

## Elementary School Waiver Application

**Name and Address of Applicant**


Waterford Unified School District  
219 N. Reinway Avenue  
Waterford, CA 95386

Date of Application: September 29, 2020; Revised October 07, 2020  
Name and Title of Person Completing Application: Don Davis, Ed.D, Superintendent  
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Phone: (209) 874-1809

Waterford USD is a traditional public school district serving students in pre-school through adult education. The district has five school sites for approximately 1,800 TK through 12<sup>th</sup> grade students. Our students are currently enrolled in one of two learning models (1) Distance Learning, and (2) Alternative Independent Learning.

This waiver application is intended for the reopening of the following schools and grade levels:

<u>School</u>	<u>Grade Levels</u>	<u># of Students</u>	<u>Proposed Date No sooner than:</u>
Richard Moon Primary	TK (27), K (88), 1 <sup>st</sup> (112),	227	October 19, 2020
Richard Moon Primary	2 <sup>nd</sup> (126), 3 <sup>rd</sup> (97),	223	November 2, 2020
Lucille Whitehead Inter.	4 <sup>th</sup> (116), 5 <sup>th</sup> (115), 6 <sup>th</sup> (112)	343	TBD

  
\_\_\_\_\_  
Don Davis, Ed.D  
Superintendent

October 07, 2020  
Date

## I. Consultation

Please confirm consultation with the following groups:  
(Letter of Attestation: Attached)

### Labor Organization

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

Waterford Teachers Association: 8/28/20; 9/10/20; 9/24/20

California Association of School Employees: 7/27/20; 8/28/20; 9/10/20; 9/23/20

### Parent and Community Organizations

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

District English Language Advisory Committee (DELAC): 8/31/20; 9/23/20

School Site Parent Representatives and School Site Council Parents: 9/2/20; 9/23/20

## 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, and are published on the Stanislaus County Office of Education website:

### Cleaning and Disinfection:

*How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.*

### Intensifying cleaning, disinfecting and ventilation

The district shall,

- Buses: Thoroughly cleaned and disinfected buses daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers shall be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Surfaces: Clean and disinfect frequently-touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected at least one additional time during the day by trained staff. Cleansing and disinfecting wipes shall be made available as well.
- Restrooms: Restrooms will be cleaned at least twice during the day and at least once after school and afterschool activities are concluded.
- Classrooms and cafeteria: Classrooms and the cafeteria will be cleaned and high touched surfaces shall be disinfected each evening. This cleaning will be consistent with the established protocols of the CASBO Custodial Handbook.

- Offices and meeting spaces shall be cleaned and high-touch surfaces shall be disinfected each evening.
- As weather and air quality permits, classroom doors and windows will be opened to increase ventilation.
- Atomizers will be used to support disinfecting instructional areas when deep cleaning between cohorts of students.
- Play Equipment: Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses. Unnecessary items, and extra toys shall be removed from the classroom.

(Frequently touched surfaces in the school include, but are not limited to: Door handles, Light switches, Sink handles, and Bathroom surfaces, Tables, Student Desks, and Chairs)

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

The district shall,

- 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.
- Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present.
- Clean window screens and replace as necessary.
- If using air conditioning, use the setting that brings in outside air. Also, utilize the auto fan setting.
- 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: MERV 13).

- Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

## **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.*

Students will remain with their class cohorts to the maximum extent practicable.

- Students will attend classes with their grade level cohorts including recess and lunch.
- Cohort group size will range from 9 to 15 students.
- Students receiving Intensive Reading Intervention support will meet in small groups of 2 to 6 students from the same cohort of student in which they are receiving in-person instruction.
- The site Principal is responsible for keeping track of cohorts and any mixing of individuals.
- Students are dismissed by grade level cohort to minimize mixing.
- Two cohorts of students will be released for recess at a time. Playground supervisors will monitor students to ensure the cohorts do not mix.

### Breakfast

- Students shall receive a grab-and-go breakfast. Tables and seating will be provided in the cafeteria and outdoors to allow for proper distancing. Students are supervised by playground supervisors to ensure distancing.

### Lunch

- Cafeteria services have been streamlined for students to quickly receive pre-packaged "grab and go" meals.
- A staggered micro schedule is created for lunch periods, so that individual cohorts within each grade span do not mix while picking up their lunches.
- Ample seating is provided in the cafeteria and outdoors to allow students in the same cohort who are remaining on campus to eat together while physically distant.
- Additional outdoor seating areas have been constructed at Lucille Whitehead Intermediate, to allow distancing during lunch and breaks.

