CERTIFICATION OF COMPLIANCE
WITH STATE OF CALIFORNIA AND COUNTY OF SANTA CLARA
SCHOOL REOPENING REQUIREMENTS

This Certification of Compliance with State of California and County of Santa Clara School Reopening Requirements ("Certification") is submitted to the County of Santa Clara ("County") for purposes of applying for an elementary school waiver to reopen for in-person instruction notwithstanding Santa Clara County’s inclusion on the State of California’s ("State") monitoring list within the prior 14 days.

On behalf of the school(s) or school district identified below ("School(s)" or "School District"), I hereby certify that:

☑️ I am the Superintendent of the School District or the equivalent for the School(s).

☑️ I have reviewed the California Department of Public Health’s school reopening requirements in “COVID-19 Industry Guidance: Schools and School-Based Programs” (released July 17, 2020) and the County of Santa Clara’s school reopening requirements in “COVID-19 Prepared: Reopening Santa Clara County K-12 Schools for the 2020-2021 School Year” (released June 30, 2020).

☑️ If approved to reopen for in-person instruction, the School(s)/School District is prepared to, and will, implement CDPH’s and the County of Santa Clara’s school reopening requirements, including but not limited to face covering use and physical distancing (including at arrival and departure times and during transportation to and from school); ventilation optimization and maximization of outdoor space use; support of hand hygiene and cleaning/disinfecting; limitation of visitors and certain activities; and response to COVID-19 exposures.

Signature: Helen Purcell  Date of Certification: 8-9-20

Name: Helen Purcell

Title: School Director

Organization: Living Wisdom School

Name of School(s) or School District Applying for Waiver: Living Wisdom School
APPLICATION FOR AN ELEMENTARY SCHOOL WAIVER
TO REOPEN FOR IN-PERSON INSTRUCTION

1. Date of Submission: 8-17-20

2. Name of School District or Organization Applying for Waiver:
   Living Wisdom School

3. Name and Address of Each School to be Covered by the Waiver:
   Living Wisdom School, 456 College Ave, Palo Alto, CA 94306

4. Desired Reopening Date for In-Person Instruction: 9-9-20

5. Description of Student Population to Be Provided In-Person Instruction:
   a. Grade Levels: K - 6th grade
   b. Enrollment Numbers for Grade Levels Indicated Above:
      K-8: 1st-6; 2nd-7; 3rd-6; 4th-8; 5th-4; 6th-10
   c. Number of Students Estimated to Return for In-Person Instruction Pursuant to This
      Application: 49
   d. Maximum Number of Students Per Cohort: 12
   e. Description of Students (check all that apply):
      ☑ General Education (all students in grade levels indicated above)
      ☐ Students with Disabilities. Please describe:
      ☐ High Needs Students. Please describe:
      ☐ Children of Essential Workers. Please describe:
      ☐ Other:

1 Superintendents applying on behalf of a school district should submit a consolidated application for 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 for each school. Memorandum from California Department
of Public Health (CDPH) to All Californians Regarding COVID-19 and Reopening In-Person Learning: Elementary
Education Waiver Process (August 3, 2020), available at:
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/In-Person-Elementary-Waiver-Process.aspx.
2 The reopening date can be no earlier than 14 days following submission of this Application. Id.
3 Grades 7 and above are not eligible for a waiver of the State’s criteria to reopen for in-person instruction. Id.
f. Schedule for In-Person Instruction (e.g., full-time on Mondays-Fridays from 8:30 am-3:30 pm or hybrid model with in-person instruction on Mondays and Wednesday from 8:30 am-3:30 pm for Cohort A and Tuesdays and Thursdays from 8:30 am-3:30 pm for Cohort B)⁴:
8:30 am - 3:30 pm

6. Consultation with Labor, Parent, and Community Organizations.⁵ Please confirm consultation with the following groups:

☐ Labor Organization. Name of Organization(s) and Date(s) Consulted:
8 full-time teachers

If no labor organization represents staff at the school, please describe the process for consultation with school staff:
We consulted via faculty meetings, email, and informal one-on-one conversations. The reviewed the plan.

☐ Parent and Community Organizations.⁶ Name of Organization(s) and Date(s) Consulted:
We communicated through an ongoing email spreadsheet provided with participation in our plan and their ideas. Because of our small size, this was a very manageable way to exchange ideas.

7. School Reopening Plan.

a. Website Where School District’s or School’s School Reopening Plan is Posted

livingwisdomschool.org

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⁴ Schools are not required to seek or receive approval from a state or local public health officer prior to adopting particular instructional models. Memorandum from CDPH to All Californians Regarding California Department of Public Health Schools Guidance FAQs (August 3, 2020), available at: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx.

⁵ The consultation with labor, parent, and community organizations can have occurred at any time prior to submission of this Application.

⁶ Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support. CDPH, “COVID-19 and Reopening In-Person Learning: Elementary Education Waiver Process.”
b. Please confirm that the school reopening plan addresses the following, consistent with guidance from the California Department of Public Health and the County of Santa Clara Public Health Department:

- **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.
8. Contact Information for Individual(s) to Liaise with County of Santa Clara’s Public Health Department in the Event of a COVID-19 Exposure:

(Please list one individual per school site.)

