



Alameda County  
Health Care Services Agency

## **Alameda County Elementary School Waiver Process Overview**

The following documents are required for a school or school district's application to reopen elementary (TK-6) in-person instruction through the California Department of Public Health (CDPH) and Alameda County's waiver process. These documents must be completed and submitted by the school district's superintendent or equivalent individual for charter or private schools. Superintendents applying on behalf of a school district should submit a consolidated application and publish a reopening plan for the elementary schools in the district that are seeking to reopen for in-person instruction. Applicants applying on behalf of a charter or private school should submit a separate application and publish a separate reopening plan for each school.

1. District or school completes an In-Person Learning Readiness Questionnaire by September 11, 2020.
2. Alameda County Office of Education (ACOE) screens the In-Person Learning Readiness Questionnaire for elementary waivers on a rolling basis through September 11, 2020 and sends eligible waiver applicants an Elementary School Waiver Application starting September 9, 2020 (see application checklist on page 3 for more detail).
3. District or school completes a reopening plan with all of the required categories and publishes it to their website.
4. District or school completes the Alameda County School Waiver Application and sends it back to ACOE by September 17, 2020.

## **Review Process**

1. Your district/school will be assigned a liaison by the Alameda County Public Health Department to review your application materials.
2. The application, supporting materials, as well as the following criteria will be reviewed:
  - a. How well the school/district reopening plan adheres to the State and County Reopening TK-12 Schools Guidance.
  - b. Availability of testing resources to test symptomatic and asymptomatic individuals.
  - c. Identification of at least two staff to support COVID-19 investigation and response.
  - d. The extent to which the applicant has consulted with staff, labor organizations, community, and parent organizations.
3. Alameda County Public Health Department will assess the following local disease conditions before approving any elementary school waivers are approved:



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- a. Current new case rate and testing % positivity trends.
  - b. Local hospitalization trends and hospital capacity.
  - c. Any other local conditions or data that could impact the spread of COVID-19.
3. Following the review described above, Alameda County will consult with the California Department of Public Health (CDPH) regarding the determination whether to grant or deny the waiver application. Consultation with CDPH is accomplished by submitting a notice pursuant to CDPH instructions. If the County has not received a further response within three business days of submission, the waiver application may be approved or denied consistent with CDPH instructions. Applications may be conditionally granted with limits on the number of elementary schools allowed to reopen or, the County may allow reopening in phases to monitor for any impact on the community.



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## Alameda County Elementary School Waiver Application Checklist

**SCHOOL/DISTRICT REOPENING PLAN IS POSTED:** Reopening Plan is posted prominently to the school or district's website

### **SCHOOL REOPENING PLAN MUST INCLUDE THE FOLLOWING CATEGORIES**

**CLEANING, DISINFECTION AND VENTILATION:** How shared surfaces will be regularly cleaned and disinfected, how use of shared items will be minimized, and what modifications will be made to increase the flow of fresh outdoor air within your school buildings.

**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.

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

**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 and ACPHD's face covering requirements will be satisfied and enforced. Availability to supply appropriate personal protective equipment to staff and students when needed.

**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 at least two staff 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 also designate one person for the local health department to contact about COVID-19.

**STAFF TRAINING AND FAMILY EDUCATION:** How staff will be trained and families will be educated on the application and enforcement of the plan.



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**TESTING OF STAFF:** How school officials will ensure that 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 (e.g. Screening Testing), including the name of a testing provider the school or district is planning to partner with.

*An executed memorandum of understanding or contract with a testing provider will be required by your reopening date.*

Examples of recommended frequency for Screening Testing include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

Students are not required to be included in the screening testing, but it is recommended.

**TRIGGERS FOR SWITCHING TO DISTANCE LEARNING:** The criteria the school or district leadership will use to determine when to physically close the school and prohibit in-person instruction.

**COMMUNICATION PLANS:** How the school or district leadership will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA

**KEY CONSTITUENT CONSULTATION:** The school, school district, or system of private schools has consulted with relevant labor, community, and parent organizations, as applicable. Please provide a list of the meetings and/or forums held to obtain input and the key highlights from these event that support your plan to re-open your school, school district, or system of private school for in-person instruction.