



YUBA CITY UNIFIED SCHOOL DISTRICT

750 Palora Avenue, Yuba City, California 95991 (530) 822-5200 Fax: (530) 671-2454

Waiver Application 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 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): Yuba City Unified School District

Name of District/School: Yuba City Unified School District

If this is a School District Consolidated Application Yes: No:

(Please list each school on a separate sheet)

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

Number of schools: 11

Enrollment: 5244

Superintendent (or equivalent) Name: Doreen Osumi

Address: 750 Palora Avenue

Yuba City, CA 95991

Number of students and number of classes per grade proposed to be reopened:

| TK | K | 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th |
|-----|-----|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 132 | 756 | 874 | 832 | 867 | 854 | 929 | 0 |

Date of Proposed Reopening: October 19, 2020

Name of Person Completing Application: Doreen Osumi

Phone Number: 530-822-7600

Email: dosumi@ycusd.org

Signature: *Doreen Osumi*

Date: 10-7-2020

Waiver Application

Background Information

Name of Applicant: Yuba City Unified School District (YCUSD)

School Type: Traditional Public School

Number of Schools: 11

Total TK-5 Enrollment: 5244

Proposed number of classes and number of students per grade/per school:

| School | TK | K | 1st | 2nd | 3rd | 4th | 5th |
|-----------------|---------|---------|---------|----------|----------|---------|----------|
| Andros Karperos | 0 | 3 79 | 3 75 | 4 92 | 4 100 | 3 97 | 4 113 |
| April Lane | 1 18 | 3 69 | 4 77 | 3 72 | 3 68 | 3 69 | 3 81 |
| Barry | 0 | 2 35 | 3 61 | 3 67 | 2 48 | 2 52 | 2 63 |
| Bridge | 1 17 | 3 70 | 4 90 | 3 76 | 3 67 | 3 80 | 3 74 |
| Butte Vista | 1 20 | 4 86 | 4 88 | 4 69 | 4 99 | 4 94 | 3 96 |
| King Avenue | 0 | 3 65 | 3 60 | 2 57 | 2 51 | 2 56 | 2 63 |
| Lincoln | 1 19 | 3 70 | 4 83 | 3 72 | 4 86 | 3 74 | 3 80 |
| Lincrest | 1 20 | 4 86 | 4 99 | 4 85 | 4 103 | 3 80 | 4 98 |
| Park Avenue | 1 18 | 4 74 | 4 98 | 4 101 | 4 87 | 3 99 | 3 88 |
| Riverbend | 1 20 | 3 61 | 3 73 | 3 71 | 4 91 | 3 80 | 3 81 |
| Tierra Buena | 0 | 3 61 | 3 70 | 3 70 | 3 67 | 3 73 | 3 92 |

I. **Consultation**

Please confirm consultation with the following groups:

Labor Organization

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

Yuba City Teachers Association (YCTA)/ California School Employees Association (CSEA) - September 30, 2020 and October 7, 2020 Staff reviewed the Waiver document on both dates. Waiver was modified based upon feedback. Meeting was held with nursing staff on 10/01/2020 to make specific modifications to the Waiver.

Parent and Community Organizations

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

YCUSD Parent Surveys - September 24, 2020 (Return to School); September 28, 2020 (Waiver Consultation); and September 30, 2020 (School Site Return to School) YCUSD Parent Meeting - October 1 & 2, 2020 Outcome of parent surveys and meetings indicated that approximately 60-70 percent of our parents would like some form of in person learning. The remainder of our parents are electing to keep their child on Distance Learning due to safety concerns, work schedules, and concerns that schools will regress to full Distance Learning.

