



**GRATTON**  
School District

### Elementary School Waiver Application Cover 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 all 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): Gratton School District

School Type:

- Traditional Public School
- Charter School (Dependent on-site Charter)
- Private, Independent, or Faith-Based School

Number of schools: 2

Total Enrollment: 116

Superintendent (or equivalent) Name: Wendy Williams

Address: 4500 South Gratton Road, Denair, CA 95316

Grades/Number of Students Proposed to be Reopened:

TK  K  1st  2nd  3rd  4th  5<sup>th</sup>  6th

Date of Proposed Reopening: On or after September 29, 2020

Name of Person Completing Application: Wendy Williams, Superintendent

Phone Number: (209) 632-0505

Email: wwilliams@grattonschool.net

Signature:

Date:

9/15/20

## I. Consultation

Please confirm consultation with the following groups:

Labor Organization

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

Parent and Community Organizations

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

All parents were consulted about re-opening options with a survey that was sent out on July 27, 2020. 85% of families responded to the survey. Paper copies of the survey were provided to families who did not have Internet access. The results showed that 80% of families would prefer a physical return to school for in-person learning, with safety precautions in place.

School Board Meeting on July 29, 2020, September 14, 2020.

Parent Teacher Organization was consulted on September 11, 2020.

School Site Council was consulted on September 11, 2020.

If no labor organization represents staff at the school, please describe the process for consultation with school staff: No labor organizations represent certificated or classified staff.

All classified and certificated staff were consulted about re-opening options with a survey that was sent out on July 23, 2020. 100% of staff responded to the survey. 100% of staff reported that returning to school for in-person learning was their teaching and learning preference.

Review of the reopening plan and consultation with the staff regarding Graton School District's intent to apply for the re-opening waiver took place on September 9 and September 10, 2020. Signed attestation attached as Appendix A.

## 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, and are published on the Stanislaus County Office of Education website:

**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. Please specifically refer to 34 CFR § 99.3



## GRATTON School District

### **Elementary TK-6 Grade Reopening Plan 2020-2021**

#### **Introduction:**

Gratton School District (GSD) consists of two schools, Gratton Elementary and Gratton Charter on the same school site. GSD is an exceptionally small, rural, one-school site district. Gratton Elementary and Gratton Charter have a combined total of 146 students in grades TK-8 and 116 students in grades TK-6. We have one class per grade level and all classes are self-contained.

We began our school year on August 6, 2020 with a Distance Learning educational model. Although we have developed a comprehensive and robust Distance Learning program, we believe it is crucial to return to in-person learning as soon as possible. Having our students on campus for in-person learning is vital for the social, emotional, and academic well-being of our students. Furthermore, our youngest learners do not have the same technology skills as older students, making Distance Learning a much more challenging learning model for them. Mastering the foundational skills taught in elementary school is critical for future learning. In addition, many of the parents in our community work outside the home. This has caused a considerable hardship on our families, as they have had to navigate work, home, and schooling for their children.

Due to our exceptionally small class sizes and overall student population total, we believe that we are able to bring all 116 TK-6 students back to school for in-person learning, 5 days per week, while simultaneously maintaining a safe environment for students and staff. It is our hope that we be granted permission for a physical return to school for our students as soon as possible under a waiver granted by the Stanislaus County Public Health Department and the California Department of Public Health. In order to prepare for in-person learning, Gratton School District has developed a comprehensive set of safety guidelines and practices to minimize the spread of COVID-19 on our school site and maintain the highest levels of safety for students and staff.

