing all measures described in our school's reopening plan and that our school will immediately notify Sacramento County Public Health of an outbreak of COVID-19 (3 or more cases) among school students, teachers, and/or staff by calling (916) 875-5881. I understand that schools may be advised or ordered by SCPH to close a cohort or an entire campus in the event of an outbreak and that waivers for in-person instruction may be revoked if it is discovered that a school is not implementing COVID-19 prevention measures as described in their reopening plan or if local epidemiological conditions warrant a suspension of in-person instruction.</p>							
_____ Signature				_____ Date			

**II. CONSULTATION**

Applicants must submit evidence of consultation with labor, parent, and community organizations, including names and dates relevant organizations were consulted **and** the outcome of the consultation. If no labor organization exists, applicants must submit a detailed written description of the process by which school teachers and staff were consulted. Please confirm consultation with the following groups. Include name of organization(s), date(s) consulted, and outcome of the consultation.

<input type="checkbox"/> <b>LABOR ORGANIZATION(S):</b>
<input type="checkbox"/> <b>PARENT ORGANIZATION(S):</b>
<input type="checkbox"/> <b>COMMUNITY ORGANIZATION(S):</b>

### III. REOPENING PLANS

Please confirm that the elementary school reopening plan(s) address the following concepts, consistent with guidance from the California Department of Public Health, and that the plan has been published on the website for the school or its governing organization.

<input type="checkbox"/> <b>CLEANING &amp; DISINFECTION:</b> How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
<input type="checkbox"/> <b>COHORTING:</b> 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.
<input type="checkbox"/> <b>ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL:</b> How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
<input type="checkbox"/> <b>FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR:</b> How CDPH's face covering requirements will be satisfied and enforced.
<input type="checkbox"/> <b>HEALTH SCREENINGS FOR STUDENTS AND STAFF:</b> 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.
<input type="checkbox"/> <b>HEALTHY HYGIENE PRACTICES:</b> The availability of handwashing stations and handsanitizer, and how their use will be promoted and incorporated into routines.
<input type="checkbox"/> <b>IDENTIFICATION AND TRACING OF CONTACTS:</b> 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.
<input type="checkbox"/> <b>PHYSICAL DISTANCING:</b> How space and routines will be arranged to allow for physical distancing of students and staff.
<input type="checkbox"/> <b>STAFF TRAINING AND FAMILY EDUCATION:</b> How staff will be trained and families will be educated on the application and enforcement of the plan.
<input type="checkbox"/> <b>TESTING OF STUDENTS AND STAFF:</b> 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.
<input type="checkbox"/> <b>ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL:</b> How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
<input type="checkbox"/> <b>TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:</b> The criteria the school officials will use to determine when to physically close the school and prohibit in-person instruction.
<input type="checkbox"/> <b>COMMUNICATION PLANS:</b> How school officials will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

## RESOURCES

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>