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, 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 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.
- School Website URL** where reopening plan and waiver are posted.
www.ycusd.org

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>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date

COVID -19

Isolation Rooms

| Site | Location |
|--------------|---------------------------------------|
| AKS | Room 50 |
| April Lane | E-2 |
| Barry | Room 18 (computer lab) |
| Bridge | Upstairs (old) health office |
| Butte Vista | P-35 (band room) |
| CCP | Old toddler office |
| Gray Avenue | Room 4 (in first hallway) |
| King Avenue | Former Asst. Principal office |
| Lincoln | Room 9 |
| Lincrest | Room 17 |
| Park Avenue | Library and after school program room |
| Riverbend | Library building room L-8 |
| Tierra Buena | C-1 |
| APHS | Room 1 |
| RVHS | Room 101 |
| YCHS | Counselor conference room |

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A. Plan Published on the Website

The Yuba City Unified Reopening In-Person Elementary Learning Waiver Plan can be found on the District website at www@ycusd.org

B. Cleaning and Disinfection

Custodial Staff

- Custodial staff has been provided with Personal Protective Equipment (PPE) including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by product instructions.
- Disinfecting products approved for use against COVID-19 will be selected when feasible, from the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.
- MERV-13 filters will be installed at all district sites upon availability.
- Day custodial staff will disinfect high touch common areas every half hour and the staff and student restrooms, break rooms, work areas and other high touch surfaces every hour.
- Night custodial staff will disinfect all classrooms including tables, chairs, counters, and doorknobs.
- Custodial staff will clean between the AM cohort and the PM cohort.
- Areas used by any staff/student with a temperature of 100.4 or higher or exhibiting symptoms will be closed off and not used before cleaning and disinfection.
 - To reduce risk of exposure, custodial staff will wait 24 hours before clearing and disinfecting.
 - If it is not possible to wait 24 hours, staff will wait as long as feasible before cleaning and disinfecting.

Classroom/Learning Environment

- Students will not share desks, equipment, or supplies and all classrooms will be disinfected between cohorts of children (i.e. AM cohort/PM cohort).
- Some students may be assigned seating locations at a shared table while still maintaining approximately six (6) feet of distance
- Computer labs and libraries will not be available for student/staff use.

- In order to avoid congregation of staff members, staff rooms will not be available for staff breaks/lunch breaks.
- Backpacks will be discouraged but if a student brings one, it will be kept outside
- Students will be discouraged from bringing materials from home as much as possible

Transportation

- Buses will be disinfected as soon as all students exit the bus. Handrails, seats, backs of seats, windows will be disinfected.
- As much as possible, bus drivers will be assigned to a bus that they drive in the morning and afternoon.
- Bus drivers and students, grades 3rd through 5th will be required to wear facial coverings unless deemed exempt by CDPH guidelines.
- Bus drivers will take student temperatures before a student enters the bus. If a student has a temperature of 100.4 or higher, they will be excluded from the bus.

C. Cohorting

To minimize the number of contacts students/staff are exposed to daily, students will work with the same group of students each day. Students will be served in an AM cohort/PM cohort model. Transitions will be minimized. Where feasible, cohorts will not be permitted to mix with other cohorts.

In order to ensure successful implementation of in-person instruction, YCUSD will begin instruction the first week with TK-1st grade students; second week with 2nd and 3rd grade students; and third week with 4th and 5th grade students.

- Students attend in small cohorts of generally no more than 15 in a classroom, assigned to a specific desk.
- Students will be physically distanced by six (6) feet from one another and wearing masks for the required grade levels and strongly encouraged in grades TK through 2nd.
- There will be no co-mingling of cohorts.

- Students will wash their hands or use hand sanitizer upon entering the classroom.
- The AM/PM Cohort model, students will “grab and go” all meals, breakfast, snack, lunch and supper, at the end of their school day. All meals will be eaten at home.

D. Entrance, Egress, and Movement Within the School

- School campuses will not be open to visitors and parental access will be limited.
- Any student, parent, caregiver, staff member showing COVID-19 symptoms will be excluded from campus.
- Cohorts of students will be assigned a timeframe for arrival and departure and will enter and exit from an assigned point of entry. Campuses will not be accessible until 15 minutes prior to the start of the school day.
- Parents will be encouraged to remain in their vehicles and drop off students at the designated drop-off zones.
- Upon entry to a school’s campus, students will go directly to their classroom, wearing a facial covering, to prevent mingling with people outside their cohort.
- Due to the limited amount of instructional time, students will not have recess.
- Playground structures will not be accessible.
- Drinking fountains will not be accessible throughout the campus.
- Students will be encouraged to bring their own water bottles.
- Libraries and computer labs will not be accessible or used at this time.
- Signs/markers will be placed to assist with six (6) feet physical distancing.
- One way markers will be placed to establish single direction flow in hallways.
- Restroom signs will be posted to:
 - Limit entry to students from specific classrooms nearby;
 - Limit the number of students using it at one time;
 - Indicate where to wait in line.