Considerations made in reopening for in-person instruction:

- Gratton School District (GSD) has 116 students enrolled in grades TK-6
- GSD has one class per grade level

- GSD class sizes are as follows; Kindergarten - 15, First Grade - 15, Second Grade - 17, Third Grade - 18, Fourth Grade - 17, Fifth Grade - 19, Sixth Grade - 15
- All efforts will be made to avoid mixing staff and student cohorts to the extent possible
- GSD has surveyed families and found that 80% of families would prefer an in-person/on campus model of instruction
- GSD surveyed staff and found that 100% of staff members prefer returning to school for in-person instruction
- Many families and teachers have expressed their frustration associated with Distance Learning as well as their concerns for the social, emotional, and academic well-being of our students when isolated from their teachers and peers
- GSD has 18 staff members, 7 of which are part-time, therefore limiting the number of adults on campus at any given time
- Gratton School District will also provide a Revised Distance Learning Model as an option for families who prefer not to return for in-person learning or for those who are unable to return due to illness.

## **Gratton School District Reopening Plan**

### **Cleaning and Disinfecting:**

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

The district has made the following efforts to ensure a safe and clean environment:

- Suspension of use of drinking fountains
- District provided bottled water dispensers placed in each classroom and labeled reusable bottles provided for every student
- Intensified schedule for cleaning and disinfecting of frequently-touched surfaces at regular intervals throughout the day, utilizing disinfecting products approved for use against COVID-19
  - Frequently touched surfaces include, but are not limited to:
    - Door handles
    - Light switches
    - Sink handles
    - Bathroom surfaces
    - Tables
    - Student Desks
    - Chairs
- Installed plexiglass sneeze guard in school office
- Replaced all air filters throughout school
- Purchased & installed wall-mounted hand-sanitizer dispensers in all classrooms and common areas on campus
- Purchased portable hand sanitizer pumps for all classrooms and common areas on campus

- Purchased reusable & disposable masks for students and staff
- Purchased face shields for each employee
- Purchased disinfectant wipes and/or spray bottles and paper towels for each classroom
- Purchased 12 touchless thermometers for use throughout the district
- Designated a sick room to isolate staff or students that may be symptomatic

The following considerations will be made when teachers are planning classroom routines and physical design for in school instruction:

- Develop Classroom Routines that ensure minimizing of shared/mixed items, ie.
  - Chromebooks checked out to specific student for the year
    - Students will maintain their own chromebook at their desk when return to school occurs
  - Separate personal items from co-mingling with other students (ie. backpacks on hooks outside classroom)
  - Limit the use of shared items to the extent possible
  - Utilize digital work whenever possible to reduce papers transitioning through multiple people
- Develop Classroom Routines that address transitions in and out of classroom:
  - Hand wash/sanitize upon entry and departure

#### **Cohorting:**

***How students will be kept in small, stable groups with fixed membership that stay together for all activities (instruction, lunch, recess) and to minimize/avoid contact with other groups or individuals who are not part of the cohort.***

- Each cohort/class will remain together with fixed membership that stay together for all activities and minimize/avoid contact with other students that are not part of the cohort
- Classes will adhere to a staggered recess schedule with one cohort on each play yard at a time
- Lunch will be staggered by cohorts outdoors, as weather permits and students will be spaced to prevent mixing of cohorts
- Lunches will be delivered to each cohort instead of students waiting in line in the cafeteria

#### **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.***

- Gratton School District does not utilize buses for arrival and departure of students
- GSD will utilize multiple entryways, monitored by staff, for students to enter campus upon arrival for our 116 students

- Students will undergo health screening by school staff upon arrival at the designated entryways on campus before entering, properly distanced markers will be located on the ground to ensure social distancing if students must wait to be screened
- All classrooms have outer doors
- Gratton School District does not have inside hallways
- GSD will avoid mixing different cohorts of students to the extent possible
- GSD will stagger recess and lunch times to prevent/minimize mixing
- Our school site has two separate playgrounds to accommodate staggered recess schedules
- GSD will avoid taking multiple classes to the restrooms at one time
- Only one student will be allowed in the restroom at a time
- Parents will be required to stay in their car during morning drop off and afternoon pick up at this time, to prevent exposure
- During afternoon dismissal, cohorts will be separated and dismissed through multiple exit ways to prevent mixing
- GSD will limit non-essential visitors and volunteers at this time, to prevent additional exposure
- GSD will utilize a single point of entry (the office) for all visitors

#### **Face Coverings and Other Essential Protective Gear:**

##### ***How CDPH's face covering requirements will be satisfied and enforced.***

Gratton School District will adhere to the California Department of Public Health face covering regulations.

