

Novel Coronavirus (COVID-19)
Los Angeles County Department of Public Health
SCHOOL WAIVER APPLICATION FOR GRADES TK – 2 IN-PERSON INSTRUCTION
PROGRAM OVERVIEW AND INSTRUCTIONS FOR COMPLETING WAIVER REQUEST

While Los Angeles County remains in Tier 1 (Widespread Community Transmission) on the state’s Blueprint for a Safer Economy, schools must remain closed to in-person instruction with the exception of limited specialized services and assessments for high need students. Department of Public Health with support and guidance from the Board of Supervisors is also offering a waiver opportunity whereby schools may bring back students only in grades TK - 2 upon approval by Public Health. The waiver is NOT automatically granted and no school may reopen for full TK – 2 in-classroom instruction until Public Health has communicated approval.

The waiver program is subject to the following limitations:

- Up to 50 schools will be granted approvals each week; additional schools may be approved in a given week if there weren’t 50 approvals each of the prior weeks.
- Prioritization for all slots will be given to schools with higher percentages of students qualifying for Free or Reduced-Price Meals (FRPM)
- The 50 schools per week will be equally distributed between the five Supervisorial Districts.

Application Cover Sheet and Supporting Materials – Detailed Line instructions

1. Download the TK-2 School Waiver Cover Sheet [here](#).
2. Complete all required fields in the fillable pdf document. Please type in your responses and save the completed file. Do not handwrite and send in scanned responses.
3. Name of School – Enter the full name of the school requesting the waiver. Every school requesting a waiver must complete and submit a separate cover sheet, even if the school is part of a public school district or there is another affiliation between multiple schools.
4. School Type – make the appropriate selection from the drop down menu.
5. Date of application – choose from the calendar function the date the cover sheet was completed
6. District Superintendent or Head Administrator – if school is a member of a public school district (charter schools excepted), this must be the name of the district superintendent submitting on behalf of the school; for a charter or private school, the appropriate head administrator submitting the waiver request on behalf of the school.
7. Phone, email, address – this should be the best contact information for the named individual submitting the waiver request in case Department of Public Health (DPH) has questions or needs additional information.

8. School District Where Your School is Located – Make the appropriate selection from the drop down menu. For charter schools not affiliated with a school district, and private schools, please select the school district where your school is geographically located.
9. Estimated number of students that will return for in classroom instruction per grade – If you plan to bring no students back for instruction for a particular grade, please indicate by entering zero.
10. Estimated number of administrators, teachers, and other employees returning to support in classroom instruction – Enter total number of employees that will be supporting the return of students in grades TK – 2.
11. Total number of administrators, teachers, and other staff employed by the school – Enter the total number of employees who work at the school.
12. Total number of student cohorts - Provide the estimated total number of student cohorts that will be on campus throughout the week. A cohort refers to a stable group of students or supportive adults totaling no more than 12, plus up to 2 supervising adults (teachers, teachers aid, volunteer, etc.) responsible for the group as a whole, in other words, not more than 14 persons total. If there will be certain cohorts on campus on certain days of the week or times of day, and other cohorts on campus on other days of the week or other times of day, count all of those cohorts in providing the answer to this question.
13. Anticipated Mode of Attendance – Select from the drop down list whether students will attend in classroom instruction full-time or staggered attendance/hybrid model with part-time in classroom and part-time distance learning.
14. Percent of student body qualifying for Free or Reduced-Price Meals – By completing this question, the district superintendent or head administrator attests to providing an accurate measure of qualifying students at the school. Note this refers to percent of students qualifying for FRPM, not percent enrolled or receiving FRPM. Schools that do not participate in FRPM programs may still submit a waiver application, so long as they have an acceptable method to estimate percent of student body who would qualify. Refer to [California Department of Education Classification guidelines](#).
15. URL where school reopening protocols are posted – All completed [Reopening Protocols for K-12 Schools](#) are required to be published on the school district or independent school website.
16. Additional supporting materials – the following materials must be submitted in addition to the cover sheet before a waiver request application will be considered complete and the request considered. Check the appropriate boxes on the cover sheet to indicate that the supporting material has been included with the submission.
 - A signed letter from the school district superintendent or equivalent administrator for an independent school formally requesting the waiver must accompany the application