- Dismissal times will be staggered and supervised by adults, to allow for social distancing, avoid congestion, and congregation of students.

E. Face Coverings and Other Essential Protective Gear

- All students in grades Transitional Kindergarten through 2nd grade will be strongly encouraged to wear facial coverings, per CDPH guidelines.
- All students in grades 3rd - 5th, as well as ALL staff, will be required to wear facial coverings, per CDPH guidelines.
- Facial coverings shall be worn by all mandated grade level students and staff:
 - While waiting to enter the school campus;
 - While on school grounds, except when eating or drinking;
 - While leaving school campus;
 - While on a school bus.
- The following individuals are exempt from wearing a face covering as defined by CDPH: Persons younger than two; persons with a medical condition, mental health condition or disability that prevents a face covering; persons who are hearing impaired, where the ability to see the mouth is essential for communication. Those individuals who have a medical or mental health condition or disability will be required to submit a note from their primary care physician verifying the exemption.
- All visitors will be required to wear a facial covering when visiting the school office.
- Students, in the mandated age groups or staff who refuse to wear facial coverings and do not have one of the CDPH exemptions to wearing facial coverings, will be removed from the campus.
- Gloves available for use on campus when needed and upon request.
- Food handlers, health care staff, and classified staff engaged in deep cleaning and disinfecting shall wear all required Personal Protective Equipment (PPE) including disposable gloves, eye protection, disposable gowns, and facial coverings.

Each site will have a supply of disposable face coverings for anyone who is unable to provide their own.

Personal Protective Equipment (PPE) required for staff in the identified isolation room for students/staff symptomatic shall include, gowns, facial coverings, gloves and goggles.

Again, failure to wear facial covering on campus shall result in exclusion from campus.

F. Health Screenings for Students and Staff

Students

Passive screening will be used for students entering campus. Parents will be provided with a COVID-19 Symptoms Checklist and instructed to screen their students before leaving for school. Screening should include checking their students temperature to ensure temperature is below 100.4 degrees Fahrenheit without the use of fever reducing medications. Additionally, parents will be instructed to keep their students home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

Heat sensing devices will be installed to check for temperatures. A student who shows a possible fever will be immediately isolated in the site identified isolation room and a second temperature check will be conducted using hand-held thermometers. If a student has a fever, parents will be immediately contacted and COVID-19 testing will be encouraged.

Staff

Passive screening will be used for staff entering campus. Staff has been provided with a COVID-19 Symptoms Checklist and instructed to self-screen before leaving for work. Screening protocols include staff checking their temperature to ensure temperature is below 100.4 degrees Fahrenheit. Staff has been instructed to stay home if they have had any COVID-19 symptoms in the last 24 hours or in close contact with someone who has COVID-19 symptoms or a positive test.

Heat sensing cameras have been ordered and will be installed upon arrival to monitor temperatures. A staff member who shows a possible fever will be immediately isolated in the site identified isolation room and a second

temperature check will be conducted using hand-held thermometers. If the staff member has a fever, the staff member will be immediately sent home and COVID-19 testing will be encouraged.

G. Healthy Hygiene Practices

Each site will implement routines to ensure personal health and safety practices including:

- All students will wash hands upon entering campus.
- Students/staff will be instructed and reminded to sanitize hands:
 - After using restroom;
 - Before and after eating;
 - When entering a classroom or office;
 - After taking off or putting on their face covering;
 - After prolonged exposure in high touch areas;
 - Before and after each task when preparing food in any class.
- Classes will use video and print resources as instruction for students in handwashing and other hygiene practices. Examples include:
 - Fight Germs! Wash your Hands!- CDC;
 - How to Wear a Fabric Mask Safely-WHO;
 - Wash Your Hands!-CDC;
 - How to Handwash-WHO.
- Hand sanitizer will be located within all classrooms and in key locations throughout the school campuses.
- Windows and doors will be kept open

All Certificated and Classified were mandated to participate in the Keenan Safe Schools Training, Coronavirus : Reopening your Organization, as part of their annual mandated professional development.