### After School

- After School Services are suspended until such time as the grouping of after-school students is limited to students of the same cohort of students that are

receiving in-person instruction, or when other guidance is provided by the CDPH or local public health authority.

### **Entrance, Egress, and Movement within the School:**

*How movement of students, staff, and parents to avoid close contact and/or mixing of cohorts.*

#### **Arrival and Departure:**

**Buses:** The district shall maximize space between students, and between students and the driver, on school buses, and open windows to the greatest extent practicable.

Specifically,

- Students will be required to sanitize hands upon entering a bus.
- Students shall wear a face covering while riding on the bus. The bus shall be equipped with extra face coverings for students who may have inadvertently failed to bring one.
- Social distancing shall be utilized as practicable. Students will sit according to cohorts. As space allows students shall refrain from sitting side-by-side to the extent possible until the bus reaches full legal capacity.

**Parents and Family Members:** The district shall minimize contact at school between students, staff, families and the community at the beginning and end of the school day, and prioritize minimizing contact between adults at all times.

Specifically,

- Parents and others shall maintain 6 feet physical distance from other adults and remain behind exterior fences when dropping off and picking up children.
- Adults will not be allowed inside the campus exterior fence without permission from the principal or designee. (Note: During the first week of reopening, parents of TK/K and students new to the campus may escort their child to their child's classroom. These parents shall complete the health-screening form and wear face coverings.)
- Parents entering the school office shall wear a mask and maintain 6 feet physical distance from other adults, and remain opposite the barrier that separates the public from office staff.
- Parents entering the school shall complete the health-screening form.

**Classroom Space:** To reduce possibilities for infection, students must remain in the same space and in cohorts as consistent as practicable, including for recess and lunch, and keep the same students and teacher or staff with each group, to the greatest extent practicable.

The district shall,

- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable.
- Maximize space between student seating and desks.
- Students will be assigned seating.
- Distance teacher and other staff desks at least six feet away from student desks.
- Staff shall 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 must only take place outdoors.
- Implement procedures for turning in assignments to minimize contact.

**Non Classroom Spaces:** The district shall limit communal large group gatherings by limiting visitors, volunteers and other groups from congregating on campus.

The district shall,

- Weather and air-quality permitting: Consider use of outdoor space for instruction.
- Minimize congregate movement through hallways as much as practicable, by creating guidelines that students can follow to enable physical distancing while passing.
- Serve meals outdoors where practicable, keep students together in their cohort groups, and ensure physical distancing. Tables will be available indoors and outdoors.
- Hold recess activities in separated areas designated by class.

### **Breakfast**

**Richard Moon Primary School:** Students shall receive a grab-and-go breakfast. Tables and seating will be provided in the cafeteria and outdoors to allow for proper distancing. Students are supervised by playground supervisors to ensure distancing.

**Lucille Whitehead Intermediate School:** Students shall receive a grab-and-go breakfast. Tables and seating will be provided in the cafeteria and outdoors to allow for proper distancing. Students are supervised by playground supervisors to ensure distancing.

### **Lunch**

**Richard Moon Primary School:** Students shall receive a grab-and-go lunch that they may eat on campus, or take home. Tables and seating will be provided in the cafeteria and outdoors to allow for proper distancing. Students are supervised by playground supervisors to ensure distancing. In order to coordinate bus loading and riding time with students attending Lucille Whitehead Intermediate School, RMPS students who ride the bus home shall eat lunch at school before loading the bus.

**Lucille Whitehead Intermediate School:** All LWIS students shall receive a lunch meal they can eat at school or take home. Additional outdoor seating areas have been

constructed at Lucille Whitehead Intermediate, to allow distancing during lunch and breaks. Students are supervised by playground supervisors to ensure distancing. To coordinate bus loading and riding times, LWIS students that ride the bus, shall take their meal home on the bus. No eating on the bus.

### **Sports, Physical Education and Extra-curricular Activities**

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.

Specifically,

- o Youth sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission.
- o Activities should take place outside to the maximum extent practicable.
- o Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between uses by different people to reduce the risk of COVID-19 spread.

