



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.

Name of Applicant (Local Educational Agency or Equivalent): Sunnyside Union School District

School Type:

- Traditional Public School
- Charter School
- Private, Independent, or Faith-Based School

Number of schools: 1 Enrollment/ADA: 360 + 40 State Preschool

Superintendent (or equivalent) Name: Steve Tsuboi

Address: 21644 Avenue 196 Strathmore, CA 93267

Grades of Students Proposed to be Reopened:

Phase 1:	Small Group Cohorts:	Immediately October 14, 2020
Phase 2:	Transitional Kindergarten – Second Grade:	
Phase 3:	Third – Sixth Grade:	

NOTE: Sunnyside is intending to stream all classes so that in-class instruction and distance learning can occur **simultaneously**. We are taking this route so that:

- (a) Students will **not have to change teachers**, which would be very detrimental at primary grades, due to anticipated small return numbers.
- (b) This would allow for a **slow roll-out and reopening**, which would allow the district to address any potential issues.
- (c) Small numbers are anticipated at all grade levels for the initial rollout and Sunnyside would not exceed room capacity (approximately 15), with social distancing) until given approval. If the number requesting exceeds room capacity the district would strongly consider a two-week on/off schedule or something similar. If at any time simultaneous instruction is not feasible the district will not exceed room capacity or County/State Guidelines.

Name of Person Completing Application:

Phone Number: Steve Tsuboi Email: stsuboi@sunnysideunion.com

Signature: _____ Date: _____



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Waiver Criteria

- Please reference your reopening plan by page number for each item below. -.

Consultation

Please confirm consultation with the following groups:

Labor Organization

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

Sunnyside Teachers Organization	September 28, 2020
California School Employees Association 675	September 28, 2020

Parent and Community Organizations

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

School Site Council	September 21, 2020
English Language Acquisition Committee	September 24, 2020
Governing Board	September 22, 2020

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.

Reference: Reopening Plan Page 9-10

CLEANING, DISINFECTION, AND VENTILATION

- SUSD will **suspend or modify** the use of site resources that necessitate sharing or touching of items.
- Staff will **regularly clean and disinfect** high touch surfaces within the school.
- SUSD will **limit the use** of play structures in favor of physical activities that require less contact with surfaces.
- Playground equipment will be **limited to cohort usage** and usage will rotate on a weekly schedule.
- SUSD will **limit the sharing** of school supplies. Students will have enough supplies stored in a plastic bag marked with their names.
- SUSD **distributed school supplies** that will remain at home for at home use.
- To increase ventilation, **classroom and office doors** will remain open to introduce fresh outdoor air **as much as possible**.

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.

- A. Classroom Space (Partial List - See Reopening Plan Page 10-11)
 - i. Students will remain in **consistent cohorts** and in the same classroom space as practicable.
 - ii. Teachers will **minimize their contact** with different groups of students as much as is practicable. Students in the **elementary grades** will remain **with the same teacher all day**.
 - iii. SUSD has **limited class sizes** specifically to allow for **adequate physical distancing** in most indoor spaces. Adequate space will be provided for teacher physical distancing from students, and teachers **will maintain 6 feet of space between students**. Partitions/sneeze guards will be used where deemed necessary to minimize face to face interactions.
 - iv. Classroom Capacity is 14-15 students for current classrooms. The district has also removed all furniture that is deemed "unnecessary" for reopening, at this time
- B. Non Classroom Spaces (Partial List - See Reopening Plan Page 11)
 - i. **Lunches and recesses will be staggered** to mitigate for communal activities
 - ii. Students will take their lunch to outside spaces as often as is feasible. Small Portable outdoor shade structures are being ordered and installed to help when the weather is less than ideal.



C. Student recess: (Partial List - See Reopening Plan Page 11)

- i. The playgrounds and fields will be divided into different **recess stations** with an engaging theme assigned to each station.
- ii. Recess station **equipment will be assigned** to each classroom each week, and will be sanitized regularly.
- iii. Each classroom will be **assigned to a particular recess station** for an entire week, and will rotate accordingly.
- iv. Our K-5 Physical Education teacher will **utilize the appropriate classroom assigned recess stations** to promote requisite skill and competencies that can be practiced individually at recess.
- v. Additional **recess supervision** will be provided to encourage physical distancing.

