



September 10, 2020

TO: Butte County Public Health Department

FROM: Margaret Reece, CBO

Re: Waiver Application for in-person elementary instruction

Please accept the CCDS Waiver Application for in-person elementary instruction. As outlined in our application, our goal is to bring our youngest students back first, with a maximum of 10 students per classroom cohort, two days per week per cohort, grades TK-3. We will slowly bring back grades 4-6, with a maximum of 15 students per classroom cohort, also two days per week per cohort. Our proposed start date is October 12, 2020.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Margaret Reece". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Margaret Reece, Chief Business Officer  
530.895.2650 x 204  
margaret@chicocountryday.org

Wendy Fairon, Director of Education  
Claudia Trout, Director of Student Affairs  
Amie Parent, Director of Student Support Services

Chico Country Day School provides a safe, joyful community where all learners are inspired to achieve their personal best.

## Butte County Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

### Instructions:

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/District (Local Educational Agency or Equivalent):

Chico Country Day School

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

Number of Schools: 1 Enrollment: 568

Superintendent (or equivalent) Name: Margaret Reece, CBO

Address: 102 West 11th Street  
Address Line 1 & 2

Chico, CA, 95928  
City State Zip

Proposed Grades Reopening: ☒ TK ☒ K ☒ 1<sup>st</sup> ☒ 2<sup>nd</sup> ☒ 3<sup>rd</sup> ☒ 4<sup>th</sup> ☒ 5<sup>th</sup> ☒ 6<sup>th</sup>  
Proposed # of Students per Grade: 10 60 60 60 60 60 60 60

Proposed Reopening Date: 10/12/2020

School Website Link where the Reopening Plan is Posted:

www.chicocountryday.org

Name of Person Completing Application: Margaret Reece, CBO

Phone Number: 530-895-2650 x 204 Email: margaret@chicocountryday.org

Signature:  Date: 9/9/2020

## **I. Consultation**

Phone number and email for the public to contact the District/School about the waiver:

Phone Number: 530-895-2650 x 204 Email: margaret@chicocountryday.org

**Please confirm consultation with the following groups and provide a detailed description of the consultation process. Include the Name of Organization(s), Date(s) Consulted, and any relevant information such as meeting minutes or notes. Attach additional documentation if needed.**

☐ **Labor Organizations**

Chico Country Day School does not have a labor organization.

[illegible]

### School Site Staff

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

CCDS administration met with staff to discuss the waiver application process at a staff meeting on August 26 and September 2, 2020

A waiver specific staff meeting via zoom was held on August 27, 2020.

[illegible]

## **Parent and Community Organizations**

CCDS administration met several times with parent/community organizations and have sent out several surveys since March.

Surveys about returning to school sent to parents: March, April, May, June, July, & August, 2020

On April 3 and April 6, CCDS administration held a "coffee with admin" discussion with parents regarding the waiver application and other issues facing the school.

CCDS met via zoom with the parent organization (PTP) board on August 31, 2020 to discuss the waiver application.

CCDS' Board of Directors met to discuss and approve the waiver application on August and on September 9, 2020.

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## **II. Elementary School Reopening Plans**


Please confirm that elementary school reopening plan(s) addressing 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.

 **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, including contact information, 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, enforcement of the plan, and information related to testing and contact tracing requirements.

■ **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 in accordance with CDPH guidance.

■ **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, parents, and the local health department about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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### **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>



# **CHICO COUNTRY DAY SCHOOL**

## **Waiver Reopening Plan**

### **Fall 2020-21**

#### **SAFE RETURN TO SCHOOL (TK-6)**

Nothing is more important than the health and safety of our students, staff, and community. We have been gathering feedback from the CCDS community and working for months to co-construct our response to the COVID-19 health crisis. Our vision for the return to school in Fall 2020 is to align each decision by first following the guidelines from the California Department of Public Health, which in turn, will maximize the physical, mental, and social-emotional health of our students, staff, and community. Chico Country Day School opened on August 19, 2020 with a Distance Learning format per the directive from the State of California. Butte County Department of Health has offered an opportunity for students in grades TK-6 to return in person, following a successful application including a special waiver, a reopening plan and consultation with the California Department of Public Health.

