

Waiver Application Cover Form

Original Submission Date: August 18, 2020

Updated and Submission Date: September 3, 2020

Newport Christian School
1000 Bison Ave
Newport Beach, CA 92660

School Type: Faith Based

Number of Schools: 1

Enrollment: 228

School Principal: Kevin Cyprian

Grades/Number of Students Proposed to be Reopened:

TK 12	Kindergarten 1 15	Kindergarten 2 15	Kindergarten 3 15	1st A 20
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1st B 20	2nd A 16	2nd B 16	3rd 23
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4th A 18	4th B 18	5th 22	6th 18
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Date of Proposed Reopening: September 2, 2020

Name of Person Completing Application: Kevin Cyprian

Phone Number: 949 760 5485

Email: kyprian@newportchristianschool.org

Signature: Kevin R. Cyprian

Date: 9/3/20

I. Consultation

Labor Organization: Does not apply

School Staff: On Wednesday, August 5, 2020 and Thursday, August 6, 2020, during staff orientation, all the teachers of Newport Christian School (NCS) were presented with the most current plan on that date.

Parent and Community Organizations: Parents of NCS were surveyed during the week of July 20, 2020. The initial results of the survey indicated that 77% were in favor of a return to in-class instruction. Follow up to the survey via personal phone calls indicated that over 90% were in favor once they had more information on the reopening plan.

II. Elementary School Reopening Plans

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

The safety of employees and students is Newport Christian School's first priority. The school has been completely cleaned and disinfected and NCS will continue to adhere to necessary safety precautions.

Newport Christian will make every attempt to follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses. All Staff will be trained on the following cleaning and disinfecting procedures:

- Newport Christian School Campus will be disinfected nightly.
- High traffic areas will be thoroughly cleaned daily.
- Clean and disinfect frequently touched surfaces such as door knobs, and railings throughout the school and workday.
- Playground equipment and any shared objects will be limited.
- Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.

Cleaning, sanitizing, and disinfecting will be conducted throughout the day and at the end of each day.

Clean and sanitize frequently touched surfaces in the classrooms (e.g. desks, tables, hard-backed chairs, doorknobs, light switches, remotes, faucet and toilet handles, toilets, sinks, check-in counters).

Hands should be washed after this cleaning is completed.

Reduce the spread of germs in the space by removing items that are not easily cleaned such as stuffed animals and pillows.

When possible, doors will remain open throughout the school day.

Current guidance for cleaning and disinfection for COVID-19 from the CDC states that disinfectants should be registered by the EPA (list N) for use against the novel coronavirus.

All cleaning products are kept out of the reach of children; storage has restricted access.

Newport Christian will limit sharing of supplies between students. Students will have their own supplies/materials to limit contact. When this is not possible, shared items will be cleaned after each use.

NCS will encourage students to take home personal items for cleaning daily as necessary.

NCS will have a dedicated staff member that will be responsible for disinfecting other high-contact areas around the school.

Cohorting: How students will be kept in small, stable, groups with fixed memberships 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.

Classes will continue to be limited in size and they will include both onsite and online cohorts.

Newport Christian School will continue to maintain small class cohorts of 20-24 students. Students will remain in their designated cohort or homeroom with all their belongings at

their desks. These small classroom cohorts will remain steady and stable throughout the year.

Recess & Lunch Times

Recess will be scheduled throughout the day by grade level and then further spaced by classroom units. Each classroom unit will play in a designated area for recess and lunch. We are blessed with space on our campus and have multiple seating areas for the students to enjoy their lunch. Specific areas will be assigned to classroom units so they remain together and do not mix. Students will wash their hands or use hand sanitizer before and after lunch and recess. Tables will be cleaned and sanitized between use.

Food Services

Food services will continue to be available to students. As was the norm at Newport Christian, food will be individually served and prepackaged. All staff working in food services will wear face coverings and gloves.

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.

The start and end times for our daily schedule will be 8:15 to 3:00 for the lower grades and 8:00 to 2:45 for the upper grades.

All students on the first floor & second floor of the main educational building will enter the building at staggered times. NCS will have marked, one-way designated entrance and exit doors.