- Specific to children second grade and below. CDPH guidance, "Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly." If face shields are used for staff, the face shield should have a drape on the bottom edge.
- GSD will provide face coverings for all staff and students who do not bring their own
- All staff are required to wear a cloth face covering unless they are instructing students in a way where their mouth needs to be visible (speech, special education, ELD, language lessons, beginning reading instruction, working with young children), in which case, they can wear a face shield with a drape
- Adults are required to wear masks/face coverings unless a person is exempt as explained in the guidelines.
- For children, masks/face coverings are required for grades 3 through 6, unless exempt and are strongly recommended for students in grades TK-2. A physician's note is required for exemption.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### **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.***

- Staff will self screen for COVID-19 symptoms each day before reporting to work
  - Self screening log will be filled out daily by each staff member and submitted to the office
  - If a staff member exhibits symptoms of COVID-19 or has been exposed to someone who has tested positive for COVID-19, the staff member will not report to work and will consult their primary care physician (PCP) to inquire about a COVID-19 test
  - Staff member will not report back to work until their PCP has released them to do so
- Parents will be provided with the following health screening list and encouraged to perform it daily at home before sending their child to school. If a child exhibits any of the following symptoms parents will be advised to keep their child at home.
  - Fever of 100.4 or higher or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Parents will be instructed to keep students home who are sick and to not return to school until they haven't exhibited a fever or symptoms for three days without the use of fever reducing aids
- Students and families will not be penalized if students miss class due to illness or exhibiting COVID-19 symptoms
- Students will also be screened for symptoms of COVID-19 upon arrival, including a temperature check and monitored throughout the day.
- Once on the school site, if a student or staff member exhibits symptoms of COVID-19, they will be separated from others in the designated isolation room and will be 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.***



- Teachers will provide Foundational Lessons on Hygiene & the Impact of COVID during the first two weeks of school and regularly reinforce the routines
- Health and hygiene practices will be followed in accordance with the COVID-19 Industry Guidance: Schools and School-Based Programs published by California Department of Public Health (CDPH) section 2, on promoting healthy hygiene practices
- All classrooms have sinks. Frequent hand washing times will be scheduled throughout the day for students and staff
- Hand sanitizer is available in all buildings. Students will wash their hands or use hand sanitizer as they enter and exit the classroom
- All classrooms have disinfecting wipes to clean surfaces quickly and easily
- Staff will continually monitor and educate students on the importance of social distancing
- Teachers will frequently review hand washing and sanitizing lessons

#### **Identification and Tracing 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.***

- GSD will consult with Stanislaus County Public Health (SCPH) on topics including but not limited to tracing all close contacts of confirmed cases within the school community and instructing those individuals to quarantine and/or temporarily closing individual classes and/or the entire school if advised.
- GSD will participate in providing updates to the contact tracing database created by Stanislaus County Public Health
- GSD will conduct contact tracing and quarantining of close contacts of confirmed cases within the school community.
  - Confirmed staff and student cases will be documented in a spreadsheet by the District
  - GSD will provide information to the SCPH on any confirmed COVID-19 case for employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and departments worked while infectious.
  - Establish if GSD, SCPH, or both will conduct interviews of the cases to determine their close contacts.
  - Close contacts should be instructed to quarantine at home for 14 days from their last known contact with the employee with COVID-19. Close contacts should be tested for COVID-19 when possible.
  - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.

