

**Waiver to Reopen Hickman Elementary School for Onsite Instruction**

**Name of Applicant (Local Educational Agency or Equivalent):** Hickman Community Charter District (Waiver is for Hickman Elementary School only)

**School Type:** Elementary

Traditional Public School

X Charter School

Private, Independent, or Faith-Based School

**Number of schools:** 1                      **Total Enrollment:** 280

**Superintendent (or equivalent) Name:** Paul Gardner

**Address:** 13306 4th Street, Hickman, CA 95323

**Grades/Number of Students Proposed to be Reopened:**

TK/K 45    1st 45    2nd 43    3rd 47    4th 41    5th 46    6th 0

**Date of Proposed Reopening:** To be determined but not before October 12, 2020. We reserve the right to postpone these dates dependent on local circumstances.

Grades TK-1 October 12

Grades 2-3 October 26

Grades 4-5 November 9

**Name of Person Completing Application:** Paul Gardner

**Phone Number:** 209-874-1816 Ext 200

**Email:** [pgardner@hickmanschools.org](mailto:pgardner@hickmanschools.org)



**Paul Gardner**  
**Superintendent**

**Date:** September 15, 2020

Revised: September 23, 2020

**Consultation**

Please confirm consultation with the following groups:

Labor Organization

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

Hickman Association of Teachers (HAT): August 31, 2020

Hickman Classified: September 8, 2020

Parent and Community Organizations

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

Reopening Committees: Four focus group meetings on 5/19/2020, 6/9/2020, 7/15/2020, 8/27/2020

Hickman Elementary Staff: 7/13/2020, 7/21/2020, and 8/24/2020

Hickman Elementary Parents Open Meeting: September 8, 2020

Special Meeting of the Hickman Board of Trustees: September 9, 2020

Regular Meeting of the Hickman Board of Trustees: September 14, 2020

**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, and are published on the Stanislaus County Office of Education website.

**General Virus Conditions for Waiver Application:** The metric below applies specific to Stanislaus County.

1. Fewer than 200 cases per 100,000 of Stanislaus County population.

**General Virus Precautions Practiced by the HCCD:**

- If you are sick, stay home.... Students and Staff.
- Students and Staff will continuously be reminded to frequently wash their hands.
- The wearing of masks will be required for all grade 3-5 students and all staff. This requirement is in place unless a student or staff member provides a written medical exclusion to this requirement. Masks are strongly encouraged for students in K-2. Face shields are acceptable in K-2 if a mask cannot be worn properly. Students and staff may wear a face shield for pedological or developmental reasons or if there is a medical

exemption from a physician. These face shields must have a drape that covers the shoulders. Students should plan to provide their own masks. However, in the event they do not have one, one will be provided.

- Parents should begin the practice of taking student temperatures daily. If a temperature is recorded above 100 degrees the student should stay home.
- School Nurses at all school sites will be conducting daily random samplings of temperature for students and staff.
- Each school will have a separate quarantine room for any student displaying symptoms of the virus.
- If any student is confirmed to have the virus the entire school community will be notified and the Stanislaus County Public Health Office in consultation with the HCCD will direct next steps for that respective student population.

### **HCCD Reopening Schedule Plan:**

The HCCD will utilize a hybrid return to school schedule. This schedule will split student body populations in one-half for daily instruction. Roughly one-half of our site student populations will attend school in person on Mon-Tues and roughly one-half will attend live on Wed-Thurs. Friday will be distance learning for all. Distance learning on Friday will allow the HCCD to address any specific gaps that have occurred for students with special needs during the course of instruction. Student's with specific IEP needs will also be addressed either in-person or virtually on Friday. On the days that students do not attend live instruction they will participate in off-site instruction by completing work at home that has been assigned by their teacher of record. This process will allow our teachers to continue sequential and properly paced instruction. This hybrid plan will allow us to maintain 6 feet of social distancing to the extent possible in all areas of school attendance. (The HCCD reserves the right to permanently change the distance learning day in the hybrid model if the change creates educational benefit without changing cohort size) Students/families that have concerns with in-person instruction will be provided the opportunity to participate in the HCCD Independent Study Program. The projected reopening date for the HCCD is TBD, but not before the approval of the Waiver.

