

HUSD Elementary School Waiver Application Cover Form

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): Hilmar Unified School District

Name of District/School: Elim Elementary School, Merquin Elementary School

If this is a School District Consolidated Application Yes: ☒ No:

School Type: Traditional Public School

Number of schools: 2

Enrollment: Elim 956

Merquin 150

Superintendent (or equivalent) Name: Isabel Cabral-Johnson

Address: 7807 Lander Avenue, Hilmar CA 95324

Number of students and number of classes per grade proposed to be reopened:

Elim Elementary	Total Enrollment 956	Merquin Elementary	Total Enrollment 150
TK	35	TK	14
Kindergarten	162	Kindergarten	22
1 st Grade	150	1 st Grade	22
2 nd Grade	151	2 nd Grade	16
3 rd Grade	161	3 rd Grade	16
4 th Grade	136	4 th Grade	29
5 th Grade	161	5 th Grade	29

Date of Proposed Reopening: No earlier than October 5th. Elim School will phase in over two weeks the return of students to school. The HUSD reopening date will be determined in consultation with the County Public Health Officer and in consideration of the most current COVID-19 infection data.

Name of Person Completing Application: Isabel Cabral-Johnson

Phone Number: 209-667-5701

Email: ICJohnson@hilmar.k12.ca.us

Signature



Date:

9-25-20

I. Consultation

Please confirm consultation with the following groups:

✓ Labor Organization

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

Hilmar Unified Teachers Association 9/21/20

In addition to the consultation with Hilmar Unified Teachers Association, all staff was also provided the information via live broadcasts from the superintendent as well as small in-person meetings.

✓ Parent and Community Organizations

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

District English Learner Advisory Committee 8/25/20

District Advisory Council 9/16/20

Elim Site Council 9/21/20

Merquin Site Council 9/21/20

All parents were provided information via the Coffee with the Superintendent live broadcasts where two-communication was held.

II. Elementary School Reopening Plans

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

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

- *A regular cleaning schedule will be implemented throughout the day with emphasis on high touch areas including door handles, light switches, sink handles, bathroom surfaces, desks and chairs.*
- *All classrooms, offices and other used facilities at the school site will be cleaned and disinfected per CDC guidelines.*
- *Cleaning logs will insure frequent cleaning/sanitization.*
- *A regular schedule for ventilation filter replacement will be maintained.*
- *Hand sanitizer will be available in every room.*
- *Staff will be provided sanitization kits (gloves, disinfectant wipes, masks or shields, tissues, etc.).*
- *Students will not share basic school supplies (pencils, crayons, etc.)*

- *All computers or digital devices will be wiped/disinfected at the end of each school day.*
- *Devices will be assigned to individual students.*
- *Playground equipment will be sanitized daily.*
- *Whenever practical, fresh outdoor air will be introduced into the classroom by opening doors and/or windows*
- *All buses will be cleaned and disinfected after each route per CDC guidance.*

✓ **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.

Classroom

- *Staff and students will meet in the same classroom each day and be considered a stable cohort.*
- *Each classroom cohort will contain no more than the maximum number of people recommended by CDC or the Merced County Health Department.*
- *Students will be required to remain in the class cohort for the entire day.*
- *Desks will be spaced according to CDC guidelines (6 ft apart) and all students will face the same direction to the extent possible.*
- *Students will be assigned seating and maintain their own school supplies and devices.*
- *Student movement in the classroom will be minimized to help maintain social distancing.*
- *All classrooms will have scheduled times for handwashing throughout the day.*
- *Parents will not be allowed to enter classrooms.*

Restrooms

- *All restrooms will be routinely checked by staff for cleanliness, sanitization and appropriate supplies.*
- *Students will be frequently reminded of social distance and of the need to wash their hands.*
- *Students will use grade-level assigned restrooms.*

Food Services

- *Meal times will be staggered for the stable cohorts*
- *Meals will be delivered to classrooms or students may eat in the cafeteria by grade level*
- *Cohorts will be monitored by campus personnel*

Transportation

- *Buses will be equipped with hand sanitizer and students will sanitize as they board the bus.*
- *Students will be assigned seats.*
- *Everyone on the bus will be required to wear a face covering.*
- *Windows will be rolled down when weather permits.*
- *Buses will be sanitized after each route.*

Recess

- *Recess times for each grade level and/or classroom will be staggered to maximize social distancing.*
- *Cohorts will be assigned specific areas to play.*
- *Students will sanitize or wash hands prior to and after using playground equipment*

✓ **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.

