



**Island Union Elementary School District
TK – 6th Waiver Application Cover Form**

Waiver to Reopen

Kings County

7799 21st Ave., Lemoore, CA 93245

(559) 924-6424

Background Information:

Name of Applicant: Island Union Elementary School District, Island Union Elementary School

School Type:

- Traditional Public School
- Charter School – Island Union Elementary School District, we are an all district charter school that operates like a traditional public school
- Private, Independent, Faith-Based School

Number of Schools: 1 Enrollment: Tk-6th: 314

Superintendent: Charlotte Hines

Address: 7799 21st Ave., Lemoore, CA 93245

Grades/Number of Students Proposed to be Reopened:

TK-k 49, 1st gr. 44 2nd gr. 40 3rd gr. 43 4th gr. 49 5th gr. 38 6th gr. 51

Date of Proposed Reopening: 9/28/2020

Name of Person Completing Application: Charlotte Hines

Phone Number: (559) 924-6424

Email: charlottehines@island.k12.ca.us

Signature: _____ Date: _____

I. Consultation:

Please confirm consultation with the following groups:

- Labor Organizations:

Name of Organizations and Dates Consulted:

Island Union Elementary Teachers' Association 8/31/2020

CSEA Ch. 715 8/31/2020

- Parent and Community Organizations

All parents were surveyed via class Dojo, online 8/31/2020

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 KCDPH, 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.

Custodial staff will:

- clean and disinfect/fog daily
- will do extra midday cleaning at next opportunity if a student is sent home sick after entering the room
- clean and disinfect playground equipment daily
- clean and disinfect between students at cafeteria or eating tables
- clean and disinfect bathrooms several times throughout the day.
- clean and disinfect the school bus before and after routes

Teacher or employee responsible for the room/area will:

- use disinfectant wipe situationally of chairs, tables, group use areas

High touched surfaces may include but are not limited to:

Door knobs/handles

Light switches (unless electronically sensed)

Student and teacher desktops

Sink faucet & handles

Water refill stations

Refillable water stations

Cases of water in each classroom in case student does not have a refillable bottle

Keyboards, tablets, mouse, copy machines, phones, and laptops

Shared objects (art supplies)

Counters that students frequently touch (office, library)

Clean and disinfect frequently touched surfaces on school buses at least daily.

EDUCATION AND SIGNAGE:

All staff will complete Keenan IPM training assigned to them"

- 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.

"Cohort=Grade Level (TK and Kinder are same grade level)

Tk/k - one group, K one group"

Entry/Exit - k-2 will use the kindergarten gate, 3rd/4th will use front gate, 5th/6th will use drive thru gate and go straight to class.

Recesses:

9:30 - 9:45 TK/K combo class, 1st, 4th separate yards for each group, less than 50 in each group

9:45 - 10:00 K class, 2nd 5th, separate yards for each group, less than 50 in each group

10:00 - 10:15 3rd, 6th separate yards for each group, less than 50 in each group

Lunch:

11:00 TK/K = TK/K combo class eat then play, K class play then eat, less than 25 in each group

11:15 1st & 4th separate yards for each group, less than 50 in each group

11:35 2nd & 5th separate yards for each group, less than 50 in each group

12:00 3rd - 6th separate yards for each group, less than 50 in each group

Students will eat in their classroom or outside right out of their classroom. We will transition to using the cafeteria & outdoor breeze way with students eating on one side of each table

with social distancing. The areas will be cleaned after each use. The same yard supervisor monitoring the recess will monitor the lunch eating and recess. We will add each grade each grade level to the cafeteria & outdoor breeze way after 4 weeks of no cases. A slow progression to bring them to the area.

All meals (breakfast and lunch) will be brought to the classroom by cart for the aide/teacher to hand out.

☒ 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.