In the implementation of the above stated hybrid and independent study return to school schedule, the HCCD will provide staff to support students at risk and those with special needs. Staff are trained to recognize potential concerns and review student health plans. Appropriate referrals and accommodations will be made to address any student needs regardless of the source of the need. Open dialogue with parents and guardians will be facilitated by all service providers.

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

- Desks will be spaced to allow the maximum space available between students and staff.

- All desks will face the same direction.
- Restrooms will be wiped down twice daily and thoroughly cleaned at the end of each day.
- Hand sanitizer will be available in all instructional areas.
- Staff will be provided with sanitation kits that include cleaning and disinfecting supplies (i.e. gloves, disinfecting solution, wipes and paper towels).
- Student device keyboards, screens, and mice will be wiped clean by each student at the end of their use on each school day. K-5 classrooms will have devices assigned to each specific student for the entire school day. Devices will not be shared.
- Students will not share basic school supplies.
- Tissues will be available within each classroom. Any student displaying signs of sickness will be immediately referred to the school site nursing station for assessment.
- Atomizers will be used in all instructional areas on a nightly basis.
- Afternoon/Evening Custodians will be assigned to deep clean each school site on a daily basis. This cleaning will be consistent with the established protocols from the Centers for Disease Control.
- HVAC systems will be updated with MERV-13 filtration.
- Drinking fountains have been made inoperable. Only bottle filling stations are available for use.

**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.

- Transportation Cohorting Protocols
  - All bus routes are continuously evaluated to allow for maximum social distancing.
  - Students will sit by cohorts with maximum social distancing between cohorts.
  - Students will be required to sanitize their hands upon entering the bus.
  - Masks will be required for all on the bus unless a medical exemption is in place.
  - Social distancing will be utilized when possible with families sitting together.
- Classroom Cohorting Protocols
  - Desks will be spaced to allow the maximum space available between students and staff.
  - All desks will face the same direction.
  - Staff and students will meet in the same classroom every day.
  - Students will be assigned seating and maintain their own school supplies. No sharing of materials and supplies.
  - Hand sanitizer will be available in all instructional areas.

- Student movement in the classroom will be minimized to help maintain social distance.
- Cafeteria Cohorting Protocols
  - Lunchtime schedules will be staggered to reduce the number of students being served at one time.
  - Lunches will be served by cohort
  - Tables will be available both inside and outside.
  - Students will maintain social distancing while eating.
  - Staff and students will not be allowed to share/touch each other's food.
- Restroom Cohorting Protocols
  - All restrooms will be routinely checked by staff for cleanliness, sanitation and appropriate supplies. They will be wiped down twice daily and thoroughly cleaned at the end of the day.
  - Cohorts breaks will be scheduled to reduce the overlap at restrooms.
  - Students will be frequently reminded of social distance and of the need to wash their hands.
- Recess Cohorting Protocols
  - Students will be reminded of social distance practices.
  - Each class will be instructed that their play needs to be within a prescribed area to limit social mixing of classes.
  - Use of balls and equipment will be evaluated at the time of reopening.
  - All students will return to class in a scheduled fashion to limit hallway and entry congestion.
  - All students will be required to sanitize hands before reentry into the classroom.

**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.

- No outside or parent classroom volunteers will be allowed until the County Health Officer approves their participation.
- All adults checking-in or picking up a student must wear a mask and maintain social distance.
- Staff will take steps to reduce traffic at drop-off and pick-up locations. Staggered schedules will be established.
- Staff will lead students to navigate travel on the campus with the previously prescribed paths of travel.
- Students will be monitored by staff before school to ensure adherence to social distance and minimize social mixing.

- Students will line up in a scheduled fashion with their respective class to enter any indoor instructional area.
- Students will only move with their respective class to attend the computer lab or library. Social distancing will be maintained during the travel between instructional areas.

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

- The HCCD student conduct code will be enforced at all times. Masks will be required by all unless a medical exclusion note is on file. Students not following this requirement will be sent home and parent notified.
- The wearing of masks shields will be required for all grade 3-5 students and all staff when indoors and outdoors when 6 feet of space cannot be maintained. This requirement is in place unless a student or staff member provides a written medical exclusion to this requirement. Masks are strongly encouraged for students in K-2. Face shields are acceptable in K-2 if a mask cannot be worn properly. Students and staff may wear a face shield for pedagogical or developmental reasons or if there is a medical exemption from a physician. These face shields must have a drape that covers the shoulders. Students should plan to provide their own masks. However, in the event they do not have one, one will be provided.
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**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.