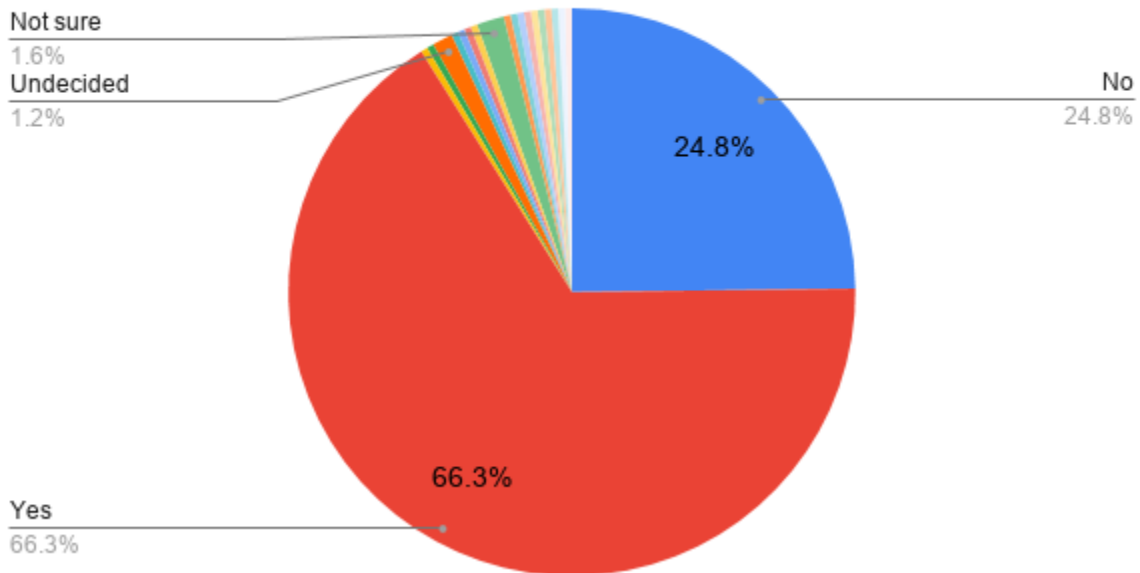
We would like the option to bring small groups of students to campus to provide instruction in grades TK-2 and special education, English Language Development (ELD) & Response to Intervention (RtI), then slowly open to grades 3-6. Our proposed start date is October 12, 2020. This would allow us to move into phase 2 of our plan (Orientation), and then phase 3 (Baseline), which is two days with a cohort of 10-15 students, depending on grade level, one day off for cleaning, then two days with the second cohort of students.

#### **Parent Response to August Survey**

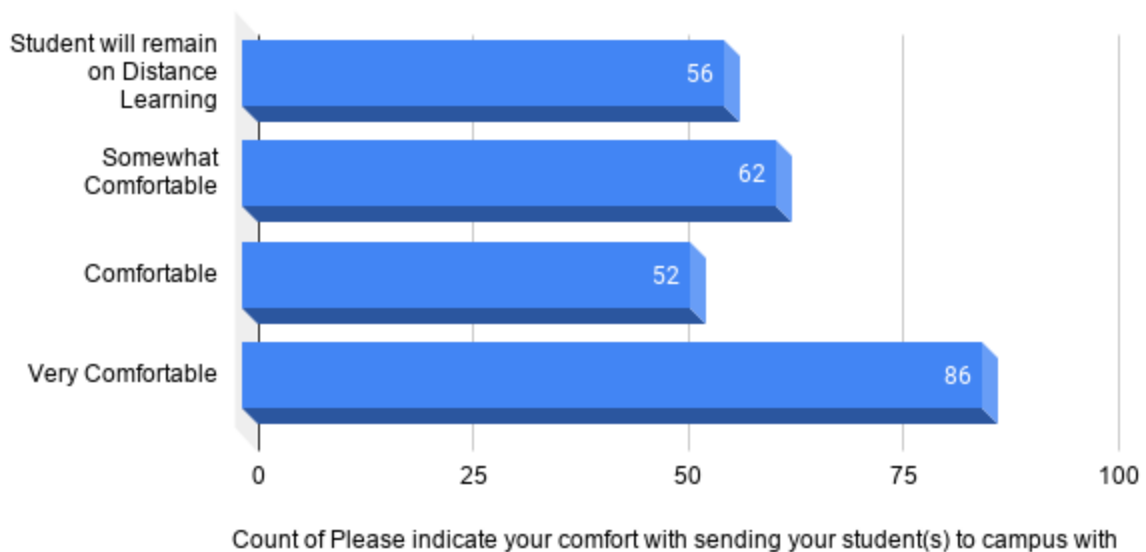
CCDS conducted a Parent Survey in late August in an effort to gather valuable data regarding returning for in-school instruction for the 2020-21 school year. Results show that 66.3% of our families are supportive of CCDS applying for a school waiver. The axis graph below shows 138 of the 256 parents that responded to the survey are comfortable/very comfortable returning to a hybrid model. A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of the student's health conditions.