D. Restrooms: (Partial List - See Reopening Plan Page 17)

- i. SUSD staff will monitor restroom use through the use of a **scanning system** that has been placed in each building, classroom, office, etc. to minimize student congregation points during passing periods and recess.
- ii. The scanning system definition: Each student and staff member is issued in Identification Card with a barcode and lanyard. It is set up to indicated date and time entry into a room, departure from a room, etc. This will allow us to identify who visited an area on campus allowing for **contact tracing**. This should help us eliminate areas of known – no contact, and areas that a potential infected individual may have frequented.

E. Student Breakfast/Lunches: (Partial List - See Reopening Plan Page 17)

- i. Student lunches **will be held** in the following areas.
 1. Cafeteria with staggered lunch schedule. (allowing for 6 feet of social distancing)
 2. Classroom if outdoor weather does not permit. (with 6 feet of social distancing)
 3. Outdoors whenever possible. (with 6 feet of social distancing)
 4. A **combination of the above locations** depending on weather, schedules, and number of students
- ii. The number of lunch periods **may be increased** to accommodate for physical distancing (6 feet), if necessary.
- iii. Breakfast will be provided at the **end of the day** to be consumed by the student at home **prior to arriving** the next day, to minimize gatherings on campus. If return to campus is limited to a ½ day lunch will also be provided for at home consumption.



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.

Reference: Reopening Plan Page 10-11

A. DISTANCING INSIDE AND OUTSIDE THE CLASSROOM

a. Arrival and Departure

- i. SUSD will utilize an at home health screenings process in an effort to **mitigate the congregation** of students up arrival. Additional health screenings will take place **as needed**.
- ii. **Various points of entry** will be used throughout campus to allow for physical distancing to take place.
- iii. Upon arrival, students will **report directly to their classroom** to lessen the interaction with other students before school begins.
- iv. Students **will not be allowed** to arrive on campus before **7:55 a.m.** to allow for staff to properly practice check-in procedures.
- v. Families **will be encouraged** to bring their students to campus between 7:55 and 8:10 to minimize the bulk of student arrivals between 7:45 and 8:00.
- vi. SUSD will utilize **multiple access points** for arrivals and departures, and will designate **recommended travel routes** around campus to minimize student congregation.
- vii. Appropriate travel routes will be **clearly marked** with adequate signage to **promote physical distancing** and reduce the potential for congregation points and congestion.
- viii. Students **will be encouraged** to walk onto campus independent of families to limit the number of people on campus at one time.

B. Non Classroom Spaces

- i. **Nonessential visitors will be limited** and **volunteers will not be allowed** at this time. All adult visitors will be **required to wear a face covering** while on campus, must **pass a health screening** including a **temperature check**, and will be required to **sign in and out** of the office.
- ii. Hallways will be marked with **suggested routes** AND **SOCIAL DISTANCE MARKERS** to minimize congregate movement.
- iii. Students will take their lunch to outside spaces as often as is feasible. Small Portable outdoor shade structures are being ordered and installed to help when the weather is less than ideal.



FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR:

How CDPH's face covering requirements will be satisfied and enforced.

Reference: Reopening Plan Pages 5-6

Teach and encourage the responsible use of face coverings. All adults will wear face coverings daily. All students 3rd grade and up will be required to use face coverings and students 2nd grade and below will be encouraged to use them especially when physical distance is difficult to maintain. Sunnyside **will provide your child five cloth masks**. Please see that your children attend school each day **with at least one mask**. Extra masks will be available in the event that a mask is lost or damaged. Face coverings are **essential** to our school's **success**. Additionally, for those who are medically exempt, a **face shield with drape** may be used in place of face covering if medically feasible.

All students will be issued a double clipped lanyard. One clip for Identification Card and one clip for clipping masks/face coverings when not in use. Lanyards will be provided by school. Extra face coverings and lanyards will be available in each classroom and school employee issued safety kit (gloves, masks, sanitizer, etc.).