H. Identification and Tracing of Contacts

Identification

If a student or staff member shows any symptoms related to COVID-19 while at school the following will be implemented:

- Student will be immediately sent to the “isolation” room on campus to be sent home and testing is recommended. *See attached list of identified isolation rooms by site.*

- Staff is immediately sent home and testing is recommended.
- Students/staff may return to school after 24 hours, are symptom free, and fever free without the use of fever reducing medication.
- Students will have their temperature checked and be monitored when they return to school, following possible symptoms

If a student or staff member has a close contact, defined as within six feet for more than 15 minutes with or without a mask, with a confirmed COVID-19 case the following will be implemented:

- Student will be immediately sent to the “isolation” room on campus, sent home, and testing recommended.
- Staff is immediately sent home and testing recommended.
- Quarantine for 14 days from last exposure to the positive case.

If a student or staff member has a confirmed case of COVID-19 the following will be implemented:

- Local public health department will be notified through the Bi-County DOC manager (docopschief@co.sutter.ca.us).
- Individuals will be excluded from school for 10 days from onset of symptoms or test date. Health department will work directly with the infected individual for contact tracing.
- School staff will identify contacts at the school, quarantine and exclude close contacts for 14 days after the last date the case was present at school while infectious.
- Recommend testing for all close contacts.
- Isolate areas where infected individual spent significant amount of time. Wait 24 hours and then disinfect and clean classroom and primary spaces where infected individual spent significant amount of time.
- School community notified of a known COVID-19 case.
- Before returning to the school environment, for individuals who have been tested within Sutter County and were positive for COVID-19, a release will be requested by the Sutter County Department of Public Health or their personal medical provider.

Tracing of Contacts

YCUSD has identified three district office administrators to serve as the COVID-19 Liaisons and lead contact tracers. Each site has an identified

assistant principal to serve as the site COVID-19 Liaison and contract tracer. For school sites that do not have an assistant principal, the school nurse will serve as the COVID-19 Liaison and contract tracer. Staff identified as contract tracers have been trained on contact tracing protocols by Dr. Homer Rice for the Bi-County Public Health Department.

COVID-19 Liaison responsibilities include:

- Managing and supporting contact tracing;
- Notifying exposed individuals;
- Creating and maintaining a database of exposed students and staff;
- Communicating with and providing requested information to the local health department.

I. Physical Distancing

General Campus

The following will be implemented to maximize physical distancing on the school campus:

- Smaller student/staff cohorts will be implemented (half the student enrollment at any one time) to minimize the mixing of student groups and maximize physical distancing.
- No shared equipment will be used.
- Playground structures will not be used at this time and increased supervision will be implemented to increase monitoring of physical distancing.
- No meals will be served during the AM/PM model. All meals, breakfast, snack, lunch and supper will be distributed through a “grab and go” model and eaten at home.

Classrooms

Desk/table configuration in classrooms will allow for approximately six feet of physical distance between each student and minimize face-to-face contact. Students will be assigned a specific desk. Desk shields have been ordered and will be provided for all student desks as an added layer of protection. Some students may be assigned seating locations at a shared table while still maintaining approximately six (6) feet of distance. Students will be expected to wear masks in classrooms in grades 3rd through 5th throughout the day.

Staff will be required to wear facial coverings in the classroom. Additionally, no side by side, close proximity group seating or group work will be allowed.

Transportation

Transportation will be limited to students with disabilities and those students who were displaced from Central Gaither due to its closure; reside more than five miles from their new school of attendance; and are not on an intra/inter-district transfer agreement.

The following protocol will be instituted on District buses to ensure a minimum social distancing of six (6) feet:

- Students will be seated one student to a bench on both sides of the bus, skipping every other row. Siblings could be seated together.
- Students will be seated from the rear of the bus forward to prevent students walking past one another.
- Afternoon runs will be boarded based on the order in which students will be dropped off.
- Students and staff will wear face coverings on the bus at all times unless there is a known health condition or their disability prevents them from doing so.
- Bus drivers will take student temperatures before entering the bus.

