

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 all 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):

Riverbank Unified School District and Riverbank Language Academy

School Type:

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

Number of schools: Three

Total Enrollment: 1650

Superintendent (or equivalent) Name: Christine Facella

Address: 6715 7th Street, Riverbank, CA 95367

Grades/Number of Students Proposed to be Reopened:

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

Date of Proposed Reopening: Opening will be determined

Name of Person Completing Application: Christine Facella

Phone Number: 209-869-2538

Email: cfacella@riverbank.k12.ca.us

Signature:



Date: 9.22.2020

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

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

Riverbank Teachers Association September 10, 2020

Riverbank Chapter CSEA September 11, 2020

Parent and Community Organizations

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

Parent Forum September 9, 2020

Riverbank City Manager September 9, 2020

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, 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.

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.

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.

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

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.

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

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.

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

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

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.

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.

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

Riverbank Unified School District Elementary School Reopening Plan

Cleaning and Disinfection:

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

The district has made the following efforts to ensure a safe and clean environment:

- Purchased disinfectant spray systems to be used in each classroom daily, when students are not present, in addition to other high traffic areas.
- Installed plexiglass sneeze guards in all school and district offices
- Replaced all air filters throughout District (Will do so again in October)
- Provided additional hand-sanitizer dispensers in classrooms without sinks
- Provided soap and towels for each classroom with a sink
- Purchased hand sanitizer pumps for all classrooms
- Purchased reusable & disposable masks for students and staff
- Purchased face shields for each employee requesting one
- Purchased disinfectant wipes for each classroom
- Students will not share desks as the set up will provide for each student on M-TH and T-F to have their own desk while maintaining 6 ft. social distance
- Purchased touchless thermometers for use at each school site and the District Office
- Designated a sick room at each site to isolate staff or students that may be symptomatic
- Each school site has an LVN on campus
- Hired additional custodial support

Staff should 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 frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When feasible, provide each student with their own personal supplies, manipulatives etc.. When shared use is required, clean and disinfect between uses. Students will bring their assigned Chromebook with them to school.

Buses should be thoroughly cleaned and disinfected daily and in between routes after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

The following considerations should be made when Teachers are planning classroom routines and physical design for in school instruction:

- Develop Classroom Routines that ensure minimizing of shared/mixed items, i.e..
 - Chromebooks checked out to specific student for the year (Grades TK-12)
 - Students maintain their own Chromebook at their desk when return to school occurs
 - No shared crayons, pencils, etc.
 - Separate personal items from co-mingling with other students by providing an area for backpacks etc.
 - Utilize digital platforms for assignments as much as possible to limit passing of papers back and forth
- Develop Classroom Routines that address transitions in and out of classroom:
 - Hand Wash / Sanitize upon entry and departure every time
 - Wiping down desk and seat daily
 - Utilizing hand sanitizer upon entering and exiting the bus

Cohorting:

How students will be kept in small, stable groups with fixed membership that stay together for all activities (instruction, lunch, recess) and the minimize/avoid contact with other groups or individuals who are not part of the cohort.

- We would begin in-person instruction on a Hybrid Model, which would have students attending two days per week in person, one day online and two days working on assignments. Students would potentially be online each day they are not in school for any lesson deemed appropriate to the teacher.
- Transitional Kindergarten and Kindergarten students will attend in person first. After two weeks, Grades 1-3 would follow and then two weeks later Grades 4-5 for elementary sites and the Riverbank Language Academy Charter.
- The student body would be divided into Cohort A and Cohort B. One example of how this would be scheduled is Cohort A would attend Monday and Thursdays and Cohort B would attend Tuesdays and Fridays. Wednesdays all students would be on Distance Learning.
- No students on site for Wednesdays would permit for additional deep cleaning as needed.
- Students would be released for recess with their classmates in a designated area and times for each class would be staggered.

- Lunch will be scheduled by grade level and keeping the same cohorts together that shared a recess time. Food will be served on a grab and go basis. Students will eat lunch outside daily unless there is inclement weather.
- Students in the classroom would stay with their same cohort all day and teachers will be encouraged to take lessons outside as feasible, weather permitting.

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.