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.

Reference: Reopening Plan Pages 12-14

A. CHECKING FOR SIGNS AND SYMPTOMS

- a. **Visual wellness checks** will be conducted by staff throughout the day to monitor for signs and symptoms.
- b. Students who exhibit signs and symptoms throughout the day **will be required to wear a face covering, isolated in our infirmary (SAFE ROOM), and sent home as soon as feasible**.

B. WHEN A STAFF MEMBER OR CHILD BECOMES SICK

- a. SUSD will maintain an infirmary (SAFE ROOM) to **separate anyone** who exhibits symptoms of COVID-19.
- b. In the event that a student, staff, or visitor exhibits signs or symptoms of COVID-19, **they will be required to wear a face covering and required to wait in the infirmary until they can be transported home or to a healthcare facility**.
- c. SUSD will **maintain proper procedures and protocols** to deal with the identification, isolation, communication, and transportation of all students and staff exhibiting COVID-19 signs and symptoms.¹

¹ Students moving from the regular school day into after school care are subject to daily, no touch temperature checks.



HEALTHY HYGIENE PRACTICES:

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

Reference: Reopening Plan Pages 7-9

A. HEALTHY HYGIENE PRACTICES

- a. A principal strategy mentioned is to **model, teach, and reinforce** healthy hygiene practices (i.e. washing hands, avoiding contact with the face, properly covering coughs and sneezes).
 - i. Each classroom **will be provided** adequate tissues and/or paper towels to allow for students to cough and/or sneeze inside of a tissue or, when tissues are not available, into their elbow. Multiple Hand Sanitizer trees are located in high traffic areas around campus. Hand Sanitizer dispensers are also located in each classroom.
 - ii. Students and staff **will wash their hands** before and after eating, after coughing or sneezing, after being outside, and before and after using the restroom.
 - iii. Students will also be taught good hand hygiene when removing or placing their masks (not touching face when removing/placing, use of sanitizer or handwashing before and after, etc.).
 - iv. Staff will use **videos to teach students** to wash their hands for 20 seconds with soap, washing their hands past the wrist and using paper towels to dry them completely.
 - v. SUSD will ensure **adequate supplies** to support healthy hygiene behaviors including soap, paper towels, face coverings and all required protective equipment.
 1. SUSD has **provided** face coverings to all staff and students and will ensure that staff use all required protective equipment.

b. Resource Videos:

- | | | |
|------|---|-------------------------------|
| i. | National Association of School Nurses:
https://tinyurl.com/y48c6jnx | Return to School Video Series |
| ii. | Davis School District
https://youtu.be/sZAVB7TICPE | Hygiene Etiquette |
| iii. | Healthy Promotion Board
https://youtu.be/zxIQn7KaCNU | Washy Washy Clean |
| iv. | Baby Shark
https://youtu.be/L89nN03pBzl | Wash Your Hands |



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.

Reference: Reopening Plan Pages 13-14

A. WHEN A STAFF MEMBER OR CHILD BECOMES SICK

- a. SUSD will ***promptly notify*** local health officials, appropriate staff and families of any positive cases of COVID-19 in accordance with best practices for contact tracing while maintaining confidentiality as required by state and 13 federal law.
 - i. Close contacts will be ***notified and highly encouraged to test***.
 - ii. Close contacts will be required to ***quarantine for 14 days from the last date*** the case was present at school.
 - iii. POSITIVE TEST: Must isolate for 10 days from symptom onset and at least 1 day of no fever symptoms improved.
 - iv. NOT TESTED but SICK: Same requirements for a POSITIVE TEST.
- b. In the event of a positive COVID-19 case, areas used by any sick person will be ***closed off until proper cleaning and disinfection*** procedures can be applied.
- c. Any sick staff or student will not be allowed to return to campus until they have ***met the CDC criteria to discontinue home isolation***, including 1 day with no fever, symptoms have improved, and at least 10 days since symptoms first appeared.
- d. All students will continue to ***have access to high quality***, online educational programming in the event of illness, quarantine, or exercising prudence in an effort to maintain a healthy school community.