**Would you like to see CCDS pursue a waiver through BCPH to allow for some students to be on campus following the safety guidelines outlined by the state?**



**Please indicate your comfort with sending your student(s) to campus with a cohort of students in our Level 3 Hybrid Model (M/T Cohort or Th/F Cohort) if a waiver is granted.**





To help our school respond to data in real-time, CCDS has developed a phased approach to scheduling. Beginning with Level 1: distance learning and evolving through Level 5. Operations look different depending on whether we are in 1) Distance Learning, 2) Orientation, 3) Base Line 4) Increased Capacity, and 5) Full Capacity.

### **Level 2: Orientation**

The orientation schedule offers each orientation group time on campus in a small group with their teacher twice a week.

#### **Orientation Groups**

- We would welcome students back in an Orientation phase. We would split Cohort A and half would come in the morning, half in the afternoon for both Monday and Tuesday while Cohort B is all online. Thursday and Friday would be Cohort B on campus, half of the group at a time while Cohort A is online.
- Cohorts A and B in Orientation, half on campus at a time, would be between 5-9 students per class
- Having Cohorts in an even smaller group would give us time to teach new routines, try our systems with small groups, and have students practice moving about campus in a safe way.
- The duration of Orientation will differ depending on grade level, from one week to three weeks. From Orientation we would move directly into the A and B Baseline cohorts.

### **Level 3: Base Line**

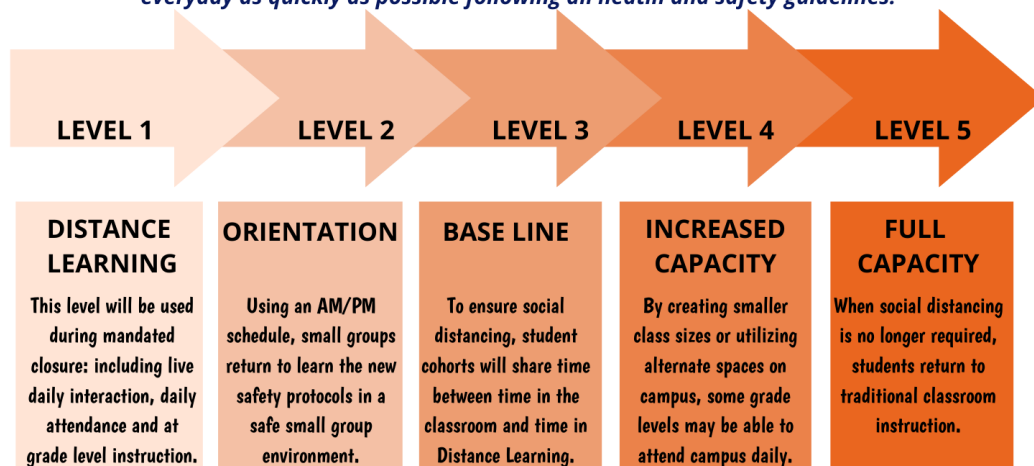
Based on the health and safety guidelines for social distancing, we will create six feet of distance between everyone on campus. To accomplish this, there will be no more than 10 students per classroom grades TK-3, and no more than 15 students per classroom at a time for grades 4-6. Therefore we will group students into two cohorts, A & B (no more than 10-16 students in each cohort). Students will return in small cohorts on alternating schedules until we reach increased capacity. This model offers each cohort time on campus with their teacher twice a week.