- *Gates will open no sooner than 8:00am for student entry*
- *Students will need to line up in a scheduled fashion, outside their classrooms, socially distanced until the classroom is opened.*
- *Staff will monitor all entry points for adherence to established safety precautions.*
- *Students will enter through one of the designated entrances and proceed to their classroom.*
- *No parents/volunteers will be allowed until the District receives authorization from the Merced County Public Health Department.*
- *All adults entering the office must wear a face covering and maintain social distance.*
- *Staff will monitor and/or navigate students through common areas.*
- *Students will be released on a staggered schedule.*
- *Parents will be asked not to exit their vehicle or to walk on campus during drop-off time or pick-up times.*

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

- *Face coverings will be available for adults and students as needed.*
- *All staff is required to wear a face covering.*
- *Students in grades TK-2 are encouraged to wear a face covering. During small group instruction where 6 feet distancing is not possible, students will be required to wear a face covering.*
- *Students in grades 3-5 will be required to wear a face covering.*
- *Gloves are available for cleaning, medical usage and food preparation*
- *Training for all staff was completed on or before 9/16/20.*

✓ **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.

- *Parents will complete student screening prior to sending their child to school each day.*
- *Students will be visually screened upon arrival and throughout the day by staff.*
- *If a student is symptomatic, the school nurse will be called to assess the student and notify the parent if necessary.*
- *The quarantine area (Wellness Room) will be used for symptomatic students as needed and sanitized after use.*
- *Staff will complete a self-attestation each morning, check their temperature upon arrival at school and document as required.*
- *Any staff member who has a temperature above 100.4 F degrees and/or is symptomatic will remain home and contact their immediate supervisor.*

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

- *Signage will be prominently displayed at all sites reminding individuals of proper virus safety protocols.*
- *Students will be taught and frequently reminded of virus safety protocols.*
- *Hand sanitizing stations will be available in all instructional areas and bathrooms.*
- *Students and staff will be required to sanitize their hands before entering any indoor instructional area.*
- *Proper handwashing techniques will be taught.*
- *Scheduled hand washings will occur throughout the day.*
- *There will be a designated room for routine health needs and a separate quarantine area.*

- *All staff and students (grades 3-5) will be required to wear a face covering and maintain a 6-foot social distance whenever possible.*
- *All staff completed health and safety training.*

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

- *If a student is symptomatic of illness while at school, the student will be separated from others and isolated to an area (Wellness Room) where others do not enter.*
- *When a student or staff member exhibits symptoms of COVID-19, they will contact immediate supervisor.*
- *The student or staff member will be sent home to isolate and testing will be recommended*
- *All students or staff that have been in contact with the student or staff member exhibiting symptoms must self-monitor for symptoms and test if they develop symptoms*
- *Merced Department of Public Health will contact Hilmar Unified School District if a student or staff member tests positive to initiate the contact investigation.*
- *The HUSD health services staff will support these protocols as needed.*

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

- *All the protocols listed above will be utilized to maintain a social distance of 6 feet between all students and staff whenever possible and practical.*
- *School student populations will be divided to accommodate the 6-foot social distance in each instructional space.*

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

- *Training and information was provided to all staff and students:*
 - *Proper use, removal, and washing of cloth face coverings.*
 - *Handwashing practices was conducted and will be reviewed regularly*
 - *On COVID-19 protocols, Mandated Reporting, cleaning products, proper hygiene practices, before the start of the school year*

- *Families were and will continue to be educated on safety protocols included in the plan, as well as enforcement of the plan, via virtual meetings, social media and other communication platforms.*

✓ **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.

- *HUSD will work with Merced County Public Health and proceed according to their guidance when a student or staff member exhibits symptoms of COVID-19*
- *The current protocol will include recommendation for testing and quarantine as needed.*
- *Staff will be tested every two months as recommended by Public Health*

✓ **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.

- *In consultation with Merced County Department of Public Health,*
 - *A class will consider closing in-person attendance and returning to distance learning if one or more students or staff members is confirmed to have COVID-19.*
 - *A school will consider closing in-person attendance and returning to distance learning if multiple cohorts or classes have confirmed cases of COVID-19.*
 - *Classes/schools may re-open after 14 days (or clearance from Merced County Public Health) and the class/school has been cleaned and disinfected.*

✓ **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.

- *Information will be communicated to students, staff and parents/guardians following recommendations of Merced County Public Health and consistent with privacy requirements. Communication methods may include phone calls, emails, Parent Square and HUSD websites.*

✓ **School Website URL** where reopening plan and waiver are posted.

- *Hilmarusd.org*