Specific plans (see attached map) have been provided to parents and guardians for drop off and pick up procedures. Post symptom checker signs at the entrances of each door for staff and families to remind them to check for signs and symptoms of COVID-19. Students will enter through specific gated entries to their grade level to maintain smaller cohorts. Entry/Exit - k-2 will use the kindergarten gate, 3rd/4th will use front gate, 5th/6th will use drive thru gate. Students will walk directly to their classrooms. Students will go directly to their parent's vehicle or bus at the end of the school day. Parents will remain in the vehicle and do not transport any child/ren but their own. There are no plans for volunteers to be on campus. All meetings, including faculty and staff meetings will be through Zoom calls. Arrows have been placed on walkways helping the children remain as distant as possible going from classroom to outside or to parent pick up. Staff will train students on where they are to play on the yard, and staff will be on the yard to monitor complying with directives.

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

Face coverings will be utilized in alignment with current CDPH guidelines.

Students will be given reusable cloth masks that they will be responsible for bringing to and from school and laundering. Students may wear their own cloth mask and not the district supplied cloth mask. Students in 2nd grade or lower may wear a face shield if they prefer. Students 3rd on up will be required to put on their cloth mask or a supplied disposable mask at all times.

Staff will be required to wear a face covering when in the same area as others. Staff will be given reusable cloth masks that they will be responsible for laundering. Staff may wear their own cloth mask and not the district supplied cloth mask. Staff should wear a face shield when facial visualization is necessary for instruction being given to students. Some staff (nutrition, custodial, health services, wellness room attendants) may need to wear specific face coverings in relation to the task they are completing as directed by Cal/OSHA. Appropriate face covering for the task will be supplied by the district to the employee.

In some situations, a plastic or plexiglass barrier may be more appropriate to accomplish the needed task for certain rooms or areas.

EDUCATION AND SIGNAGE:

Staff will be provided material to know what face covering is appropriate for certain tasks.

Students will be provided education in the proper use and how to wear and care for their cloth masks.

Parents will be given tips to start practicing mask wearing with their child before school starts.

☒ 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.

Each staff member must fill out the IUSD Covid-19 Health Screening Checklist, (see attached) stating that he or she has not had a temperature or any COVID-19 symptoms. The staff member will only come to work if they have answered no to each of the questions on the daily self-check. Any symptom must

be declared on that form and the employee is sent home and must be cleared by a physician before returning.

Before coming to school, parents will conduct a student wellness check for symptoms, on a daily basis. Staff will conduct temperature checks, using non-contact thermometers, on each student before entering campus.

If a child displays any symptoms related to the virus or is in any way unwell, the child is sent to the LVN/Nurse to be checked. If COVID-19 symptoms they will be isolated in a separate room and the parents are called to pick up the child immediately. The child cannot return until cleared by a physician. We currently have one large health office for isolation as well as two additional adjacent offices which can be used if more than one student needs isolation. Also see the attached COVID -19 Employee Illness & Exposure Expectations, COVID -19 Student Illness & Exposure Expectations, COVID – 19 School-wide Quarantine and Closure Expectations.

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

Hand washing or sanitizing will be done by all at all transition points: entering the school bus and campus, entering and leaving the classroom or building, before and after eating, after using the restroom, before and after recess/break, after blowing nose or coughing, after having close contact with others or after using shared surfaces and tools. Hand sanitizer dispensers or portable dispensers are in all classrooms and multi-use rooms like the cafeteria and library. Limit the need to touch certain things by having classroom doors open at dismissal and arrival times so they are not being touched often. We have hands free dryers in the restrooms. Students will be taught the proper way to wash hands and the area will be sanitized after every use. A new procedure for monitoring the student restrooms has been developed to ensure that not more than 2 students are in the restroom at one time. The restrooms will be cleaned multiple times throughout the day.

Additionally, we have two hands free watering dispenser fill stations accessible to the students. We have sinks with faucets in the classroom to fill water bottles that will be disinfected after each use. Water fountains have been disabled so that they will not be used.

EDUCATION AND SIGNAGE:

Staff will be taught how to properly wash or sanitize hands.

Students will be taught how to properly wash or sanitize hands.

Students will be taught to not touch their face and coughing/sneezing etiquette.

Parents will be encouraged to practice good, high quality hand washing at home before school starts.