**CCDS is committed to following the guidelines of health professionals to protect the health and safety of our students, staff and community.**

*In response to shifts in capacity and information, CCDS is prepared to serve our community through each of the following five levels. Our goal is to get every student back on campus everyday as quickly as possible following all health and safety guidelines.*



## **CCDS Meets California Department of Public Health Checklist for Reopening Schools**

- ✓ Cleaning/Disinfecting Practices
- ✓ Campus Access Plan - Entrance, Egress and Movement within School
- ✓ Protective Equipment on Hand
- ✓ Health Screenings for Students and Staff
- ✓ Hygiene Plan to Address and Teach Hygiene Practices
- ✓ Plan to Address Positive COVID-19 Case: Identification and Contact Tracing
- ✓ Physical Distancing
- ✓ Employee Training and Family Education
- ✓ Testing of Students and Staff
- ✓ Triggers for Switching to Distance Learning
- ✓ Communication with CCDS Community and Public Health Officials



## Cleaning/Disinfecting Practices

The CCDS Maintenance and Operation Department takes great pride in the care and cleanliness of our school. They have been working since March to thoroughly clean and sanitize the entire school. New equipment has been purchased and sanitation and disinfecting practices have been streamlined to ensure the health and safety of our staff and students. The school will use, and will provide for use, soap and water and, cleaning and disinfectant products approved for use against COVID-19. Teachers will also help with cleaning and disinfecting high touch surfaces and objects (desks, doorknobs, light switches etc.) between use using products provided by the custodial team. A full disinfection protocol will take place once all the students have gone home at the end of the day. Below are highlighted areas that we have specifically addressed.

- Hand sanitizing stations installed outside every classroom, offices, gym, bathrooms, hallways, and copy machine areas. Hand sanitizer is also inside every classroom and space.
- Disinfecting sprays and paper towels in all classrooms and offices
- Training staff through CharterSafe courses including safe and appropriate use of disinfectants and personal protective equipment and COVID-19
- Cleaning highly-used areas in between cohort use of space, such as lunch area or playgrounds
- Classroom furniture has been arranged to ensure six feet between students and staff. Classroom capacity has been reduced by half.
- Plexiglass dividers installed in offices that are used by multiple staff members and interact with any members of the public.
- Restrictions to public access to campus and office areas
- Student's individual supplies to be kept at their desk. No sharing of supplies throughout school
- Playground equipment will be assigned to each classroom so as to avoid cross contamination; equipment will be disinfected between uses.
- Textbook and workbook materials will be distributed to each student and not shared.
- Chromebooks have been assigned to individual students and also not shared.
- Drinking fountain use suspended. Students will bring their own water bottle. Meals will be distributed as a brown bag lunch or breakfast "to go".
- Additional PPE available as needed for students and staff, including face shields and masks, gloves, and hand sanitizer.
- Ventilation will be promoted in classrooms as much as possible by keeping doors and windows open and teaching outside, weather permitting.

## Campus Access Plan - Entrance, Egress and Movement within School

To ensure the safety of our on-campus community, non-essential visitors will not be allowed on campus. Each day students will enter campus through a designated gate:

- TK/K: Gate in parking lot on west side of campus



- 1st-5th grade: Large fire gate located on 11th Street, staggered check in/check out
- 6th grade: Middle School gate entrance and main doors, separated by class

Our school will have multiple entry points for all staff and students which will be assigned to specific cohort, as outlined above. Cohorts will be assigned a timeframe for arrival and departure from an assigned point. Arrows and markings will ensure students and families maintain distance during arrival and screening. Parents will remain in their vehicles and drop off older children at the designated drop off zones. Parents that need to escort younger children to their gate and during pickup will be required to wear a mask. Students grades 3 and above will be required to wear masks, and grades TK-2 students will be strongly encouraged to wear masks. All staff on campus will be required to wear masks. All gates will be locked after students have arrived for school. The only open entrance will be the main office by appointment only. Staff have been advised to maintain 6 feet distance between each other and their students.

