



## Waiver Application For Orange County Christian School

### Background Information

Applicant Name: Orange County Christian School

School Type: Private, Faith-based School

Number of schools: 1 Enrollment: 131 total (99 on campus; 32 at home)

Superintendent (or equivalent) Name: Coni Phillips – Principal

School Address:  
641 S. Western Ave.  
Anaheim, CA 92804

Grades Proposed to be Reopened: K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>

\*OCCS is offering a hybrid program, where families have a choice to study remotely, which will decrease the numbers in the classroom per grade. This is reflected in the table.

Class	Total Enrolled in OCCS	Total enrolled for on-site learning	Total enrolled for at-home learning	# of Classrooms
Kindergarten	21	20	1	1
1 <sup>st</sup> Grade	20	20	0	1
2 <sup>nd</sup> Grade	22	12	10	1
3 <sup>rd</sup> Grade	15	11	4	1
4 <sup>th</sup> Grade	22	13	9	1
5 <sup>th</sup> Grade	18	11	7	1
6 <sup>th</sup> Grade	13	12	1	1
Totals	131 enrolled in school	99 students for on-site learning	32 students for at-home learning	7

Date of Proposed Reopening: August 31, 2020

Name of Person Completing the Application: Coni Phillips  
Email: [phillipsc@occs.org](mailto:phillipsc@occs.org)

Signature: Coni Phillips

Date: 8/20/20



## I. Consultation

Please confirm consultation with the following groups:

Labor Organization: NONE

Parent and Community Organizations

PTF (Parent-Teacher Fellowship) officers: verbal discussion in June 2020; written discussion via email July 13, 2020.

All parents, including PTF: Written school updates on July 13, July 17, July 29, and August 14, 2020.

Summary of Outcome:

Some parents expressed a concern regarding in-person classes, due to having high-risk family members at home. Many families expressed that they needed their children to be in a physical classroom for academic, emotional, and social reasons or because the parents are working and do not have options for schoolwork and activities to be supervised. OCCS sent a survey out to the parents in July, and 54% of the responses indicated they preferred in-person instruction on campus, 29% indicated they wanted remote learning for semester 1, and 17% indicated they would prefer remote learning all year. Based on this information, OCCS communicated with the staff regarding a hybrid program, and then approved the program for the upcoming school year. Since that time, we have had positive feedback from families indicating that they like having the choice, and we sent out an additional survey to determine a better number of how many will be on site in order to properly prepare the rooms. Subsequent emails have informed parents that remote learning for all students will take place should we be unable to open or have to close for a period of time. All parents either participated in the second survey or were called individually to determine as accurately as possible the number of students on-site.

Consultation with staff

A consultation with the staff took place via Zoom on June 10, 2020, and on June 12, 2020 to focus on in-person classes in the fall. Written communication with updates regarding a hybrid program was shared on July 14 with the group, and with individuals following that time. Staff have also been included on school update messages shared throughout July and August. In-person meetings have taken place in June, July, and August with Administration, Non-teaching staff, and the Preschool Director, as well, to ensure everyone is aware of the proposed program and was able to share thoughts.



#### Summary of Outcome:

The teachers were notified in writing in mid-July that we had received a lot of feedback from parents who wanted in-person instruction and remote learning options, and that the school was considering a hybrid program being made available to accommodate the different needs of our parents. The staff and administration collaborated via conversations, email and shared documents to determine best practices for an effective program while maintaining manageable workloads. A program was synthesized from the data collected from our meetings and conversations with parents, students, teaching staff, and non-teaching staff, and the administration and Board approved a hybrid program for OCCS. Since that time, several staff have participated in professional development opportunities discussing remote learning tips and have shared information via email or on our Staff page, to encourage the staff with engaging ideas and activities that will enhance this program. Health and safety information was also shared with the staff, and additional equipment was purchased based on staff recommendations that will further address safety and enable staff to better meet the needs of their students.