B. Maintaining Healthy Operations

- a. The District will apply ***best practices in contact tracing***, and will vigilantly monitor symptoms among students and staff and will isolate them promptly.
- b. Nancy Kimura and Amy Camacho, (County Nurse and District LVN), will take on the role as COVID-19 Student Coordinators this year. They will serve as a ***liaison for parents and employees, will coordinate documentation and contact tracing in order to notify local health officials, staff, and families in a prompt and responsible manner***.



PHYSICAL DISTANCING:

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

LISTED BELOW ARE SOME OF THE ROUTINES THAT PROMOTE SOCIAL DISTANCING. OTHERS CAN BE FOUND THROUGHOUT THIS WAIVER AND IN THE ENTIRE REOPENING PLAN.

- i. **Various points of entry** will be used throughout campus to allow for physical distancing to take place.
- ii. SUSD will utilize **multiple access points** for arrivals and departures, and will designate **recommended travel routes** around campus to minimize student congregation.
- iii. Appropriate travel routes will be **clearly marked** with adequate signage to **promote physical distancing (walls and/or ground markers)** and reduce the potential for congregation points and congestion.
- iv. Students **will be encouraged** to walk onto campus independent of families to limit the number of people on campus at one time
- v. SUSD has **limited class sizes** specifically to allow for **adequate physical distancing** in most indoor spaces. Adequate space will be provided for teacher physical distancing from students, and teachers **will maintain 6 feet of space between students**. Partitions/sneeze guards will be used where deemed necessary to minimize face to face interactions.
- vi. Certificated Staff have been assigned to grade span offices for lunch and other work tasks. This has allowed for **more space and social distancing** in the classroom and for less staff (certificated and classified) to gather in one staff lounge. These offices allows for printing and copying capabilities again **minimizing co-mingling areas and groups sizes** outside of the grade span.

A. CO-CURRICULAR

a. Choir

- i. Choir will continue to be taught online outside of instructional hours.

b. Band

- i. If and when band returns it will be taught either virtually or outdoors, with 10 feet of spacing between members. Sunnyside **has suspended** its band program until clearance is given to resume (teacher retired and the district will not rehire until given clearance).

c. Physical Education

- i. Physical education space will have visual markers to help promote physical distancing when feasible. Physical Education involving vigorous exercise will be conducted outdoors when possible.



- ii. Physical education curriculum will focus on individualized practice and all group activities will be minimized as feasible.
 - iii. Physical education will occur outdoors when possible, especially if vigorous activity is required.
- d. After School Programs
- i. After School Programs will be subject to the same rules, policies and guidelines outlined throughout this plan.
 - 1. CHOICES (TCOE) - (***Suspended*** until mixing of cohorts is allowed) – ***Virtual Classes*** may continue
 - 2. Good News Club
 - 3. After School Athletics (***Suspended*** until mixing of cohorts is allowed) – ***Virtual Training*** may be conducted.

STAFF TRAINING AND FAMILY EDUCATION:

How staff will be trained and families will be educated on the application and enforcement of the plan.

Reference: Reopening Plan Page 9 & 11

A. TEACHER AND STAFF SAFETY

- a. Ensuring staff maintain ***physical distancing*** from each other is critical to reducing the transmission between adults. Therefore, SUSD is committed to:
 - i. Ensuring that all staff ***use face coverings*** in accordance with the CDPH guidelines and Cal/OSHA standards.
 - ii. Conducting all staff meetings, professional learning opportunities and other activities involving staff with ***physical distancing measures in place or virtually***, where physical distancing is a challenge.
 - iii. ***Minimizing*** the use of and congregation of adults in staff rooms, break rooms and other settings.
 - iv. ***Implementing procedures*** for daily symptom monitoring for staff.

