

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): Zion Lutheran Elementary School

School Type:

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

Number of schools: 1

Enrollment: 75

Superintendent (or equivalent) Name: Luis Villanueva (School Board President, Elizabeth Lyles (Acting Principal), Rachel Klitzing (Executive Director of School Ministries)

Address: 1244 E. Cypress Street
Anaheim, California 92805

Grades/Number of Students Proposed to be Reopened:

TK ☒ K ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th ☒ 6th

Date of Proposed Reopening: August 17, 2020

Name of Person Completing Application: 1

Phone Number: 562-644-5483 or 714-535-3600 ext 402

Email: elyles@zionanaheim.org

Signature: 

Date: August 4, 2020

I. Consultation

Please confirm consultation with the following groups:

X Labor Organization

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

Zion Lutheran School Board

After administering a survey to the faculty and staff, our School Board president analyzed the results of the survey which showed that they all prefer to reopen our school for in-person instruction following state and local health guidelines. Our School Board President wrote a letter on behalf of the faculty and staff who support the reopening of our school for in-person instruction. Our School-Age Care Director and Early Childhood Education Center also wrote a letter of support for the reopening of our school for in-person instruction.

X Parent and Community Organizations Name of Organization(s) and Date(s) Consulted:

Zion Lutheran Church Board of Directors and Zion Lutheran Parent-Teacher-Student League. After administering a survey of the parents and congregation members, our Head Elder and PTSL President analyzed the results of the survey which showed that the majority prefers to reopen our school for in-person instruction following state and local health guidelines. Our Head Elder and PTSL President wrote a letter on behalf of the parents and congregation members who support the reopening of our school for in-person instruction.

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

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):

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

X **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.

- X **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.
- X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- X **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.
- X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- X **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.
- X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- X **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.
- X **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.
- X **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.

Additional 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>



Pacific Southwest District

1540 Concordia Drive East
Irvine, California 92612-3203
949-854-3232
FAX: 949-854-8140

Dear Esteemed Leader,

My name is Rachel Klitzing. I serve as the Executive Director of School Ministries for the Pacific Southwest District schools of the Lutheran Church Missouri Synod. I also serve as a member of the board of directors for the California Association for Private Schools Organization (CAPSO), a Council for American Private Education (CAPE) affiliate.

Our Lutheran Church—Missouri Synod congregations and schools are all self-governing organizations. However, we are grouped into 35 districts and each district is served by a District President and an Education Executive. In essence, my role is one of Superintendent, yet, within our context, I do not make site-based decisions. Each of our schools has a governing board which serves this purpose. Among the many tasks of my position, my staff and I serve to resource the schools in our district (Southern California, Arizona, and Southern Nevada) with professional development, best practices, candidates for various teaching and administrative positions, and provide support and guidance in navigating through challenging seasons and situations, of which the current pandemic and the reopening of schools is definitely one such challenge.

It is my hope that you will view this letter as one that satisfies the Governor's request of a Superintendent's letter as part of the waiver application process. Governor Newsom left the door open in the guidance he issued on July 17, mentioning a waiver for private and charter schools to reopen for the start of the 2020-21 school year with on-campus learning. Our Lutheran Christian schools have met ALL of the CDC and local health requirements for a safe and healthy reopening, including temperature screening each day (and more), social distancing, face coverings, shields around desks, sanitizing protocol, etc. It is our desire that you would see that our schools will be able to safely reopen providing the highest quality of onsite instruction and cleanliness/sanitization and safety for the children, whose parents are tax-paying citizens but have chosen a private school. Our schools are ready to reopen safely on their campuses for the community!

If you would like to speak with me directly, please contact me at rachel.klitzing@psd-lcms.org.

I look forward to working with you to safely reopen the schools within your county.

Respectfully and sincerely,

Rachel Klitzing
Executive Director of School Ministries
Pacific Southwest District – LCMS

www.zionanaheim.org
714.535.1169 tel · 657.232.9188 fax

222 N. East Street
Anaheim, CA 92805



ZION LUTHERAN
CHURCH AND SCHOOLS

July 27, 2020

To: Orange County, CA Health Agency

Re: Waiver to reopen for in-person instruction at Zion Lutheran Church and Schools

To whom it may concern,

My name is Mark Hirzel and I am representing the Zion Lutheran School Community.

After surveying the Zion Lutheran Church & Schools community and analyzing the results, the Zion Lutheran Church & Schools community strongly and overwhelming support the Zion Lutheran School to reopen for in-person instruction following all state and county health and safety guidelines and protocols for the 2020-2021 school year on August 17th, 2020.

If you have any questions, you may contact me at elders@zionanaheim.org or on my cell phone at 714.225.6196

In His Service

Mark Hirzel
Chairman, Board of Elders
Zion Lutheran Church & Schools

July 28, 2020

To whom it may concern,

My name is Luis Villanueva, Zion Lutheran School Board President and I am representing Zion Lutheran School teachers and staff.

After surveying the Zion teachers and staff and acutely analyzing the results, the Zion Lutheran staff strongly and overwhelming support that Zion Lutheran School reopen for in-person instruction following all state and county health and safety guidelines and protocols for the 2020-2021 school year on August 17, 2020.

If I can be of any assistance or answer any questions you may have, please feel free to contact me at 714-734-6216.

In His Service,

A handwritten signature in black ink, appearing to read "Luis Villanueva". The signature is fluid and cursive, with a large initial "L" and a stylized "V".

Luis Villanueva
Zion Lutheran School Board President

July 27, 2020

To whom it may concern,

My name is Candy Chatchaiyan and I am representing the Zion Lutheran School parents. After surveying the Zion parents and analyzing the results, the Zion Lutheran parents strongly and overwhelming support the Zion Lutheran School to reopen for in-person instruction following all state and county health and safety guidelines and protocols for the 2020-2021 school year on August 17th, 2020.