- Interview employees with laboratory-confirmed COVID-19 by phone to determine when their symptoms began, the departments they worked during their infectious period, and to identify other employees with whom they had close contact during their infectious period.
- While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- Gratton School District contact person: Wendy Williams, Superintendent 632-0505
- Gratton School District alternate contact person: Debbie Rocha, Administrative Assistant 632-0505

**Physical Distancing:**

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

The district has made the following efforts to maximize available classroom space for Social Distancing:

- GSD has instructed staff to use face coverings and maintain physical distancing from each other in order to reduce transmission between adults
- Staff meetings, professional development, etc. have been moved to a virtual format if physical distancing cannot be implemented
- The staff room has been temporarily closed for congregating until it is safe to re-open
- Classrooms will be rearranged and student desks will all be facing forward and separated to the extent possible
- Teachers will implement outdoor instruction with social distancing whenever possible
- Doors and windows will be opened whenever feasible to maximize air flow and keep air circulating
- We have cancelled field trips, assemblies, and other large group gatherings and opted for virtual options until we have been advised from SCPH to reintroduce them

**Staff Training and Family Education:**

***How will staff be trained, and families be educated, on the application and enforcement of the plan.***

- GSD's Detailed Reopening Plan will be posted on the home page of the district's website
- Staff has undergone training on the Plan's specifications, applications and enforcement
- The plan will be enforced with daily health screenings for students and staff and observance of the protocols outlined in detail in the Plan below

- Routine reminders of the most pertinent parts of the Plan will be made via email and other forms of communication, including Class Dojo, as well as verbal reminders. These parts of the Plan include:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Proper use, removal, and washing of face coverings
  - Screening practices
  - How COVID-19 is spread
  - COVID-19 specific symptom identification for staff and students
  - GSD's plan and procedures to follow when children or adults become sick at school
  - GSD's plan and procedures to protect students and employees from COVID-19 illness
  
- This document will be updated and reviewed frequently and amended to meet the safety needs of GSD or in the event of changes made by local, state, or federal jurisdictions

**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 district/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 follow current Public Health and CDPH guidance. Until that testing program is in place the district/school will utilize the County testing sites. Current Public Health and CDPH guidance will be followed; currently one eighth (1/8) of staff will be tested weekly to ensure that all staff are tested every two months. Stanislaus County Public Health also recommends that close contacts test at days 6 and 14 (although that doesn't shorten the quarantine period.) People who are symptomatic and test negative can return to work three days after symptom resolution unless their doctor has another reasonable explanation for the symptoms. People who test positive are required to isolate for 10 days, and not have a fever for 24 hours and have a reduction in symptoms.

**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.***

- In consultation with Public Health, GSD will follow School Reopening Guidance on triggers to close classrooms, the school, and the district for in-person learning and transition to distance learning
- If there is an exposure in a classroom to a positive COVID-19 case – the entire class (cohort) will be quarantined for 14 days and move back to distance learning during this time
- If 5 % of the total school/District population is positive, or if there are multiple cases in multiple cohorts, the entire school could be closed for in person learning for 14 days

**Communication Plans:**

***How the Superintendent will communicate with students, staff, and parents about cases and exposures at school, consistent with privacy such as FERPA and HIPAA. Please specifically refer to 34 CFR 99.3.***

- In coordination with the County Public Health Department, GSD will 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 information may be communicated through email, Class Dojo, and the school's website at [grattonschool.net](http://grattonschool.net)
- Information communicated to school families, staff, public health officials and the community will maintain confidentiality as required by FERPA, HIPAA, and state law related to privacy of educational records and will be consistent with legal counsel guidance.



## GRATTON School District

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209.632.0505  
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[www.grattonschool.net](http://www.grattonschool.net)

### Appendix: A

September 21, 2020

All classified and certificated staff were consulted about re-opening options with a survey that was sent out on July 23, 2020. 100% of staff responded to the survey. 100% of staff reported that returning to school for in-person learning was their teaching and learning preference.

Review of the reopening plan and consultation with the staff regarding Gratton School District's intent to apply for the re-opening waiver took place on September 9 and September 10, 2020.

A handwritten signature in black ink, appearing to read "Wendy Williams".

9/21/20

Wendy Williams,  
Superintendent