## Protective Equipment on Hand

All students in grades 3-6, will be required to wear a face covering throughout the duration of the day, except during meal times and when outdoors if physical distancing can be maintained. Grades TK-2 are strongly encouraged to wear a face covering. Face coverings will be provided for staff and students that don't have one upon arrival (disposable masks, washable masks, face shields, etc). The face covering should be comfortable so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently - this will help to avoid touching the face. It should cover the nose, mouth, and chin. Students who are required to wear a face mask and refuse will be excluded from campus and given the option of Distance Learning.

## Health Screenings for Students and Staff

### Students

***Pre-screening:*** Families will screen students at home before leaving for school and complete our Safe Screen COVID-19 screener daily for each individual student. Safe Screen is an app families can easily download which will detect and screen out exposed or symptomatic individuals before they enter school.

***Entering Campus:*** Each day students will enter campus through their designated gate and will follow a simple health screening process. The screening process will involve a temperature check as well as confirmation that families have completed the Safe Screen COVID-19 screener for each student. At check-in students will be reminded to wear their face covering, avoid touching their face covering and to wash their hands frequently.

***Temperature Screening:*** Staff will be using a no-touch thermometer at the designated school entrance to screen students prior to entering the classroom.



## **Staff**

***Pre-screening:*** Staff will screen at home before leaving for school and complete our Safe Screen COVID-19 screener daily. If they have not screened at home and completed the screening, they will be required to screen themselves before they enter the school building and complete Safe Screen COVID-19 screener. Staff will not come to campus if they are not feeling well, have a fever, or any type of illness.

## **Hygiene Plan to Address and Teach Hygiene Practices**

Hand washing and sanitation will be taught as a priority. CCDS has installed hand sanitizer dispensers throughout campus and will ensure soap dispensers are filled regularly. CCDS has a total of 38 sinks throughout campus with soap available - each classroom has a sink and multiple sinks are in bathrooms, allowing for multiple opportunities to wash hands. Staff will train students, as well as build regular time into the day for students to make this a priority.

CCDS will help by:

- Teaching/encouraging proper hand washing technique.
- Teaching effective coughing and sneeze techniques such as coughing in sleeve or Kleenex.
- Posting signs around campus as a visual reminder.
- Encouraging staff and students to remain home when ill.
- Keeping in contact with Butte County Public Health to determine if there is any exposure at the school. CCDS will work with Butte County Public Health as needed for contact tracing.
- There will be no shared supplies. Each student will have their own set of supplies kept on their desk.

## **Plan to Address Positive COVID-19 Case: Identification and Contact Tracing**

The Director of Student Affairs, Director of Education and School Nurse represent the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will document and track potential exposure, notify local health officials, and notify parents via school email as soon as possible if communication is warranted.

***Displaying Symptoms at School:*** If students display COVID-19 symptoms, students exhibiting symptoms MUST be picked up immediately from the school. The student will be isolated to a designated, supervised and safe location away from others until the parent arrives to pick-up. If a staff member is exhibiting symptoms at school, they will be sent home immediately. The student or staff member will be recommended to test. CCDS will follow Butte County Public Health Guidance for Schools. CCDS will follow the Butte County Public Health Guidance for Schools Regarding COVID-19 Exposure if and when a student or staff is diagnosed with COVID-19. See next page.



## When a Student/Employee Tests Positive for COVID-19

In most cases, the Infected Student/Employee will notify the employer of a positive test result. If so, notify Butte County Public Health, 530.552.3050.

In some cases, Butte County Public Health (BCPH) will be the first to notify a School that a student/employee tested positive.

