

Waiver Application

Please read the full instructions before completing the waiver application. All questions must be answered fully for the application to be considered. Final approval will be made by San Mateo County Health in consultation with the California Department of Public Health.

I. Background Information

Name of Applicant (Local Educational Agency or Equivalent): **Ravenswood City School District**

Address: **2120 Euclid Ave.
East Palo Alto, CA 94303**

School Type: **Traditional Public School**

Number of Schools: **4**

Total Enrollment: **1712**

Grades/Number of Students Proposed to be on Campus for In-Person Instruction:

TK: 26 K: 2 1st: 3 2nd: 3 3rd: 2 4th: 5 5th: 1 6th: --

Number and Description of Students to Return to Campus for In-Person Instruction:

General Education: 11

Please Describe: *One transitional kindergarten class at Costano School for the Arts, with 11 current students.*

Students with Disabilities: 31

Please Describe: *Unique learners with moderate to severe special needs. This could include up to 31 students, of which 15 are preschool, and 16 are in grades K-5. These students are currently served in four classes of no more than 9 students per class, and are all based at Costano School for the Arts.*

Students with High Needs: --

Please Describe:

Children of Essential Workers: --

Please Describe:

Other: --

Please Describe:

Number of on-site faculty and staff: **15**

Date of proposed start: **January 25, 2021**

2. Consultation

Please confirm consultation with the following groups:

☒ **Labor Organization/s**

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

- Ravenswood Teachers Association (RTA): July 13, 2020, September 15, 2020, September 29, 2020, October 20, 2020, December 1, 2020
- CSEA: July 13, 2020, September 30, 2020, October 21, 2020, December 2, 2020
- School Improvement Working Group (includes RTA and CSEA Presidents + several members): Oct. 14, 2020, Nov. 17, 2020, Jan. 6, 2021

☒ **Parent and Community Organizations**

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

- DAC/DELAC (District Advisory Council / English Learner Advisory Council): Nov. 4, 2020; Dec 17, 2020
- School Improvement Working Group (includes multiple parents): Oct. 14, 2020, Nov. 17, 2020, Jan. 6, 2021

3. School Plans for Reopening to In-Person Instruction

School or district website address where reopening plan is posted:

<https://sites.google.com/ravenswoodschools.net/reopeningplanning/recovery-plans>

Please confirm that the school reopening plan published on the above website addresses each of the following in a manner consistent with guidance from the California Department of Public Health, San Mateo County Health, and the Pandemic Recovery Framework (PRF). Include a brief summary and the page(s) that include(s) the relevant content for each section that follows.

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

Page/s of Plan: *Pg. 15 - Health & Safety / A Safe & Clean Learning Environment / Cleaning & Disinfection*

Please summarize your plan to address this:

Our custodial staff worked hard over the summer to develop new cleaning procedures, including investing in supplies and schedules to ensure quick and robust room cleaning (e.g. using high-quality misters to apply commercial-grade germicide) and ensure that schedules allow for classrooms, bathrooms, and offices to be adequately and regularly disinfected. As other common spaces, such as play structures or staff lounges, are opened for use by students, we will clean them as well.

For the SY20-21 school year, we have one of our highest-ever ratios of custodians per attending student to help implement this plan. Staff are also limiting the sharing of materials and equipment by staff or students.

☐ **Cohorting: How students will be kept in small, stable groups.**

Page/s of Plan: *Pg. 16 - Health & Safety / A Safe & Clean Learning Environment / Cohorting*

The TK class will be operated as a stable cohort, with 11 students, 1 teacher, and potentially a paraprofessional. These students would come on campus every day, and will not interact with other staff or students during the school day. After school hours, most or all students will transition into a learning hub run by the Boys & Girls Club of the Peninsula (BGCP). We currently plan for students to stay in the same room afterschool, with the teacher handing off to the BGCP staff at the end of the school day.

The Unique classes will ultimately operate as stable cohorts of no more than 9 students per class, with 1 teacher and up to 3 para professionals. However, the schedules will be individualized for each student, with students coming on campus individually at first for short periods of time with their teacher, and building up the amount of time and number of students together over time, based on student needs and ability.

☐ **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.**

Page/s of Plan: *Pg 17 - Health & Safety / A Safe & Clean Learning Environment / Entrance, Egress, and Movement within the School*

Please summarize your plan to address this:

We have changed the way people move around the facilities in order to minimize close contact and/or cohort mixing, including minimal use of common spaces, separate entrances and exits, staggered start and end times for each program, designated facilities and usage of outdoor spaces. We have installed signage and made other changes to reinforce these changes, and also added physical barriers (like plexiglass) in some spaces where appropriate. We are allowing no visitors on campus, and staff who do come to campus are required to report at the main office and restrict their movement to designated spaces to avoid close contact.