B. STAFF AND FAMILY TRAINING AND EDUCATION

- a. SUSD will remain ***committed to training*** all staff and to providing educational materials to families in the following areas:
 - i. Enhanced sanitation practices
 - ii. Physical distancing guidelines
 - iii. Use of face coverings, proper removal and washing of cloth face coverings
 - iv. At home health screenings



v. COVID-19 specific symptom identification

b. All parent and staff training and education ***will be delivered virtually.***

i. Upon reopening with in person instruction, the Principal or her/his designee will ensure monthly health and hygiene training for staff.

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.

Reference: Reopening Plan Page 13

- a. SUSD is currently working with outside agencies to develop onsite testing capabilities (saliva testing) that would potentially allow for more rapid results. Testing would be available for staff and students who are symptomatic or prior to the start date of any cohort or group.
- b. Until on site testing is available families will be referred to immediately contact their care provider and/or Call 211 for guidance and possible testing. Employees and community will also be referred to <https://covid19.tularecounty.ca.gov/covid-19-testing-collection-sites/> additional testing site options and resources.
- c. Staff will follow all state guidelines to period testing (i.e. every two months). If onsite testing becomes available testing for staff would occur prior to cohorts starting.

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.

Reference: Reopening Plan Pages 14-15

- A. CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE
 - a. When a student or staff tests positive for COVID-19 and has exposed others at the school, the following steps will be implemented:
 - i. In ***consultation*** with the local public health department and SUSD Board of Trustees, the Superintendent may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the community as determined by the local public health officer.



- ii. SUSD will maintain an effective communications plan **for partial and full school closure** that will include outreach to students, parents, staff, and other invested community members.
- iii. **Consultation** with the Local Health Officer deems closure necessary
- iv. School closure may be necessary if there are **multiple cases in multiple cohorts at school, or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period.**

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.

Reference: Reopening Plan Pages 18-20

A. COMMUNICATIONS

a. Questions regarding the communication of COVID-19 to SUSD constituencies

- i. If a student has COVID-19, what **information** from education records can SUSD share with the community?
 - 1. **FERPA** does not apply when schools disclose that a student may have COVID-19 as long as SUSD **does not directly or indirectly identify that student.** Most of the time, in order to receive sufficient notification of risks to their children, parents do not need to know which student was or may be infected.
- ii. If SUSD **suspects** that a student has COVID-19, what information can the school share with its community?
 - 1. SUSD COVID Coordinator may wish to **proactively** warn parents and students that COVID-19 may be in our school community to facilitate prevention efforts and ensure that people have the information necessary to address a **potential outbreak.**
Given COVID-19's high degree of **infectiousness**, it may be wise for SUSD to err on the side of caution and notify the entire community when **suspected-but-unconfirmed** cases exist. However, **it may not be necessary to identify the symptomatic individual.**
- iii. Communications with Parents/Students, Employees and the Community
 - 1. **Pro-active communications** for all stakeholders that share information about reopening schools, identifies concerns, and addresses these concerns can help prepare students and their families for return to schools.
 - 2. The District will coordinate with local emergency management agencies, the local health department and other local officials (e.g. mental health, Fire Marshal, law enforcement, public transportation, etc.) to identify and develop communications structures and communications for



students/parents, staff and community members related to COVID-19 and schools.

3. Under the guidance of local public health officials, the District can communicate with parents and staff information about **contact tracing and guidelines for families** about sending students to school and when to keep them at home.
4. The District under the guidance local public health officials, will continue to **monitor, investigate, develop a common plan and understanding** of:
 - a. What SUSD will do if they have one or more positive COVID-19 case(s) on campus and/or if a student or staff member has a family member that tests positive.
 - b. The legal responsibilities/privacy rights for communicating information about cases of the virus on any of the SUSD campuses.
5. Differentiating key messaging across **multiple platforms** (e.g., email, text messaging, push alerts, infographics, website posts, social media, news media outlets, printed mailings, etc.).
6. Developing **frequent messaging** that includes all critical information to reduce confusion, anxiety, or misunderstandings. Certainty reduces stress, even when there are not always specifics to share. For example, if plan or action step specifics are not yet available, provide detailed updates and information about the decision-making process and factors being considered (especially as they pertain to stakeholder feedback).
7. Ensuring communication is **bias free and destigmatizing** and does not perpetuate stereotypes.