If the Infected Student/Employee is at home, instruct to stay home.

If Infected Employee is at school, send home immediately.

If Infected Student is at school, mask and isolate until parent/guardian arrives.

BCPH will determine whether the Infected Student/Employee had prolonged direct contact (within 6 feet for more than 15 minutes) with other students/employees during the two days before symptoms first started or since the case tested positive.

BCPH and school will assess full or partial closure of the school based on employee/student close contact during infectious period and physical presence on campus.

In conjunction with BCPH, the school will identify students and employees who may have had close contact with the Infected Student/Employee and the last date of exposure.

School performs assessment of facility and arranges for thorough cleaning and disinfecting of areas where the Infected Student/Employee was present while infectious. (BCPH may provide

BCPH will work with the school to notify all close contacts of Infected Employee.

School may allow Infected Student/Employee to learn/work remotely if they are well enough and are able to do so from home.

Infected Students/Employees should not return to work until meeting criteria (see page 3 Returning to Work). BCPH will determine when the Infected Student/Employee is released from isolation.

Written documentation of release from isolation can be provided by BCPH.

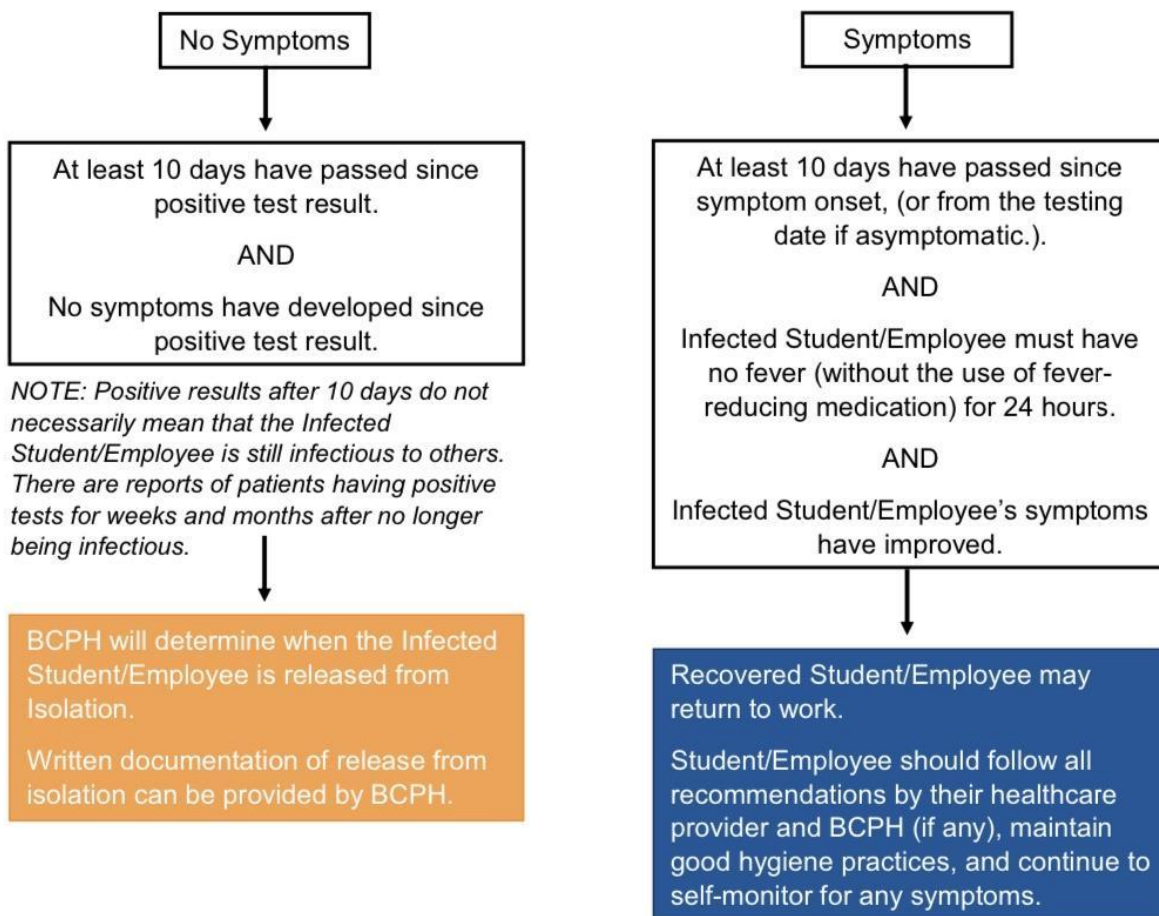




## Returning to School After Testing Positive for COVID-19

Infected Students/Employees who have been diagnosed with COVID-19 may not return to work until they meet the CDC criteria for discontinuation of isolation. Butte County Public Health (BCPH) will utilize the following Symptom/Time based strategy.

BCPH determines if the patient had symptoms consistent with a COVID-19 infection regardless if it is before or after testing.