Due to the small enrollment and class sizes that Zion offers, along with a large, open campus, it is of our overwhelming opinion that Zion can safely reopen and meet all the local health department requirements.

On behalf of all Zion parents, we kindly and respectfully urge you to accept our waiver to reopen for in-person instruction.

If you have any questions, you may contact me at (323) 842-0136. Thank you for your consideration.

In His Service,

A handwritten signature in cursive script that reads "Candy Chatchaiyan".

Candy Chatchaiyan

August 4, 2020

To whom it may concern,

Zion's School Age Care Program is in support of the re-opening of Zion Lutheran School for in person instruction. The school is an important part of children's daily lives and education and supports the development of social and emotional skills. The school creates a safe environment for learning, addresses nutritional needs and facilitates physical activity. Zion Lutheran School is also an important part of our surrounding community.

Please give us your support in re-opening our school.

Amy Jacobson

School Age Care Director

Zion Lutheran Early Childhood Education Center

222 N. East St.
Anaheim, CA 92805
714-535-1172 ext. 3
License #300601036



August 4, 2020

To Whom It May Concern:

As the director of Zion Lutheran ECEC, I am in total support of our elementary school, Zion Lutheran Elementary, opening for in-class instruction on our campus.

I know that they have strict health and safety protocols in place to insure all children are protected.

As an educator, I know that children learn best in-class and it is of the best interests of the student that we open for this type of instruction.

Our school has been a blessing to many children over the years, I pray that it will continue to be a shining light in our community.

Blessing,

A handwritten signature in cursive script that reads "Lori Knapp".

Lori Knapp, MEd
Director, Zion Lutheran ECEC

Zion Lutheran School
Reopening Plan 2020-2021

Zion Lutheran Families,

We have been working diligently to create a plan for returning to campus in a safe and responsible manner, pulling in guidance from local, state and national health experts for the 2020-2021 school year, which begins on August 17, 2020. We know nothing can rival a modern classroom, where students can learn face-to-face from a highly qualified teacher and collaborate with peers. We also recognize the vital role school plays in promoting socialization, nutrition, mental health and physical activity.

Please read over the plan that will be put into place for reopening so that you are aware of the procedures.

Phase 1:

- Remain open for in-person instruction Monday- Friday from 8 am to 3 pm (as well as before and after school care) until mandated not to do so, if there are no positive results among staff and families.
- If someone is symptomatic (see below for symptom definition) but not tested yet, we will inform family and staff and will close until results have been received. If results come back positive for COVID 19, we will move to Phase 2.
- Parents are asked to take children's temperatures each day before leaving for school. This is to limit creating a fearful environment at school. If a child has a temp of 99.5 or higher please keep them home, notify the school and observe the 72 hour exclusion. We are trusting

staff and families to be prudent in observing these exclusion rules so that we can remain open.

- Enhanced cleaning procedures will include adding hourly wipe downs of high touch areas, fully cleaning all shelves and toys after use and each day at closure, removing any high risk/hard to clean supplies. Bathrooms will be sanitized multiple times throughout the day. It is encouraged that students bring their own water bottle with a lid (reusable water bottles are preferred) to discourage drinking fountain usage. UV lamps will be used each night in each classroom for further disinfection.
- Pickup and drop off will be modified. We will have a check-in station at each grade-level entry (entry locations will be shared at a later date) where temperatures will be taken and recorded, and we will screen for symptoms. Only essential personnel will be permitted to enter the facility. These procedures will be to limit the exposure to our staff members and school, as well as limit repeated touching of door knobs and sinks by multiple people. Masks or face shields are required for anyone coming onto the school grounds (please notify the school office if there is a health concern regarding this policy). We ask that you bring your own face mask/ shield, but if you arrive without one we will provide one as needed.
- We will limit items brought from homes.
- Social distancing: We will have desks spaced out, all desks will be equipped with clear desk shields/ barriers, and recess and lunch schedules will be staggered to prevent interaction between different classes. Classes will be in small cohorts of no more than 12 students per classroom.
- Require all staff to practice and monitor social distancing outside and inside the classroom.

- Require staff and students to wash their hands multiple times throughout the day. Utilize the hands-free sanitizer and paper towel dispensers, newly installed throughout the campus.
- For the safety of our Zion community, we ask staff and families not to hide symptoms.
- Staff will be trained before school begins and families will receive a pre-recorded presentation to learn how we are providing a safe and healthy environment.
- Staff will be tested monthly.

Phase 2

(This phase will be enacted if we have a positive test among staff or families.)

- All staff and families will be notified and those who have been in close contact with the affected individual will be notified and are asked to be tested and to observe isolation.
- Our office staff will create and submit a list of exposed students and staff to the local health department.
- Should we be mandated to close or have a positive case among families or staff, we will close for at least 2 weeks, possibly longer. All surfaces, toys, etc. will be thoroughly cleaned and disinfected.
- In the event that we are mandated to be quarantined as a community, we will do everything in our power to arrange care for children of healthcare and other essential workers.
- During mandatory quarantine, we will transition into remote learning.

such claims, liabilities, costs, expenses or damages arise from the active or passive negligence of Zion Lutheran Church and School, other than claims, liabilities, costs, expenses or damages determined in final judgment, by a court having final jurisdiction, to be the result of Zion Lutheran Church and School's willful misconduct or recklessness. I UNDERSTAND AND AGREE THAT THE ABOVE RELEASE PREVENTS ME FROM SUING ZION LUTHERAN CHURCH AND SCHOOL FOR ANY CLAIM, LIABILITY OR DAMAGE (EXCEPT AS SET FORTH ABOVE) RELATED TO COVID-19.

X _____