- Parents will be asked to take student temperatures daily. If a temperature is recorded above 100 degrees the student should stay home.
- Any staff member that is symptomatic of the virus including a temperature above 100 degrees should remain home and contact their immediate supervisor.
- School Nurse will be conducting daily random samplings of temperature for students and staff. The sampling would include all site staff on at least a monthly basis in accordance with direction from Stanislaus County Public Health.
- Each school site will have a separate quarantine room for any student or staff displaying symptoms of the virus. Students and/or staff displaying a temperature or symptoms of the virus will be contained to the quarantine room until they can be safely released from campus. The quarantine room will receive immediate deep cleaning after use.

- If any student or staff member is confirmed to have the virus the entire school community will be notified and the County Health Officer will direct next steps for both students and staff.

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

- Signage will be prominently displayed at all sites reminding individuals of proper virus safety protocols.
- Students will frequently be reminded of virus safety protocols.
- Hand sanitizing stations will be available in all instructional areas and bathrooms.
- Portable hand sanitizing stations will be utilized at strategic locations on the playground and lunch areas.
- Students will be taught to wash their hands for 20 seconds or more:
  - before leaving for school in the morning.
  - when they arrive at school.
  - before and after eating.
  - after using the restroom.
  - after playing on the playground.
  - before entering any indoor instructional area.

**Physical Distancing:**

- Student desks will be marked for cohort teams, leaving desks empty between students. Desks will be faced in the same direction.
- 6 ft spacing will be marked at entrances to classrooms.
- 6 ft spacing will be observed when moving students.
- Visual markers will be placed on lunch tables.
- Staff room is closed to staff dining.
- Plexiglass barriers are installed in school offices.

**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.

- Upon a confirmed case of the virus the County Public Health Office will be notified immediately.
- The Superintendent of the HCCD will oversee the direct steps of a school site response to a confirmed case of the virus. The following will take place:

- For High Risk Confirmed or Presumed COVID – 19 cases the Superintendent and/or the supervisor will:
  - Communicate with each other to determine who will be the primary contact.
  - Complete the questionnaire in COVID-19 Response Investigation Form with the employee/student. The questions asked are:
    1. Date of COVID-19 test?
    2. When did the symptoms begin?
    3. Were you a CPC (Close Personal Contact)? If yes, was that CPC a co-worker, a student or someone else?
    4. During the 48-hours prior to the start of your symptoms, or date of COVID-19 test, where did you go within our workplace/jobsite/equipment?
    5. During the 48-hours prior to the start of your symptoms, or date of COVID-19 test where did you go within our workplaces?
    6. Have you been self-isolating?
    7. Have you been practicing frequent hand-hygiene while within our workplace/jobsite/equipment?
    8. Have you been practicing 6-foot social distancing?
    9. While at work/school, who have you spent prolonged time within an indoor/enclosed area, with less than 6 feet of social distancing?
    10. Where, specifically, did these interactions occur?
    11. When, specifically, did these prolonged interactions occur?
  - Use the completed questionnaire to determine the identities of individuals the infected person may have come into CPC within 48-hours prior to onset of symptoms, or 48-hours prior to COVID-19 test.
  - Also use this questionnaire to identify the specific area(s), tools, equipment, vehicle, cubical, keyboard and/or workstation used by the employee/student. Including possible “high-touch” contact surfaces, such as doorknobs, handles, desks, bathrooms, breakrooms, chairs, etc.
  - Close off and/or isolate those areas, tools, cubicle(s), equipment, etc.
  - Inform the custodian to ensure areas are cleaned and disinfected. Notify the Maintenance Manager the situation to ensure cleaning and disinfecting is complete.
  - Notify and send any CPC employees/students home for 14-day self-quarantine and communicate the following:
  - Before employee/student returns to work/school, they must be symptom free at least 10-days since symptoms first appeared and at



least 24- hours with no fever without fever-reducing medication and symptoms have improved, AND have clearance to return to work from their medical provider.

