



# Instructions for Elementary School Waiver Application

## 1. Requirements for a Complete Application

The following documents are required for a school or school district’s application to reopen elementary in-person instruction through the California Department of Public Health (CDPH)’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.

- a. **Application for an Elementary School Waiver to Reopen for In-Person Instruction.** If the application form does not have enough space to provide a complete response to any question, please attach additional pages.
- b. **School Reopening Plan.** As described in the [CDPH/CalOSHA Guidance for Schools and School-Based Programs](#), every school reopening for in-person instruction must have a school reopening plan that addresses several topics related to health and safety, in a manner consistent with guidance from CDPH and the local health department. Those topics include:
  - i. Cleaning and disinfection
  - ii. Small, stable, cohorting
  - iii. Entrance, egress, and movement within the school
  - iv. Face coverings and other essential protective gear
  - v. Health screenings for students and staff
  - vi. Healthy hygiene practices
  - vii. Identification and tracing of contacts
  - viii. Physical distancing
  - ix. Staff training and family education
  - x. Testing of students and staff
  - xi. Triggers for switching to distance learning
  - xii. Communication plans
- c. **Certification of Compliance with State of California and County of Santa Clara School Reopening Requirements.** CDPH’s school reopening requirements are located in “[COVID-19 Industry Guidance: Schools and School-Based Programs](#)” (released July 17, 2020), and the County of Santa Clara’s school reopening requirements are located in “[COVID-19 Prepared: Reopening Santa Clara County K-12 Schools for the 2020-2021 School Year](#)” (updated August 7, 2020).
- d. **Submission.** Once completed, the application form, school reopening plan, and Certification of Compliance must be submitted to [schools@eoc.sccgov.org](mailto:schools@eoc.sccgov.org).

## 2. Review Process

- a. Your district/school will be assigned a liaison to review your application materials.
- b. After a complete application has been received, the liaison will contact the school district's superintendent or equivalent individual for charter or private schools to schedule a time to discuss the school district or school's reopening plans.
- c. The application, supporting materials, as well as the following items will be reviewed and considered:
  - i. Available scientific evidence regarding COVID-related risks in schools serving elementary-age students, along with the health-related risks for children who are not provided in-person instruction.
  - ii. State law directing public schools to "offer in-person instruction to the greatest extent possible." (Ed. Code § 43504).
  - iii. Whether elementary in-person instruction can be provided in small, stable cohorts.
  - iv. Local health guidance, safety plans, availability of appropriate PPE, and availability of public health and school resources for COVID-19 investigation and response.
  - v. Current new case rate, testing % positivity trends, and the number and degree of indicators above thresholds to be on the County Monitoring List.
  - vi. Local hospitalization trends and hospital capacity.
  - vii. Any other local conditions or data contributing to inclusion on the County Monitoring List.
  - viii. Availability of testing resources within the community and via employee health plans.
  - ix. The extent to which the applicant has consulted with staff, labor organizations, community, and parent organizations.
- d. Following the review described above, the County will consult with 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.

## 3. Questions

Questions about the elementary school waiver process or applications should be directed to [schools@eoc.sccgov.org](mailto:schools@eoc.sccgov.org).