## II. Elementary School Reopening Plans

### Cleaning and Disinfection

OCCS met with janitorial and maintenance staff to discuss types of cleaning resources to be used that are in compliance with recommendations from the CDC and/or health agencies. The staff were given training and instructions on what cleaning needed to take place, including specific items to focus attention on (doorknobs, toilet handles, faucets, phones, keyboards, chair backs, etc.). A thorough deep cleaning will be done prior the students returning. Full cleaning will be done each evening.

Daycare staff will be helping with cleaning and sanitizing tables, playground equipment, etc. during the day, as these are shared items. Maintenance and janitorial staff will be sanitizing bathrooms during the day.

Teachers and students will continue to sanitize their doorknobs and desks in the classrooms periodically throughout the day.



## **[ X ] Cohorting**

Students will be kept with their same cohorts as much as possible each day. Elementary grades will be meet in the same classroom all day. Sixth grade will move between 3-4 rooms. Because there will only be approximately 12 sixth grade students on campus semester 1, transition between rooms can be done with plenty of social distancing. Teachers are being advised to modify activities to avoid students being grouped together as often as possible, and encouraged to take students outdoors often. Desks will be approximately 6 feet apart in the classrooms, or else a large divider will be used between students.

Lunch and recess will see a slightly larger group, as more than one classroom meets at recess and lunch. However, students will eat and play in shifts with their cohorts, be socially distanced when eating, and tables will be sanitized between groups that come out as much as possible. Due to the hybrid program and our small student body, even combined cohorts at lunch (such as K/1<sup>st</sup> together) will not result in large numbers of students together.

## **[ X ] Entrance, Egress, and Movement Within the School**

Entrance procedures: Based on parent survey data, we did not feel the need to stagger our school start time right away, as many of our families will be working from home, and many arrive early for daycare. Parents were informed this could change if our health screen stations are overwhelmed. Families will line up at least 6 feet apart if needed and be asked health questions by daycare staff, and the child's temperature will be taken before entry is permitted. During the peak arrival time, parents will be asked to drive by our primary health check station where the same health assessment will take place before moving forward to drop their child off. Older students will enter through one gate, while younger students will enter through the primary gate.

Egress procedures: Older students will exit through one gate, while younger students exit through the primary gate.

Movement within the school: Lower elementary will enter the building to the interior hallway from two different entrances and remain socially distanced walking through the hall. Only one line of students at a time will generally be in the hallway. Older elementary students have outdoor entrances, so social distancing is easily maintained.

Parents will not be allowed on the campus at this time in order to minimize exposure to our students and staff.



## **[ X ] Face Coverings and Other Essential Protective Gear**

Staff will be required to wear masks in the classrooms and any area where the space is shared or accessed by other staff or students.

All students, even K-2<sup>nd</sup>, will be required to wear masks at school. These will be worn in the classrooms, bathrooms, and outdoors if students are not socially distanced. Teachers may give permission for mini breaks if students are in a well-ventilated area and socially distanced. If a child in K-2<sup>nd</sup> is not comfortable wearing a mask, a face shield will be recommended.

Masks, gloves, face shields, and goggles will be available for staff. Additional safety precautions (such as plastic dividers) may be requested by staff, as well.

## **[ X ] Health Screenings for Students and Staff**

Health screenings for staff and students will be required daily. Staff will complete their own; OCCS personnel will complete the screening for students by asking a series of questions to the parent, observing the child for symptoms, and taking the child's temperature. The questions will focus on possible symptoms and contact with people who have traveled or been ill.

## **[ X ] Healthy Hygiene Practices**

Non-teaching staff will receive training in how to protect themselves and others and how to participate in additional cleaning/sanitizing of hands and shared surfaces. Teaching staff will also receive this training plus training on how to teach healthy hygiene practices to their children. Reminders will be given to both staff and students periodically throughout the year. Examples of training will include the proper use, handling, and washing of masks; how to properly wash one's hands; how to remain socially distanced; to sneeze/cough into a disposable tissue; and how to respond appropriately if someone is not feeling well or has to stay home sick.