### **Face Coverings and Other Essential Protective Gear:**

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

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

The district shall,

- o Teach and reinforce use of face coverings, or in limited instances, face shields with drapes. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- o Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- o Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

### **Students**

<u>Age Face Covering</u>	<u>Requirement</u>
Pre-school	Strongly encouraged
TK – 2nd grade	Yes, unless exempt**
3rd grade – High School	Yes, unless exempt

**\*\*A face shield with drape is an acceptable alternative for children in this cohort who cannot wear a face covering 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, naptime, or outdoor recreation, or when it needs to be replaced.
- The district shall provide lanyards to students to keep their face covering around their neck when not being worn.
- In order to comply with this guidance, schools 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.
- Face coverings will be provided to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

### **Staff**

All staff, including educators and staff from other agencies, must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with drape 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.

Workers or other persons handling or serving food must use gloves in addition to face coverings. Others employees who will be issued disposable gloves are those who are screening others for symptoms or handling commonly touched items.

### **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.*

### **Checking for signs and symptoms**

The district will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk, by maintaining privacy and proactively communicating to parents, students and staff that discriminating or acts of bullying are not tolerated.



The district shall,

- Actively encourage staff, including educators and staff from other agencies, and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop practices that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these practices.
- Implement screening and other procedures for all staff and students entering the facility, including contacted educators from other agencies.
- Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.
- Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Policies will not penalize students and families for missing class under these circumstances.
- COVID Testing: The Waterford Unified School District staff, including staff from other agencies, will participate in staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education.

## **STUDENTS**

Specifically, parents are asked to self-screen students at home and keep students home if any of the following are true:

- STUDENT IS FEELING ILL
- STUDENT HAS TEMPERATURE OF 100.4 OR HIGHER
- STUDENT SHOWS SYMPTOMS: FEVER, COUGH, RUNNY NOSE, SNEEZING, BODY ACHE, DIARRHEA
- STUDENT HAS BEEN IN CLOSE CONTACT WITH COVID POSITIVE PERSON (6FT OR LESS FOR 15 MINUTES OR MORE)

Student may return to school if any of the following are true:

- STUDENT HAS DOCTOR'S NOTE CONFIRMING THE STUDENT CAN RETURN TO SCHOOL
- STUDENT HAS CONFIRMATION OF A NEGATIVE COVID TEST
- STUDENT IS AT LEAST 24 HOURS WITH NO FEVER, AND 10 DAYS SINCE SYMPTOMS FIRST APPEARED

**STAFF**

Staff complete a daily online self-screening form:

**WATERFORD UNIFIED SCHOOL DISTRICT  
COVID-19 Daily Self-Screening Questions**

All employees must conduct a self-screening prior to coming to work each day. Each employee must log/sign that s/he has conducted the self-screening and is free of symptoms outlined below.

1. I am not experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness  
 True       False
2. I have used a thermometer prior to coming to work or on site and verified that my temperature is not above 100 Fahrenheit (37.8 Celsius)  
 True       False
3. I have not been in close contact with anyone who has been diagnosed with COVID-19  
 True       False
4. I have not been in close contact with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed  
 True       False
5. I am not living with – or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?  
 True       False
6. I have not traveled outside of the continental United States within the past 14 days?  
 True       False

\*\*CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

For updated information on COVID-19, visit CDE Coronavirus (COVID-19).  
I certify that I have self-screened prior to coming to work and to the best of my knowledge, I have answered to the above statements are true:  
I also understand this form will be reviewed daily by my supervisor and/or the human resource department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The Human Resources department is notified if a staff member answers “false” to any question. A “false” response triggers a communication form from the HR director to verify the employee intended to provide the “false” response. If so, the employee is directed to self-quarantine. Staff member may return to work when:

- STAFF MEMBER HAS DOCTOR’S NOTE CONFIRMING THE STAFF MEMBER CAN RETURN TO WORK
- STAFF MEMBER HAS CONFIRMATION OF A NEGATIVE COVID TEST
- STAFF MEMBER IS AT LEAST 24 HOURS WITH NO FEVER, AND 10 DAYS SINCE SYMPTOMS FIRST APPEARED

### **Parent and off-cohort student**

Before entering campus for an appointment the parent and off-cohort student will be asked to complete this form:

#### ON-SITE VISIT PROTOCOL FOR PARENT / STUDENT

As you know, on July 17, 2020, Governor Newsom announced reopening criteria that schools must meet before they can allow students to attend classes in person and on campus. Specifically, a school district may not open for in-person instruction until the county in which the school district is located has not been on the State’s COVID-19 monitoring list within the prior fourteen (14) days, or unless the school has received a waiver. The District has not received a waiver and our county is currently on this monitoring list. Thus, all students must be instructed through a distance learning instructional model. Although Senate Bill 98 (“SB 98”) provides guidance on distance learning model, there might be a need for students to come on campus. Therefore, the following protocol has been put in place.