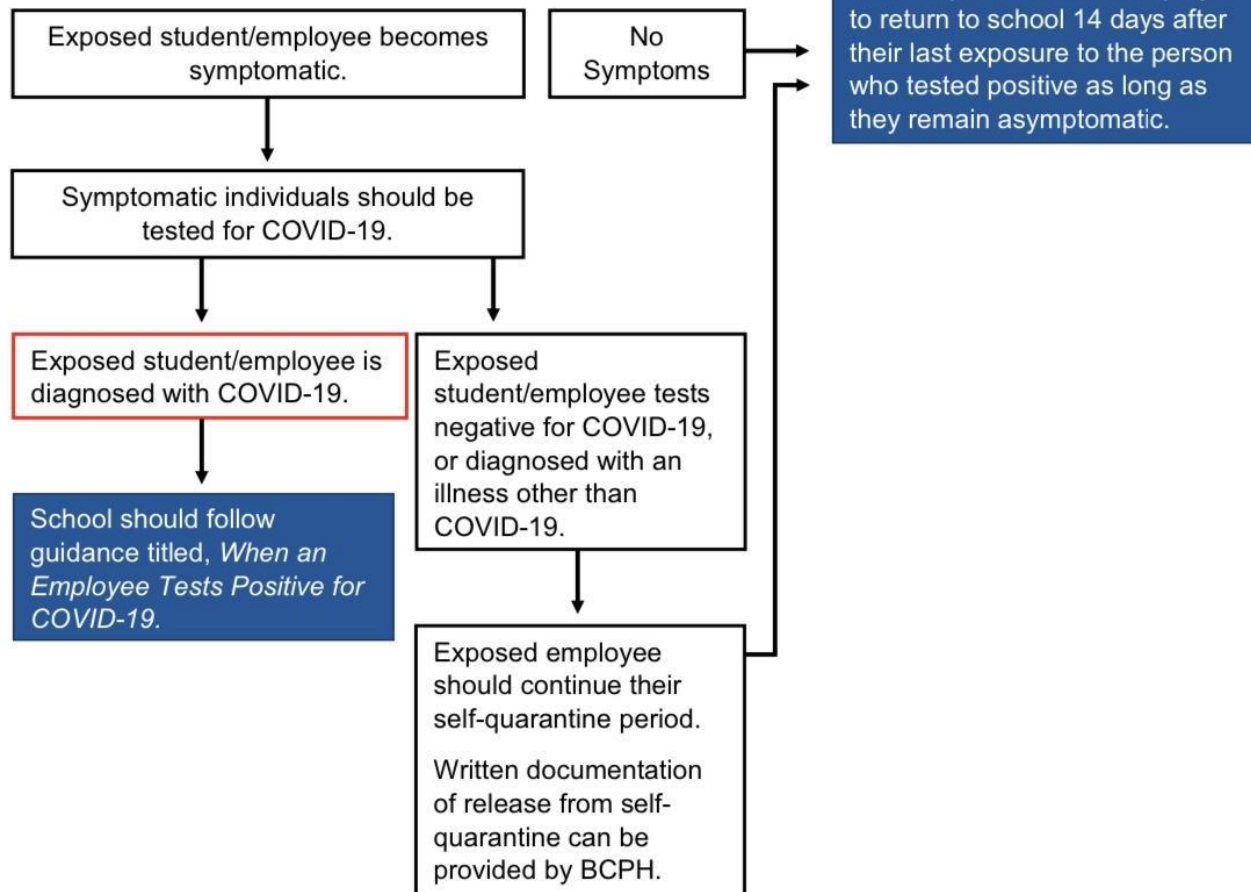


## Close Contacts to a Lab-Confirmed COVID-19 Case

Butte County Public Health will provide follow up to close contacts. Close contact is defined as being within 6 feet of a person during their infectious period for 15 minutes or longer. This can occur 2 days before symptoms appear or the positive test is collected, and during the first 10 days from symptom onset or the positive COVID-19 test.

BCPH will monitor Student/Employee for symptoms during their quarantine period. It is recommended that all those in quarantine get tested for COVID-19 on day 3 to 5 and day 14 of their quarantine period.

Allow exposed student/employee to learn/work remotely during self-quarantine if able to from home.





## Physical Distancing

Protocols and practices have been developed throughout campus to create six feet of social distancing between all students and staff. These protocols will include the way that we travel the halls and where we sit in the classroom. This will include six feet between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact. To ensure this there is adequate space to distance desks at least six feet apart, there will be no more than 20 students in a classroom at a time. Therefore we will group students into two cohorts, A & B (up to 10 students per cohort). Students will return in small cohorts of between 10-15 students per classroom on alternating schedules. Cohort groups will remain together throughout the duration of the school day. These cohorts will be maintained in classrooms, recess and lunch times. Recess and lunch times will be staggered, and cohorts will get a designated lunch area on campus. The model below offers each cohort time on campus with their teacher twice a week.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>School Day</b> (Time TBD)	In Person (A)	In Person (A)	Deep Cleaning Day	In Person (B)	In Person (B)
	Distance Learning (B)	Distance Learning (B)	Work and Learn from Home	Distance Learning (A)	Distance Learning (A)
<b>After School</b>	Distance Learning Support (C) Prep	Distance Learning Support (C) Prep	Virtual IEP, SST, and Staff Meetings	Distance Learning Support (C) Prep	Distance Learning Support (C) Prep