- Classrooms are placed in the same building/area by grade level.
- Hallways will be marked with arrows indicating in/out patterns.
- Unless otherwise required for personal reasons, students will use the bathrooms in their classroom hallway or area only.
- English Language Development for 2020-21 will take place within the classroom with no pullout.
- Special education and students at risk will be provided interventions with the same cohort group of students to the extent feasible..
- Libraries will remain closed until further notice.
- Three gates at each site will be open for entrance and dismissal with temperatures taken prior to entering school grounds
- Students will sanitize their hands prior to entering the bus and after disembarking. When practical, families will be seated together. Windows will be left open for ventilation.
- Only students and staff will be permitted on school grounds to the extent possible.

Face Coverings and Other Essential Protective Gear:

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

- All staff are required to wear a cloth face covering or a face shield with a drape that cover their face through the bottom of their chin and on the sides. Shields will be used when needed for instruction in phonics, speech, special education, ELD, language lessons, beginning reading instruction, and working with young children.
- Teachers, wearing a facial covering, mask or shield will instruct from six feet away.
- All students must wear a facial covering.
- Parents or Guardians of any student unable to wear facial covering due to medical or other safety reasons must meet with the school nurse to determine appropriate measures.
- A cloth face covering, or face shield should be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced.
- The school will 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.

They will be placed on the District's Virtual Learning Program. TK-1st grade students who have difficulty keeping the mask on may be offered a shield if deemed necessary.

- Anyone without a facial covering will be provided with one.
- Teachers and staff working one on one with students will have a plexiglass shield provided to them while in less than six-foot distance.
- The district is purchasing desk and table dividers for classrooms serving younger students.

Health Screenings for Students and Staff:

How students and staff will be screened for symptoms if COVID-19 and how will students or staff will be separated from others and sent home immediately.

- Upon arriving to work, staff have to answer our five screening questions including temperature either online or on paper, any COVID-19 symptoms, and exposure to anyone with COVID-19.
- Any staff member responding with a yes to any of the questions is referred to Human Resources. After assessing the situation, HR would send the staff member for care if they could possibly have COVID-19. They are advised to see their medical doctor and get tested if needed. HR would then check on the employee throughout their quarantined time at home.
- Parents will be asked to take their child's temperature prior to getting on the bus and or coming to school.
- Students will receive temperature checks when they arrive at school. If they have 100.4 degrees or higher, they will be sent home.
- Each site has a designated sick room for students to rest in while they are waiting to be picked up. The sick room will be supervised by the school LVN or other personnel who will be provided a N-95 mask and gloves. The LVN or supervisor will remain six feet away unless the health of the students requires attending to prior to being picked up.
- Parents will be instructed to keep students home when they are sick and not return them to school until they don't have a fever or symptoms **without a fever reducer** for three days.
- Any staff member demonstrating COVID-19 symptoms after reporting for work will isolate, contact HR, seek care and be referred to their personal physician and Public Health will be informed.

Healthy Hygiene Practices:

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

- In addition to the hand washing videos on the District's YouTube, students will receive lessons regarding proper hygiene and safety in relation to the virus during the first two weeks of school and on an ongoing basis as a reminder.

- Nearly all elementary classrooms have sinks. Those that do not will be provided with hand sanitizer. The classroom teacher will schedule a routine of frequent hand washing times throughout the day.
- Hand sanitizer is available in all buildings. Students will wash their hands or use hand sanitizer as they enter and exit the classroom, buildings, and the school bus.
- All classrooms have been provided with wipes to clean surfaces quickly frequently and easily.
- Staff will continually monitor and educate students on the importance of social distancing.

Identification and Tracing of Contacts:

Actions that staff will take when there is a confirmed case. Confirm that the school has 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.

- Confirmed staff cases are referred to Human Resources and a spreadsheet is kept of all cases in the district.
- Confirmed student cases are referred to the District Nurse (Heather Grossman) and a spreadsheet is kept of all cases in the district.
- The site Principal will be responsible for keeping track of cohorts and any mixing of groups.
- If there is a confirmed case, we will conduct contact tracing with technical support from Stanislaus County Office of Education and Stanislaus Public Health Department and quarantine staff and/or students who have been in close and direct contact with the person who has tested positive.
- For all confirmed cases, we will contact the County Department of Public Health.
- For all student cases within Riverbank Unified School District including Riverbank Language Academy, Heather Grossman, District Nurse will be the contact person.
- At school sites, the contact will be the principal/director and at the district office it will be William Brown, CHRO.

Physical Distancing:

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

The district has made the following efforts in maximizing available classroom space for Social Distancing:

- All classrooms have been cleared of personal and any unnecessary items by the teachers prior to school beginning for 2020-21. When preparing for students to come to

the classroom, desks will be set up to provide maximum spacing between students which will be six feet during the Hybrid Model of instruction.