Our partner-run learning hubs on campus have been executing these new practices successfully since September.

☐ **Face Coverings and Other Essential Protective Gear: How CDPH face covering requirements will be satisfied and monitored.**

Page/s of Plan: *Pg.s 18-19 Health & Safety / A Safe & Clean Learning Environment / Face Coverings and Other Essential Protective Gear*

Please summarize your plan to address this:

We will follow the County Pandemic Recovery Framework guidelines around the use of face coverings (PRF Pages 29-32). Teachers and administrators will require all students and adults to wear a mask at all times when approaching, on, and departing from campus, with limited exceptions. We have purchased, with support of the county, enough masks for every student and staff member to have multiple masks, beyond what they may already be using at home. If students or staff come to school without a mask, we will provide one as needed. We have also purchased over 100 portable HEPA air purifiers for use in our classrooms. We will provide additional protective equipment for staff and students in our unique learners classes (for students with moderate - severe special needs).

☐ **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.**

Please summarize your plan to address this:

Each day, parents/guardians will answer a standard health screening questionnaire and have their child's temperature checked before their student is allowed on campus. If students have a fever, show other symptoms, or answer yes to screening questions, they will be asked to return home, and parents/guardians will be advised to contact their health care provider for advice and testing. If symptoms develop while on campus during the day, the student will be brought to their school's designated isolation area. The school administrative assistant will contact a parent/guardian and request they come immediately to take the student home.

All staff who come onto a district site are required to report first to the administrative assistant at the site (whether a school site or central office). The administrative assistant asks a series of health screening questions and takes their temperature. If staff members have a fever, show other symptoms, or answer yes to screening questions, they will be asked to return home, and advised to contact their health care provider for advice and testing. If staff develop symptoms later in the day while on campus, they will be sent home and advised to contact their health care provider for advice and testing.

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

Page/s of Plan: *Pg. 15 - Health & Safety / A Safe & Clean Learning Environment / Healthy Hygiene Practices*

Please summarize your plan to address this:

Nearly all of our classrooms are equipped with handwashing stations and we will prioritize placing students in rooms with working stations, or repairing the station (if necessary and possible) to ensure access to a handwashing station. We have also purchased mobile handwashing stations to place throughout each campus. Additionally, we have purchased, with support from the county, significant amounts of hand sanitizer and distribution bottles and are ready to distribute those throughout the campus.

Teachers will show students how to wash hands properly, and teach them why it is important to wash hands or use sanitizer. Students will be expected and supported to wash hands upon arrival at school, before and after eating, and after recess.

☐ Identification and Tracing of Contacts: Actions staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing. This includes submitting case and contact numbers to SMCOE, which will then notify SMC Health, and notifying exposed persons. Each school must designate a person for SMCOE and SMC Health staff to contact about COVID-19.

Page/s of Plan: *Pgs 22-24. Health & Safety / Coordination & Communication After New Cases or Exposure*

Please summarize your plan to address this:

In the event of a confirmed case, the School Point Person (the school site Principal) will report that info to the Ravenswood district point people (Director of Student Services for student/family cases, or Director of HR for staff cases). The Ravenswood district point people will then report any cases to the Ravenswood Supt and to the SMCOE Superintendent, following county protocol. District point people will then share exposure notices with the impacted school community, taking care to protect the privacy of individuals who tested positive or were exposed.

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

Page/s of Plan: Pg 16 - *Health & Safety / A Safe & Clean Learning Environment / Physical Distancing*

Please summarize your plan to address this:

Schools are being asked to keep all people (students or staff) at least six feet away as much as possible, to reduce the likelihood of virus transmission. This required us to revisit all our activities, including before, during and after school hours, as well as transportation, meals, recess, etc., to minimize the chance that students or staff would come in close contact with each other. To allow for proper distancing, we need to reduce the number of students in any given classroom by about half.

We are fortunate to have relatively large classrooms across our campuses. Each classroom will have a set maximum capacity that allows for students and staff to remain six feet apart during lessons. As mentioned earlier, we will also use - where appropriate and possible - separate entrances and exits, one-way markers, spots to help create spacing, and staggered lunch, recess, start and end times.

☐Staff Training and Family Education: How staff will be trained and families educated on the implementation and enforcement of the plan.