Before we can proceed with any on-site visit and prevent the spread of the coronavirus we ask that you comply with the following questions before staff and the student/you meet for on-site assistance.

1. You or your child experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?

True       False      <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

2. You or your child have been in direct contact with anyone who has been diagnosed with COVID-19 in the past 14 days?

True       False      <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

3. You or your child have been in direct contact with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed in the past 14 days?

True       False

These are the protocols set before you may proceed on any campus:

1. Upon arrival at the school, please call the school office.
2. Staff will meet you at your location. Child and staff need to have face covering as per CDPH guidance.
3. Student and staff will maintain social distancing of 6 feet. In some cases staff/student will work with a plastic divider to enhance the purpose of the visit.
4. The visit area will be sanitized before and after each use.

Student Name:

Grade:

Parent Signature:

Date:

Any person marking “true” to any of the above questions are denied access to the facility and are directed to return when all questions can be answered “false”. They are further informed that in the intervening time they can conduct their business via phone or online video platform.

Response to suspected or positive COVID case:

If a child or staff member is symptomatic with COVID symptoms they will be sent home and advised to see a medical provider for testing. If the medical provider tests the individual and the test result is negative the person can return to the school 3 days after the resolution of symptoms. If the medical provider writes a note and provides a reasonable alternative diagnosis the individual can return to school immediately based on the medical providers guidance.

If a child or staff member is a close contact to a positive person they must quarantine at home for 14 days. It is recommended that they are tested for COVID on, or around, day 5-7 and again at day 14. Testing will not decrease the quarantine time nor delay return to school while waiting on results. If the individual develops symptoms of COVID they are advised to test. If positive they will follow the instructions below.

If a staff person or child is COVID + they must follow current isolation guidelines and stay in isolation for 10 days and be fever free for 24 hours without the use of fever reducing medication and have a reduction in symptoms. A doctor’s note is not required to return to school if they meet these criteria.

## DL Instruction during Quarantine

When a student or a classroom is quarantined in response to a positive COVID test, the student and/or cohort of students will receive instruction according to a Distance Learning model similar to what was in place prior to the school returning to in-person instruction.

## Healthy Hygiene Practices

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

The district shall teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Specifically,

- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands and/or hand sanitize frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
- Staff should model and practice handwashing and hand sanitizing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing and hand sanitizing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The district shall,

- Provide handwashing or hand sanitizing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Develop routines enabling students and staff to regularly wash or sanitize their hands at staggered intervals. These routines shall include:
  - Before leaving the restroom
  - Before and after recess time
  - Before meal time
  - Before entering the classroom

- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch or open face trashcans, face coverings, and hand sanitizers.
- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities.

### **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.*

### **Plan for when a staff member or student becomes sick**

The district shall,

- Work with Stanislaus County Public Health using StanTrack, a syndromic and COVID surveillance system for case reporting and tracking
- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff, including staff from other agencies, exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: (Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Fatigue, Muscle pain, Headache, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, and New loss of taste or smell)
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.
- Exit classroom and close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and

disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 calendar days since symptoms first appeared.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
- 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.
- COVID Testing: The Waterford Unified School District will participate in staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education.
- Follow the CDPH Guidelines titled “Responding to COVID-19 in the Workplace,” which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.
- The district will follow CDPH or local guidance on surveillance testing of staff.



SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> <li>Send home</li> <li>Recommend testing (If positive, see #3, if negative, see #4)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>No Action needed</li> </ul>
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14-day quarantine)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 3 days after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification if prior awareness of testing</li> </ul>

(Contact with a Covid positive individual is defined as  $\leq 6$  feet of distance for  $\geq 15$  minutes)



## **Physical Distancing:**

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

- Students will be reminded of physical distancing practices.
- All offices have had waiting room areas reduced to ensure 6 feet social distancing is maintained.
- Social distancing signage will be placed at all school sites and district facilities
- Lunch lines, office entrances, and other high traffic areas will have social distancing markers placed 6 feet apart.
- Additional outdoor seating areas have been constructed at Lucille Whitehead Intermediate, to allow distancing during lunch and breaks.