As students transition, there will be directional paths for the students to take to maximize spacing. High contact areas (desks, door handles, tables, etc) will be disinfected between classes. Students will use hand sanitizer as they enter the classroom after a transition.

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

Face coverings will be worn by staff and students 3rd grade and above when social distancing is not possible.

Students

Grade Level	Face Covering Requirement
TK-2nd Grade	Strongly recommended
3rd Grade-6th Grade	Recommended when indoors

Disposable face coverings will be available for students if they were to forget theirs at home, or if something happens to their face covering while on campus. Students will not need to wear a face covering while eating or while outside for recess.

Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

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.

Illness at school is a common event. However, the presence of COVID-19 requires any illness to be treated with caution for the protection of all students, staff and families. All Staff and Students will undergo a Health Screening immediately upon arriving on campus. Temperatures will be taken at the time of the health check using a touchless thermometer. If either student or staff has a temperature of 100.4 degrees or greater they will be sent home.

The following procedure will be followed in the event of a student becoming ill at school:

Illness at school will be defined as any change in a student’s health as observed by staff or indicated by the student. Staff reserves the right to make the final determination.

The Parent/guardian signing (or bringing) the student in must be able to certify the students health by answering 4 questions. Parents are responsible to be sure that no student is sent to school if any of the following questions can be answered with a 'yes.'

1. Have you or anyone in your household been diagnosed with or had close contact with any person who has tested positive for COVID-19?
2. Has your child had a cough, shortness of breath or any other symptoms of COVID-19?
3. Is anyone in your household being tested for COVID-19? Students and Adults experiencing any symptoms (fever of 100.4 or higher within the last 24 hours, chills /unexplained fatigue; shortness of breath, sore throat, headache, flu-like symptoms, etc. OR if they have had close contact with a person diagnosed with COVID-19) should not attend school or remain on campus.
4. Has the student or anyone in your family had atypical symptoms in their regular health in the last 24 hours?

If a child or a family member has reason to believe that they either have or have been exposed to COVID-19, it is critical that they either self-quarantine or provide test results that show they have been tested and are currently not infected.

As per normal policies, any student with a fever must be 72 hours symptom free without the use of medication or doctor's note in order to be allowed to return to school. A verbal and visual check of the students will be conducted.

NO student will be admitted who has two or more of the following symptoms:

- Cough
- Runny nose or congestion
- Sore Throat
- Diarrhea
- Headache
- Nausea
- Muscle or body aches
- Loss of sense of taste and or smell

Children who have chronic conditions that may manifest the above symptoms frequently will be noted by staff and generally allowed to enter.

Students who present symptoms while at school will go to a designated isolation area until they can be picked up by a parent or guardian. Parents must be prepared to pick their student up immediately in the event they develop or display symptoms while at school. Updated contact information is vital and necessary.

The isolation room and its contents will be completely sanitized before it is used again.

Newport Christian will designate routes for entry and exit in order to limit direct contact with others.

NCS will have signage throughout the campus to remind students and staff about social distancing, hand washing, and spreading germs.

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

Standard School policies have students washing hands on a regular basis before entering class, before eating and after any activities that may create a mess.

The following steps are being implemented to support strong hand washing practices:

- Increase in focused instruction of proper hand washing for students and staff.
- Hand sanitizers will be available for student and staff use in every classroom, the lunch tables and in chapel.
- NCS has secured additional safety equipment such as, touch free thermometers and hand sanitizers.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and employee work area will be provided hand sanitizer to use.
- Signage will promote healthy hygiene practices and reminders to stay home when ill.
- Students will be encouraged to bring refillable water bottles.

- Playground equipment will be regularly inspected and cleaned for limited student use.
- NCS will maintain adequate supplies to support healthy hygiene behaviors.
- Where possible, open classroom windows for increased ventilation.
- Classroom doors will remain open throughout the school day.

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.

Students who present symptoms while at school will go to a designated isolation area until they can be picked up by a parent or guardian. Parents must be prepared to pick their student up immediately in the event they develop or display symptoms while at school. Updated contact information is vital and necessary. The isolation room and its contents will be completely sanitized before anyone is allowed in it again. The child will need to remain home until his/her symptoms are gone for a minimum of 72 hours without the aid of medication.