- Protectant desk shields have been ordered to provide additional precautions as needed.
- Hallways and walkways will be marked with arrows for in/out procedures
- Bus stops at school sites will be marked with spots for students to stand on while awaiting their turn to get on the bus.
- The cafeteria at each site will be marked as well for entrance and exit with socially distanced markers.

Staff Training and Family Education:

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

We have and will 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 will be done by identified staff who will be trained.
- How COVID-19 is spread posters on the wall at the school site.
- 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.
- Appropriate staff have been trained in Target Solutions and other required trainings through CRISIG
- For workers, COVID-19 specific symptom identification and when to seek medical care on a case by case basis through Human Resources.
- The employer's plan and procedures to protect workers from COVID19 illness are found in both the MOU for RTA and CSEA.

Training will take place in a virtual format through staff meetings and collaboration time. Parents will receive information through our social media and Aeries student information system.

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.

- Riverbank Unified School District will participate in staff testing under a county-wide testing initiative being coordinated by the Stanislaus County Office of Education and Stanislaus Public Health Department.
- Staff or students who are exposed to COVID-19 are referred to the District Office Human Resources Department (for staff) and Student Services/District Nurse (for students). A spreadsheet has been created that keeps track of their last time on campus, details of the exposure, if they were tested, results of the test, and return date.
- Staff will check in daily at their school office and answer five questions:
 - 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.
 - I have not been in close contact with anyone who has been diagnosed with COVID-19.
 - I have not been in close contact with anyone who is experiencing symptoms of COVID-19 but is yet to be confirmed.
 - 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.
 - I have not traveled outside of the continental United States within the past 14 days.

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.

Classrooms, schools or districts may be closed depending on the rate of infection in a school or district. All of this would be done with the assistance of, and in consultation with, the County Public Health Department..

- If there is an exposure in a classroom – the class will be quarantined for 14 days and move back to distance learning during this time.
- If 5 % of the total school population is positive, or if there are multiple cases in multiple cohorts, the entire school could be closed for in person learning for 14 days depending on the size and physical layout of the school.
- A superintendent should close the district if 25% or more of the schools in the district are closed due to COVID within 14 days. They would all typically reopen after 14 days.
- Any major changes in terms of increases in the county infection rate would trigger a closing of all school sites

Communication Plan:

How the Superintendent will communicate with students, staff, and parents about cases and exposures at school, consistent with privacy such as FERPA and HIPPA. Please specifically refer to 34 CFR 99.3.

The District will work collaboratively with Stanislaus County Office of Education and Stanislaus Public Health regarding testing of employees. Testing may be done at a single point in time or at repeated intervals.

When practicable, our District Nurse and LVNs will be trained to test employees, we will offer on-site COVID-19 testing of employees if feasible. The employer is responsible for ensuring all employees are offered and provided testing. Employers should also provide information to employees who may prefer to contact their personal medical provider or visit a [CA Coronavirus Testing Task Force site](#) for testing. The County Public Health Department may also be able to help facilitate testing options, if needed.

- We will consult with Stanislaus Public Health on topics including but not limited to tracing all close contacts of confirmed cases and instructing those individuals to quarantine or temporarily closing the workplace and quarantining all employees.
- Conduct contact tracing and quarantining of close contacts of confirmed cases in the workplace.
 - Employer should provide information to the Stanislaus Public Health on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and departments worked while infectious.
 - Establish if the employer, public health, or both will conduct interviews of the cases to determine their close contacts.
 - Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the employee with COVID-19. Close contacts should be tested for COVID-19 when possible.
 - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
 - Interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the departments they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
 - Use employment records to verify areas worked during the infectious period and other employees who may have worked closely with them during that time period.
 - While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat,

congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).

- Employers must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.
 - Employers should notify all employees who were potentially exposed to the individuals with COVID-19. Employers should provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with high-risk medical conditions (e.g., immune compromise or pregnancy).
 - Close contacts of cases should be given instructions on home quarantine 14 days from exposure and symptom monitoring, and COVID-19 testing.
 - Provide any employees who are sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and district policies, return-to-work requirements, etc.).
 - In some outbreaks, but not all, employees who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work, as long as the employer has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. The CPHD will make this determination based on strategies being used to control the outbreak and identify new cases.