- Notify CPC others (internal employees, students other site/district employees, parents/visitors) of potential exposure.
  - Monitor closed-off areas to prevent further exposure, provide access to cleaning professionals (if needed), resume normal operations when disinfection is complete.
- For medium risk cases described as employees/students who had Close Personal Contact (CPC) with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms, the Deputy Superintendent of Human Resources and/or the supervisor will:
- Communicate with each other to determine who will be the primary contact.
  - Complete the questionnaire in COVID-19 Response Investigation Form with the employee/student.
  - Use the completed questionnaire to identify individuals the employee/student may have come into CPC contact with during their workday/activities.
  - If an employee/student tests positive and/or notifies you of COVID-19 like symptoms, then refer to applicable High-Risk information.
  - Notify and send any CPC employees/students home for 14-day self-quarantine and communicate the following information.
    - Before the employee/student returns to work/school they must have remained symptom free for the 14-day quarantine period. It is recommended that they test on day 5/6 and again on day 14. Testing does not shorten the quarantine period.
  - Each school site has an administrative team in place to support contact tracing.
  - Each school site has a school nurse/health clerk staffed on site daily to support contact tracing.
  - School Contacts are all site Principals Hickman Elementary School: Candetta Barnett
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**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

- The HCCD will utilize all the protocols listed above to maintain a social distance of 6 feet between all students and staff whenever possible and practical.
- The HCCD is utilizing the hybrid return to school model to split our respective student populations in one-half to support the efforts to social distance.

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

- General COVID-19 safety procedures and protocols have been posted on the HCCD website and at all school sites.
- All staff will receive on-site training on the specifics of this application.
- The HCCD will review this application with the community at the September 9, 2020 meeting of the HCCD School Board
- All staff will complete the Target Solutions COVID-19 and all other trainings noted in [HCCD Reopening Plan Checklist](#).
- The HCCD website and social media accounts will be utilized to communicate the specifics of this application to all stakeholders.
- Parents without access to internet and social media will be educated by pamphlets and calls by staff.

**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.

- The school will participate in Public Health surveillance testing for teachers and staff through the testing initiative being coordinated by Stanislaus County Public Health and Stanislaus County Office of Education and will follow CDPH guidance. One eighth of staff will be tested weekly to ensure that all staff are tested every two months.
- Students who are in (CPC) close personal contact or are demonstrating COVID symptoms will be encouraged to test.
- The site principal will oversee the coordination to ensure that students and staff are quickly and safely removed from the school setting if they show symptoms of the virus.
- The Superintendent will coordinate the actions of our staff regarding testing and periods of quarantine. The Superintendent will also coordinate all return to work stipulations

- School Site Principals and School Nurses will coordinate the actions of students regarding testing and periods of quarantine. The respective Site Principals and School Nurse will coordinate any return to school stipulations for students.
- Testing protocols for asymptomatic individuals will be dictated by the County Public Health Office.

**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.

- A classroom cohort will stop in-person instruction if there is a confirmed case within that classroom cohort.
- Entire individual schools will close in-person instruction when there are multiple confirmed cases in multiple (3 or more) classroom cohorts.
- In consultation with Public Health HCCD will follow School Reopening Guidance on triggers to close classrooms, the school, or the district to in person learning and transition to distance 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 HIPAA. Please specifically refer to 34 CFR § 99.3

- In coordination with the County Public Health Officer, the HCCD will use our website, ParentSquare posts and voice messages to immediately communicate to affected stakeholders of potential virus exposures. This communication will be consistent with legal counsel guidance regarding the Family Educational Rights and Privacy Act.
- The HCCD Pandemic Plan, a guide for maintaining safe school, structures and buildings has been updated to include protocols and procedures to implement when there is a pandemic or like situation (i.e. COVID-19). This policy will be utilized for the protection of employees, sub-contractors, students, vendors, and any other persons performing essential work at school district sites. This plan is available on the HCCD website.
- The superintendent will utilize the local community newspaper (Waterford News and Hughson Chronicle) to communicate the specific responses of the HCCD to Covid-19.

## Other Information

- [HCCD Reopening Plan Checklist](#): Detailed list of reopening requirements.
- [HCCD Plan for Pandemic](#):

## Appendix

- [California Department of Health Guidance for Schools](#)
- [Stronger Together Recovery Reopening School Guide](#)
- [California Department of Health COVID-19 Reopening Framework July 17, 2020](#)