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person. However, anyone who has had close contact with someone with COVID-19 and who:

- Developed COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

Does not need to stay home.

Any student or staff member with a confirmed case of COVID-19 cannot return to school until they either:

1. Have a test confirming that they are clear of the virus, **or**
2. Have been 10 days since symptoms first appeared **and** 24 hours with no fever without the use of fever-reducing medications **and** other symptoms of COVID-19

are improving. **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

*Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. (CDC- *When You Can be Around Others After You Had or Likely Had COVID-19*, Updated August 12, 2020.)

Any absence due to COVID-19 measures will not be counted as absences. Students will move to distance learning until returning to campus.

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

NCS will adhere to the following strategies to maintain social distancing as much as possible.

- During school hours, NCS will restrict non-essential visitors, volunteers, and activities involving other groups.
- Newport Christian will limit group activities wherever practical (ie., assemblies, award ceremonies, athletic competitions).
- Students will remain in their designated cohort or homeroom with all their belongings at their desks.
- Classroom space will be arranged to remove all non-essential furniture, allowing maximum space for students and staff.
- Student desks will be arranged to face the same direction (rather than facing each other) and spaced apart from one another and teachers to the greatest extent possible.
- NCS will utilize outdoor spaces as frequently as possible to provide increased areas for distancing.

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

Prior to the start of school and periodically throughout the school year, Newport Christian employees will go through specific training in the following areas: enhanced sanitation

procedures, physical distancing guidelines, how COVID-19 is spread, COVID-19 symptoms, procedures to follow when a student or adult becomes sick at school.

Families will have access to the above training as well. Students will also be intentionally taught healthy hygiene habits to practice throughout the day school and when at home.

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.

Staff will be required to get COVID-19 testing. All staff will be tested on a rotational basis to ensure that every staff member is tested.

If a student shows signs of COVID-19 or was in close contact with a confirmed COVID-19 case, should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- Developed COVID-19 illness with the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

Does not need to stay home.

Any student or staff member with a confirmed case of COVID-19 cannot return to school until they either:

1. Have a test confirming that they are clear of the virus, **or**
2. It has been 10 days since symptoms first appeared **and** 24 hours with no fever without the use of fever-reducing medications **and** other symptoms of COVID-19 are improving ****Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.**

**Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results. (CDC- *When You Can be Around Others After You Had or Likely Had COVID-19*, Updated August 12, 2020.)*

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.

State guidance will be followed: if >5% of the total school population (students, faculty, and staff) within a 14 day period test positive at a single point in time, the entire school shifts to remote learning.

Parents are advised to be prepared for the possibility that classes will be required to move to distance learning in the event of a surge in the pandemic. NCS will act in accordance with government mandates to suspend face-to-face instruction. In this event, the following is planned:

The school will break for 2-3 days in order to allow time for staff to prepare for the shift.

Parents are asked to ensure a device that has internet connectivity for each child and supervision as possible. The supervising adult's main role is to facilitate the child in remaining in the session and providing the necessary boundaries each student needs as they practice the discipline of learning.

Teachers will provide live instruction each day, length of session will be determined by the amount of time a class of students can remain attentive and engaged and also by the amount of time needed to present lessons. Details will be provided by your child's teacher.

Materials and work will be provided. Each Friday, packets will be placed on tables arranged by classes for parents to pick up. Completed work will be dropped off on these same tables at that time.

Most classwork will be accessed through Google Classroom. In cases where this is not possible, teachers and staff will communicate with parents to make proper arrangements.

Teachers will communicate regularly with parents to assist in troubleshooting and adjusting the program to accommodate the needs of families and students.

Once the closure is lifted, the school will communicate with parents the date and arrangements for opening to allow staff to reset face-to-face learning.

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 HIPPA.

Newport Christian provides comprehensive, timely communication with families and will continue to do so. If there is a confirmed case or a known exposure to COVID-19 on campus a school community notification will be sent out to those who may have been part of the cohort affected, paying close attention to FERPA and HIPPA rules regarding privacy. Newport Christian uses Gradelink as the primary communication tool with staff and school families.

Newport Christian will continue to be in contact with the Orange County Health Office and the CDPH.