Page/s of Plan: 52-54 - *Community Focus / Educate & Train*

Please summarize your plan to address this:

We have held multiple mandatory staff trainings on COVID response through the TargetSolutions online training platform (see Recovery Plan for list of videos and courses). We have also reinforced expectations through presentations at school site staff meetings, as well as at the Jan 4th professional development day, and through 1:1 communication between managers and direct reports. We will also have an additional orientation for the teachers and staff who will be working with the classes that are returning in late January (one TK class and four unique learner classes).

We have also engaged families throughout the pandemic to educate and inform them about what to expect from distance learning, as well as how to best keep themselves, their students and their community safe from COVID. We have used social media, our ParentSquare parent communication tool, as well as other methods to engage families. We have also had individual conversations with the family of each urgent learner who we are proposing to bring back on campus about their willingness to return to campus. In these conversations, we have listened to their questions and concerns, and shared expectations that students would wear face masks and practice social distancing, etc. We will clarify and reinforce these expectations through frequent written and verbal communication with students and families as we prepare for and bring students back on campus.

☐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.

Page/s of Plan: Pgs 20-21. *Health & Safety / COVID Screening & Testing / Surveillance Testing for Asymptomatic Infections & Testing in Response to Symptoms or Exposure*

Please summarize your plan to address this:

Surveillance Testing for Asymptomatic Infections: Weekly COVID testing is mandatory for any Ravenswood staff who are on campus (as of Jan 2021). This testing is offered via the County MOU with Curative, and is a PCR mouth swab test. Once urgent learner students are back on campus, we will offer the same weekly testing option to all Ravenswood students who are on campus, also including any Ravenswood students who are on campus as part of a partner-run learning hub. We encourage learning hub staff and families to take advantage of local testing opportunities, including testing offered at the Cesar Chavez Ravenswood Middle School on Tuesdays and Wednesdays. We are exploring adding a rapid antigen (nasal) testing option as well, which would give results in less than 15 minutes.

Testing in Response to Symptoms or Exposure: If staff or students have symptoms of COVID-19 or have been exposed to someone with COVID-19, we will advise them to quarantine, and to contact their health care provider immediately to arrange for testing. We would also give them a copy of the San Mateo County Health Officer's guidelines for home quarantining ([English](#) or [Spanish](#)).

Unfortunately, to protect the safety of the rest of our staff, we are not able to provide testing for individuals who are symptomatic or have been exposed to COVID. If individuals are uninsured or do not have a regular health care provider, we will connect them with community resources to ensure that they have access to health care and testing, as well as other resources offered by the county.

However, we will test employees who were exposed at work (per the requirements of AB685). If one of our staff members is exposed to a positive case while at work, we will ask that individual to quarantine at home, per county guidance, and offer them PCR testing on the 5th day post-exposure (since current public health guidance suggests waiting to test until 5 days post-exposure).

☐ Triggers for Transitioning to Distance Learning: The criteria the superintendent or equivalent will use to determine when to close the campus to in-person learning.

Page/s of Plan: Pg 24. Health & Safety / Response to New Cases or Exposure / Triggers for Transitioning to Distance Learning

Please summarize your plan to address this:

The district will follow the County's guidelines for when to close the campus to in-person learning, as spelled out in the Pandemic Recovery Framework pages 20-21.

Individual School Closure: The decision to close an individual school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19. It will be made following consultation with San Mateo County Health. The closure of a school may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers, students, and staff are identified as cases within a 14-day period, depending on the size and physical layout of the school. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data. Once closed, a school may typically reopen after 14 days and the following have occurred:

- *Cleaning and disinfection*
- *Public health investigation*
- *Consultation with San Mateo County Health*

District Closure: The superintendent should close a school district if 25 percent or more of the schools in the district have closed due to COVID-19 within 14 days. This decision should be made in consultation with San Mateo County Health. The district may typically reopen after 14 days, but again, in consultation with San Mateo County Health.

☐ **Communication Plans: How the superintendent or equivalent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.**

Page/s of Plan: *Pgs 22-24. Health & Safety / Coordination & Communication After New Cases or Exposure, and Appendix B*

Please summarize your plan to address this:

Exposure notices will be shared with the impacted school community. However, consistent with privacy laws and our own policies, we are not able to share more specific information concerning the individual who has tested positive. As members of a compassionate and caring community, we need to respect each other's privacy, especially around health information.

See appendix B for detailed communication and reporting chain in the event of a positive case or report of exposure.

4. COVID-19 Contact Information

Designated staff contact for COVID-19 information and cases: **Toni Stone, Director of Human Resources**

Email: **tstone@ravenswoodschools.org**

Phone Number: **(650) 329-2800 x60114**

Name of Superintendent: **Gina Sudaria**

Signature of Superintendent:



Date: 1/14/2021