### CCDS will take the following social distancing measures during our return to school:

- In all classrooms and common spaces, CCDS will space students at least 6 feet apart.
- During recess and transitions, we will keep cohorts from mixing.
- Lunches will be eaten in designated locations in classroom cohorts.
- Cohorts will only associate with staff members designated to their cohort during class and recess.
- CCDS will not host large gatherings such as assemblies, rallies, sports, and dances.
- CCDS will organize hallway and transition times to minimize interaction.
- Play structures will be temporarily closed. Contact sports and activities that encourage close contact will not be available during recess.
- All outdoor recess spaces will be structured with activities supervised by staff.





## **Employee Training and Family Education**

CCDS Families have received a copy of our Return to School Plan which includes all information, procedures and protocols on reopening CCDS. Our staff will be trained on the Return to School Plan and safety protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students. Staff will be trained before the start of school on their requirements to wear a face covering and will remind students throughout the day on proper usage.

## **Testing of Students and Staff**

Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site located at the Fairgrounds. Asymptomatic students will be encouraged to receive regular COVID-19 tests once local testing capacity allows. Once capacity is increased at the fairgrounds, staff will be rotated through testing protocols every three weeks, so that the entire staff will be tested every six weeks.

## **Triggers for Switching to Distance Learning**

Our school intends to work with Butte County Health Department to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020- 2021 School Year.

## **Communication with CCDS Community and Public Health Officials**

Our school will email and/or text all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on our schools' RETURN TO SCHOOL page on the CCDS website. Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPAA and state law related to privacy of educational records. We will continue to communicate with our parents, staff and community through various mediums: weekly e-fliers, social media, and virtually through Zoom meetings for small and large groups.