J. Staff Training and Family Education

Staff Training

- Prior to the return of students to campus, staff will be provided with COVID-19 professional development to establish expectations regarding wearing of facial coverings, six (6) feet physical distancing, and healthy hygiene practices.
- Training will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Staff have been mandated to participate in the Keenan SafeSchools online training entitled COVID-19 Employee Safety. Additionally, suggested on-line training includes Coronavirus Awareness and Coronavirus: Managing Stress and Anxiety.
- Staff will be trained in health and safety protocols which include:
 - Physical distancing of six (6) feet or more;
 - Mandatory use of facial coverings;

- Enhanced sanitation practices, including hand washing protocols; in accordance with CDPH and Cal/OSHA guidance;
- Use of the pre-work screening checklist;
- COVID-19 specific symptoms identification;
- Appropriate ways for donning of gowns.

Family Education

- Families will be provided information and training of the following topics:
 - Proper use of Personal Protective Equipment;
 - Transmission prevention including social distancing, use of facial coverings, and frequent handwashing;
 - Use of the daily symptom checklist;
 - Guidelines for families about when to keep their child home from school.

K. Testing of Students and Staff

Student Testing

Students who have COVID-19 symptoms will be isolated immediately and sent home. The following recommendations will be made:

- Testing will be recommended through:
 - Their personal health care provider;
 - OptumServe No-Cost Testing <https://LHI.care/covidtesting> or (888) 634-1123.
- Students may return to school after 24 hours, if they are symptom free, and fever free without the use of fever reducing medication.
- Students will have their temperature checked and be monitored when they return to school, following possible symptoms

Students who have been exposed to someone with a confirmed case of COVID-19 will be isolated immediately and sent home. The following recommendations will be made:

- Testing will be recommended through:
 - Their personal health care provider;
 - OptumServe No-Cost Testing <https://LHI.care/covidtesting> or (888) 634-1123.
- Student will be instructed to self quarantine for 14 days after exposure

- School-based close contacts will be identified and instructed to self-quarantine and testing will be recommended

Staff Testing

Staff who have COVID-19 symptoms will be isolated immediately and sent home. The following recommendations will be made:

- Testing will be recommended through:
 - Their personal health care provider;
 - OptumServe No-Cost Testing <https://LHI.care/covidtesting> or (888) 634-1123.
- Staff may return to school after 24 hours, if they are symptom free, and fever free without the use of fever reducing medication.

Staff who have been exposed to someone with a confirmed case of COVID-19 will be isolated immediately and sent home. The following recommendations will be made:

- Testing will be recommended through:
 - Their personal health care provider;
 - OptumServe No-Cost Testing <https://LHI.care/covidtesting> or (888) 634-1123.
- Staff will be instructed to self quarantine for 14 days after exposure
- School-based close contacts will be identified and instructed to self-quarantine and testing will be recommended.

L. Trigger for Switching to Distance Learning

YCUSD will revert back to Distance Learning when the following occurs:

- A school shall revert back to distance learning when multiple cohorts (classrooms) have cases or five (5) percent of students and staff test positive within a 14-day period.
- The District shall revert back to distance learning when 25 percent or more of the District elementary schools have been physically closed due to COVID-19 within 14 days.
- Closure decisions will be made in consultation with the Bi-County Health Officer.
- Decisions to revert back to Distance Learning for a school(s) or the District, will be made by the District.

- After 14 days of closure, Districts may return to in-person instruction with the approval of the Bi-county Health Officer.

M. Communication Plan

- Yuba City Unified District and its Site Administration will communicate with staff and parents about positive COVID-19 cases and exposures at the school. All confidentiality requirements will be followed as outlined by the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).
- Notification to local health officials, staff, and families will occur immediately upon receiving notification of a positive COVID-19 case. All notifications will be done in a format that maintains confidentiality, as required by FERPA and HIPAA.
- Staff will be notified of the infected area that will be closed until cleaned and signage posted.
- Communication to staff and families will occur through a variety of platforms including emails, website postings, social media, text messaging, and auto-dialer.
- Communication will be provided in families' home language as required by Education Code.