Hand washing signs will be posted by handwashing areas and hand sanitizing signs will be posted by hand sanitizing dispensers.

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.

Identifying, isolating and tracking infectious or potentially infectious individuals is important in slowing the spread of the virus at school. If COVID-19 symptoms they will be isolated in a separate room and the parents are called to pick up the child immediately. The child cannot return until cleared by a physician. We currently have one large health office for isolation as well as two additional adjacent

offices which can be used if more than one student needs isolation. Also see the attached COVID -19 Employee Illness & Exposure Expectations, COVID -19 Student Illness & Exposure Expectations, COVID – 19 School-wide Quarantine and Closure Expectations.

Our LVN, Jackie Lopez, as well as our Kings County Nurse, Julie Gong are the direct contacts, as well as our Superintendent/Principal, Charlotte Hines, to communicate with the Kings County Health Department and parents. The LVN and Nurse will be the contact tracers and keep the KCDPH informed, as well as fill out the required lists.

In relation to staff: Follow the **COVID-19 Employee Illness & Exposure Expectations**

In relation to students: Follow the **COVID-19 Student Illness & Exposure Expectations**

Site Wide: Follow the **COVID-19 School-Wide Quarantine and Closure Expectations**

Documentation and Tracking Base-line Protocols

Confirmed COVID Case Documentation Protocols

EDUCATION AND SIGNAGE:

Health Services staff will be trained in contact tracing and follow FERPA and CDC recommendations

Supervisors, administrators, and management will be trained and competent in the Employee and Student Illness & Exposure Expectations"

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

Physical distancing will be maintained to the extent possible with all students in attendance for the full school day and week. This will be accomplished by arranging desks so that students will be placed as a single in order to eliminate face to face or shoulder to shoulder time. Create space between students when moving around campus. Tape, adhesive stickers, and markers will indicate the 6 feet of distance that must be maintained in the office waiting in lines. All desks have been arranged in each classroom observing the distance and all students facing forward in each room. Staff members observe distancing in all shared spaces such as teacher work rooms and in hallways. If staff members need to speak to one another, they should be outside and 6 feet apart rather than going into each other's classrooms. No small group tables are used in the classroom. Physical distancing on the bus of one student per seat unless a family member.

EDUCATION AND SIGNAGE:

Students will be given strategies for physically distancing but still being social.

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

All staff members are trained prior to the opening of school. (see attached power point) Additionally we used the Keenan online COVID – 19 trainings. We staged a "Day in the Life" of a students and walked through each protocol, from drop off in the morning through pick up in the afternoon. Many resources have been shared with parents and are located on our website – COVID- 19 Resources, island.k12.ca.us.

Parents also signed an agreement stating that they accept and agree to comply with all safety measures taken by the school, (see attached). Family education is currently taking place using Zoom meetings and through email. Class Dojo sends to parents outline the new safety protocols required when they are on campus for any reason. The Zoom meetings conducted by teachers and the principal review these new guidelines and allow parents to understand the safety procedures and practices developed to keep their child(ren) safe while at school.

Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed by 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.

Any students or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone, will not be allowed to come on campus until the results of a COVID test are complete. An employee shares his or her results with the School Superintendent and then the HR departments is notified. Parents must have a letter from a qualified physician stating that the child is safe to return to school. That letter must be shared with the school principal before the child is allowed back to school.

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 district will close Island Union Elementary School if 25% or more of the school enrollment test positive with COVID -19, and in consultation with the local health department. Island Union Elementary School may typically reopen after 14 days, in consultation with the local public health department provided a thorough cleaning and disinfection regimen has been completed. As well as the Public health having been consulted and done their investigation of the outbreak.

See **COVID -19 School-Wide Quarantine and Closure Expectations:** (in any scenario

If One student tests positive:

- Quarantine grade level group for the recommended 14 days since last exposure
- Students in grade level group will have this (1) communication given to parents
- All other parents at entire school site will receive this (2) communication
- Health Services will communicate with Health Department for further guidance

If Quarantined grade level student starts to have symptoms:

- Strongly encourage symptomatic student to get tested and report results to the school. If test results are positive, follow appropriate scenario above.
- Health Services will communicate with Health Department for further guidance

If Multiple students are actively positive at the same time in multiple grade levels on the school site:

- Whole school may be quarantined for 14 days with this (5) communication given to parents
- Health Services will communicate with Health Department for further guidance

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.