Additional hand sanitizing stations have been added around the campus in areas of shared space. Examples include near the drinking fountain, at the copier, and at the daycare entrance. Sanitizer is also available in classrooms and the office.

Additional handwashing stations have not been added this year. Based on the current enrollment and the numbers that will be onsite, administration feels the number of sinks is sufficient at this time, and that the addition of these would add to the areas needing to be cleaned throughout the day.





### **[ X ] Identification and Tracing of Contacts**

Two individuals have been designated as School Liaisons for families and the health department to contact regarding possible COVID-19 issues. These two individuals will also be responsible for documentation and initiating contact tracing procedures as needed.

The school has a procedure for staff to follow if they observe a child showing symptoms or feel symptoms themselves. A child or staff member exhibiting symptoms of illness will be sent to the office, prompted to not remove the mask at all if possible, and undergo another brief observation by administration. If needed the individual will be sent home as a precaution, and additional cleaning will be done in areas visited by individual. If a positive COVID-19 case is confirmed, the local public health department will be notified by one of the two designated personnel, and families and staff will be notified that a case was confirmed, and that they should be watching extra closely for symptoms for the next 14 days.

### **[ X ] Physical Distancing**

Some routines have been changed to encourage physical distancing. Some examples include the following: virtual events for things like Back-to-School Night or Orientation, morning line up activities done in the classroom with cohorts only, modification of activities such as Pause for Prayer being done in the classroom with cohorts, or having chairs in chapel spaced apart and singing on hold. Staff devotional and meetings will primarily be done using Zoom, as well.

Signage has been posted around the campus reminding students and staff to wash their hands often, refrain from touching their face, wear their masks, and to remain socially distanced as much as possible. Lunch tables will be marked for appropriate distancing and to indicate where to line up or stand in some areas.

### **[ X ] Staff Training and Family Education**

Staff will receive written and verbal training during in-service meetings to ensure they are familiar with the school's policies and procedures, to remind staff of privacy laws and the need for confidentiality, how to address a symptomatic child, how to maximize efforts for their own safety, and what to teach to the students in their classes regarding procedures.

Families will receive information and training via emails, written communication, signs, and phone alerts/announcements. The plan has also been made available on our school's website.



### **[ X ] Testing of Students and Staff**

COVID-19 testing will be completed by teachers quarterly (approximately every 9 weeks), and will be recommended to staff or students who exhibit COVID symptoms or have been in contact with someone who tested positive. This policy will be reviewed throughout the year.

Information regarding the free super-test sites in Orange County will be shared with staff and students in the COVID safety plan on the school's website.

### **[ X ] Triggers for Switching to Distance Learning**

A detailed policy has been included in our COVID-19 safety plan. At this time, we would like to have in-person classes full-time, as we feel that this is in the best interest of our students academically, socially, emotionally, and spiritually. Because we are offering a hybrid program, remote learning will also be taking place. If a class is closed (due to a positive case or extensive cleaning) for a day or even up to a couple of weeks, learning will continue with no interruption by moving all students to the remote learning platform temporarily. Classes would resume on site at the earliest possible opportunity in the event the campus is closed.

In accordance with the CDPH guidelines, individuals will need to remain home for a specified amount of time if the individual is showing symptoms, is in close contact with a confirmed infection, or tests positive. Remote learning would pick up immediately if the individual is well enough to decrease loss of instructional time. If there are multiple cases in multiple cohorts or when at least 5% of the school population is affected within a 14-day period, the school may be shut down temporarily (up to 14 days) to allow for intense cleaning and sanitation.

### **[ X ] Communication Plans**

In addition to the Safety Plan, which has been posted on the school's website, families and staff receive School Update emails periodically regarding the situation. In the event that families and staff need to be notified of a positive case on campus, either email and/or a phone or text messaging service will be used to communicate this information. Families and staff will report possible symptoms and confirmed cases to one of the two designated liaisons (the front office manager or the principal), who will then alert others as needed according to our procedures. Student and staff confidentiality will be maintained according to FERPA and HIPAA regulations.

The local health agency will be contacted in the event of a positive case confirmed at school.