



**Waiver Application Form**  
(for use by a Local Education Agency or equivalent)

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):

\_\_\_\_\_

School Type: \_\_\_\_\_

Traditional Public School    Charter School    Private    Independent or Faith-Based School

Number of elementary schools: \_\_\_\_\_ Enrollment: \_\_\_\_\_ Total Number of Staff \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ School/District Website \_\_\_\_\_

Grades/Number of Students Proposed to be Reopened:

TK-K # \_\_\_\_\_

1st - # \_\_\_\_\_

2nd - # \_\_\_\_\_

3rd - # \_\_\_\_\_

4th - # \_\_\_\_\_

5th - # \_\_\_\_\_

6th - # \_\_\_\_\_

Date of Proposed Reopening: \_\_\_\_\_

Name of Person Completing Application: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consultation - Please confirm consultation with the following groups:**

Labor Organization

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

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Parent and Community Organizations

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

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

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**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: Describe how shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

Cohorting: Describe 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: Describe 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: Describe how CDPH's face covering requirements will be satisfied and enforced.

Health Screenings for Students and Staff: Describe 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: Describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

Identification and Tracing of Contacts: Describe 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: Describe how space and routines will be arranged to allow for physical distancing of students and staff.

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

Testing of Students and Staff: Describe 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: Describe the criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

Communication Plans: Describe 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.

Please include with this application copies of your educational agency's response plan for an exposure to a case of COVID-19, the cohorting plan for assigning students to cohorts and maintaining them, and the every 2-month staff testing plan, in accordance with the requirements of the state school K-12 in-person instruction reopening framework. Please do not submit the entire reopening plan, only the sections noted above. Send the application to: [SchoolWaivers@sbcphd.org](mailto:SchoolWaivers@sbcphd.org)