## **Staff Training and Family Education:**

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

The district shall 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
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.
- For workers, COVID-19 specific symptom identification and when to seek medical attention
- The district's plan and procedures to follow when children or adults become sick at school
- The district's plan and procedures are to protect workers from COVID19 illness.
- Conduct the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

## **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.*

- Students with Covid-19 like symptoms will be isolated then sent home. The students may return to school by (a) receiving a “negative” result from a Covid-19 test, (b) completing 10-day quarantine, or (c) having a doctor’s note verifying that the symptoms are not Covid-related (e.g., asthma, allergies) and it is safe for the student to return to school.
- The district will follow CDPH or local guidance on surveillance testing of staff.
- The Waterford Unified School District staff, and staff from other agencies, will participate in routine staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education following guidelines provided by the California Department of Public Health and the Stanislaus County Health Services Agency.
- When available the district will purchase Covid-19 self-test kits from Quest Diagnostics and shall ask all staff serving Richard Moon Primary School students to take and submit a self-administered Covid-19 test once every 2 months. The tests will be sent to Quest Diagnostics for analysis.

### **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 are criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction:

- Quarantine/closure of a classroom, school, or school district will be done jointly with Public Health and the school district.
- Decisions will be made based on state guidance that if a classroom has a positive case it will be quarantine for 14 days and move back to previously established distance learning models and schedules.
- If one of the schools in a district are closed due to COVID-19 then the district will be closed/quarantined.
- If the district runs short of PPE or cleaning/disinfecting supplies the district shall move back to the previously established distance learning models and schedules.
- In addition to the minimal criteria applied, the school district in consultation with the Public Health Officer may close earlier or more widely based on community outbreak within the population served by the Waterford Joint Unified School District that significantly exceeds the aggregate case numbers in Stanislaus County and are above the case count and positivity rates for widespread tier under the Blueprint for a Safer Economy.

## **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. Please specifically refer to 34 CFR § 99.3*

The Waterford Unified School District will communicate the plan for school reopening and associated operations by:

1. Prominently placing the plan on the district and school websites
2. Sharing critical plan elements on social media platforms (i.e., Facebook, twitter)
3. Emailing the plan to parents/guardians in English and Spanish
4. Providing updates via, mass-calling, text and email using the Infinite Campus Student Information System
5. Utilizing the District App (Apptegy) for push notifications of important updates.
6. In coordination with the County Public Health Officer, the Waterford Unified School District will use our website, email, phone dialer, and digital delivery system to immediately communicate to affected stakeholders of potential virus exposures. This communication will be done with guidance from legal counsel and will be consistent with the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act

# **WATERFORD UNIFIED SCHOOL DISTRICT**

219 N. REINWAY AVENUE, BUILDING 2  
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PHONE (209) 874-1809 – FAX (209) 874-3109

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**DISTRICT SUPERINTENDENT**

DON DAVIS, Ed.D

**ASSISTANT SUPERINTENDENT**

**EDUCATIONAL SERVICES & HUMAN RESOURCES DEVELOPMENT**

JOSÉ ALDACO

**BOARD MEMBERS**

VANESSA ANDERSON

TIM BOMGARDNER

SHEILA COLLINS

MATT ERICKSON

LISA HAWKINS

October 7, 2020

Julie Vaishampayan, MD, FIDSA  
Public Health Officer  
Stanislaus County Health Services Agency  
Public Health

**RE: Letter of Attestation to Labor Consultation on Elementary School Waiver Application**

Dear Julie Falkenstein,

This letter is to attest that the Waterford Unified School District Superintendent consulted with members of our labor organizations regarding school reopening plans and the elementary waiver application on the following dates:

California School Employees Association #657: 7/27/2020; 8/28/2020; 9/10/2020; 9/23/2020  
Members present at one or more of these meetings:

Taysha Lefler (President)  
Kate Thornton  
Brittney Rose  
Tim Raposa  
Carmen Espinosa

Irma Davila  
Liliana Alvarez  
Anabel Alcala de Gonzalez  
Jessica Clayworth

CTA: Waterford Teachers Association: 8/28/20; 9/10/20; 9/24/20  
Members present at one or more of those meetings:

Travis Walsh (President)  
Linda Moran  
Nathan Oberg  
Alma Costales  
Felicia Parman  
Kathy Taylor

Michael Dehn  
Kathleen Nyquist  
Dora Robertson  
Kathy Kuehl  
Allison Marlow

Sincerely,



Don Davis, Ed.D  
Superintendent