The Superintendent will send a letter to all parents explaining the cases and exposure without releasing any names (see attached). In case of an emergency, the school/district have many ways to communicate with parents and guardians very quickly. We are a small rural school with only (#) of families, who have k-6th grade child enrolled and we are in close contact frequently. The superintendent is able to contact the entire school through class Dojo as well as School Messenger our all call system. Each teacher has the parents signed up to their class Dojo as well. Each system can contact parents in a matter of minutes. Our school parent Boosters Club additionally has a strong Face Book following. In the event of a COVID case on campus, all individuals' names will be confidential in communications. All protocols listed on the District RE-Opening Guidelines documents and the CDC guidelines will be followed.

The Kings county department of Public Health COVID-19 information may be found on the school's website – island.k12.ca.us. Parents have been provided with a list of testing centers in Kings County (see attached).

Additional Comments:

Island Union Elementary School/District continues to prepare for the re-opening. We have a plexiglass barrier installed to protect office staff and minimize their contact with parents and office visitors. A sick room has been set up and disinfected in the event of a sick child. This room has two additional rooms attached to it to separate students if there is more than one at a time. This room is isolated, away from other students. Chairs have been removed from the front office area to ensure that visitors do not linger in the office. Cones outline the playground zones for students to play during recess and PE periods. PPE's, disinfectant, hand sanitizer, Enviro X spray & wipes, single use masks, gloves and shields are on hand in every classroom for teacher use.

Over 64% Island School parents are deemed essential works and are in dire need of in person learning and child care during the school day for their children. Our parents and faculty have expressed deep concern for our students social and emotional well-being. When the schools had to close from March 16th through the end of the last school year, we had several months to be together, get to know one another, and make solid friendships and relationships. Now we are starting over. Students have a different teacher, some of their friends have had to leave our school for a myriad of reasons, while other students, new to Island School have enrolled and join our school family. It's difficult to make strong personal connections in a Zoom meeting. Many of our students suffered from anxiety, loneliness, and depression when we had to close last spring. It's not easy for parents either, even the parents who are a stay-at-home parent or now have to work from home are feeling challenged and overwhelmed. We have families who have up to five and six kids at home. Imagine to meet all of their needs, ranging from infant to teen, as well as supporting the bandwidth when each must attend to class on a live Zoom meeting. I have one family with 5 students 3 days a week (3 Island students and 2 high school students), then two days a week she adds three additional family members, also Island School students = a total of 8 students all using the internet to participate in school. If/when the students get dropped in their live meeting, the parent has to choose if she keeps the elementary students on or the high school students on, so that at least some of the students are participating as expected and those that are dropped will work on independent hard copy work to turn in. We are in a rural area, all families have internet devices, and can access internet successfully, which we made possible with the spring shut down, however now that the surrounding high school districts and surrounding elementary school districts are requiring live instruction for a great portion of each day, we must share the bandwidth that our county towers provide. This is a struggle for some homes.

We are fortunate to have a wonderfully large 10 acre school facility with a small number of students which is helpful allowing for social distancing. Our classrooms are large. We can place up to 25 student desks in a room, while still social distancing, and our average class size in k-6 is 22 students per teacher. We have four very large playgrounds and ample space to allow a cohort on the yard together, each in their zone. The outdoor picnic tables may be used for classes to eat lunch and there is plenty of space to keep students 6 feet apart and stagger the lunch periods – using outside seating or cafeteria and outside seating. Tables and benches will be sanitized between use.

We are not your average school district and therefore can provide safe distancing throughout the day, outside as well as within the classroom. We are humbly requesting you to consider our unique situation and allow us to open up for our families who feel that the best thing for their child is to attend school, here with their teacher. Those who may prefer to continue with the Distance Learning will still have that option.