- Letters of support from the following groups OR in lieu of letters of support, a written attestation signed by the superintendent/head administrator describing the consultation process with each of the following groups. Letters of support are recommended but not required. If letters of support or a description of the consultation process is missing for any of the following groups noted below, the waiver application will not be considered complete and will not be considered for decision. The consultation process attestation must include the dates of consultation and the names of all organizations consulted.
 - All labor unions representing workers at the school reopening for classroom instruction. If school staff are not represented by a labor organization, then the applicant must describe the process by which it consulted with school staff.
 - Parent organization(s) at the school reopening for classroom instruction. If there is no representative parent organization at the school, then the applicant must describe the process by which it consulted with parents of students at the school.
 - Community organization(s) that provide services for students and their families who attend the school reopening for classroom instruction.
- A completed Los Angeles County Department of Public Health [Reopening Protocols for K-12 Schools](#). Note, applicants are required to publish the completed Reopening Protocols on their district or independent school websites, per line 14 above, however these documents must also be submitted to DPH as supporting materials, or the waiver application will not be considered complete.

17. Additional Attestations – The following attestations must be completed before a waiver request application will be considered complete and the request considered. Placing a check in the box before each attestation will be accepted by DPH as an indication that the district or school in request of the waiver is in compliance with the required actions.

- Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all elementary teachers and staff who will be involved in in-person instruction.
- A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
- I am aware that this form and all supporting documents will be posted publicly on the Los Angeles County Department of Public Health website.

18. Email the completed cover sheet and all supporting materials to SchoolwaiversC19@ph.lacounty.gov
19. DPH will confirm receipt of your request. DPH will initially review all submissions for completeness and will contact the submitter of the request promptly if the application is incomplete. When all materials have been received and application is complete, DPH will proceed with final review. Once your application is complete, please allow 2 to 3 weeks for final review and decision on your waiver request. No school may reopen for in classroom instruction of students in grades TK – 2 until a waiver approval has been received from DPH.

Public Health Review

Public Health will require the following to grant a waiver:

Health & Safety

- There is adherence to LAC School Re-opening Protocols.
- There is sufficient and appropriate protective equipment and infection control supplies, as defined by the re-opening protocols and CDPH guidance, that schools have obtained for all teachers and staff who will be involved in in-person instruction.
- Public health & school resources for investigation and outbreak response are clearly defined and are available to schools that are open for in-classroom instruction.

Testing

- Testing resources are available to provide access to periodic testing to all elementary teachers and staff, with reasonable turn-around times.

Consultation with California Department of Public Health

- Public Health will consult with CDPH through submission of a CDPH form that demonstrates that the local health officer has considered the elements described above and includes the local Health Officer recommendation for approving or denying the waiver request.

Completed applications will be collected for a one week period and sorted at the end of each week according to County Supervisorial District. Within each Supervisorial District, applicants will be prioritized based on highest percentages of students qualifying for Free or Reduced-Price Meals. When all application requirements have been met and California Department of Public Health has been consulted and expressed agreement with DPH plans for approval, waivers will be granted based on FRPM prioritization and equally distributed by Supervisorial District up to a total of 30 waivers per week. Any unclaimed waivers in a given week will be redistributed and granted based on higher percentages of students qualifying for FRPM to reach the cap of 30 schools per week irrespective of Supervisorial District.

Applicants with completed applications who are not granted a waiver in a given week based on prioritization do not need to resubmit. Their application will be added to a wait list that will be

maintained week to week. Each week their application may be reconsidered for approval subject to prioritization. New applicants may submit and be added to the pool for consideration each subsequent week. A particular applicant may remain on the wait list for multiple weeks given the on-going prioritization for schools with higher percentage of students qualifying for Free or Reduced-Price Meals.

Full application materials will be posted publicly on the DPH website within 24 hours of a waiver being granted.