- Liaison for (list school site): Living Wisdom School
- Name: Helen Purcell
- Title: School Director
- Organization: Living Wisdom School
- Phone: 650-462-8150
- Email Address: purcell@livingwisdomschool.org

9. Signature and Contact Information for School District Superintendent (or Equivalent for Charter or Private Schools) Submitting this Application:

a. Signature: 

b. Name: Helen Purcell

c. Title: School Director

d. Organization: Living Wisdom School

e. Phone: 650-462-8150

f. Email Address: purcell@livingwisdomschool.org

10. Please submit this completed Application, along with the school’s or school district’s school reopening plans, and the Certification of Compliance with State of California and County of Santa Clara School Reopening Requirements to schools@eo.c.sccgov.org.

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7 By submitting this Application, the applicant attests that the information provided in this Application is complete and accurate as of the date that the Application is submitted.
Living Wisdom School Reopening Plan, Revised 8-18-20

Cleaning and Disinfection: At least daily, and more frequently if feasible, we will clean and disinfect frequently touched hard surfaces (e.g. tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets, drinking fountains, and playground equipment) shared objects, including supplies (art supplies, equipment, electronic devices to the extent practicable) or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses pursuant to the CDC guidance. Our protocol includes the following:

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water; then use disinfectant.
- Clean with soap and water to reduce number of germs, dirt and impurities on the surface. Disinfect to kill germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
- Clean high touch surfaces including:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Instruction, weather permitting, with be outdoors: our goal would be at least 60% of the day or more.
- There are medical grade HEPA air filters in every classroom as well as fans for air circulation.
- We will disinfect with CDC approved disinfectants combined with ultra violet light.
- We are using MERV-13 air filters, to be changed as needed.
- Carpets have been recently cleaned.
- Windows and doors will be open as much as possible for air movement.
- We will establish a cleaning and disinfecting schedule to avoid both under and over use of cleaning products.
Cohorting:

No class will number more than 12. They will be in separate rooms with separate entrances and maintain distance throughout the day. That includes staggered or distanced recess and lunch.

Entrance, Egress, and Movement Within the School: Normally, only teachers and students will be allowed on campus. Our small number allows for students to be left off and picked up individually at arrival and departure to prevent gatherings. The parent/driver stays in the car. This process will be supervised by staff members.

Additional Safety Measures:

Hygiene Measures:

1. Face Coverings

- Requirements for Teachers and Staff
  * All adults must wear a face covering at all times while on campus, except while eating or drinking.
  * Staff excluded from this requirement are those who require respiratory protection according to Cal/OSHA standards.
  * Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.

- All Students (kindergarten through 6th grade) are required to wear face coverings:
  * while arriving and departing from school campus;
  * in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)
  * Students in 2nd grade and below should be encouraged, but are not required, to wear a face covering within their stable classroom cohort.
  * Students in 3rd grade and above must use face coverings when in the classroom even if they are in a stable classroom cohort.
  * Students excluded from face covering requirements include anyone who has trouble breathing or is unconscious, incapacitated, or
otherwise unable to remove the covering without assistance and students with special needs who are unable to tolerate a face covering.

2. We will also...

* Post signage in high visibility areas to remind students and staff of when and where face coverings are required and the appropriate use of face coverings.
* Communicate with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
* Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.

3. Other Precautions:

- Visitors to campus will be limited.
- All students and staff will be screened for symptoms daily.
- We will conduct all staff meetings, professional development training and education, and other activities involving staff via video or phone conference. If in-person attendance is necessary, we will conduct such activities outdoors, if feasible, and with appropriate physical distancing.
- We will ensure that staff maintain six feet or more of distance between one another while on the school campus.
- We will provide adequate training and personal protective equipment to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. To reduce risk of exposure, we will wait 24 hours before we clean and disinfect. If it is not possible to wait 24 hours, we will wait as long as practicable.

We will require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

Health Screenings for Students and Staff:

We will follow table one of the Covid-19 Prepared: Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year, revised 8-7-20, p. 30.
Parental Responsibilities: Before arriving at school, answer the following questions:

- Within the last 14 days have you or your child been diagnosed with Covid-19 or had a test confirming the virus?
- Do you or your child live in the same household with or have close contact with someone who in the past 14 days who has been in isolation for Covid-19 or had a test confirming they had the virus. (Close contact is less than 6 feet for 15 minutes or more.)
- Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?
  - Fever of 100 degrees or higher
  - Cough
  - Shortness of breath/trouble breathing
  - Chills
  - Night sweats
  - Sore throat
  - Muscle body aches
  - Loss of taste or smell
  - Headache
  - Confusion
  - Vomiting
  - Diarrhea

  (If the answer for any one of the above is yes, stay home and seek medical care.
  If the answer for number 2 and 3 is yes, seek testing and don’t come to school.

Staff Responsibilities:
- Staff will self-screen according to the above list.
- Staff is encouraged to get tested once per two months at a minimum.

Healthy Hygiene Practices: We will teach and reinforce proper handwashing technique, provide hand sanitizer in each classroom and in other frequented space used by students and staff. Students under nine years of age should use hand sanitizer only under adult supervision.
In the event of a suspected case of Covid-19, we will isolate the ailing person in a designated safe, protected, outdoor area supervised by a staff member.

Identification and Tracing of Contacts:

- When there is a confirmed case, The School Director, Helen Purcell, will notify the County of Santa Clara Public Health Department by emailing coronavirus@phd.sccgov.org and/or calling (408) 885-4214. She will also notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.

- Areas used by any sick person will be cleaned and disinfected before reuse. To reduce risk of exposure, we will wait 24 hours before cleaning and disinfesting or as long as practicable. We will observe the safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.

- For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.

Physical Distancing: To the best of our ability, we will maintain six feet between all persons on campus. Desks, including teacher’s desk, will be spaced 6 feet apart. Signage will be posted reminding students. Persons other than staff will be limited.

We will...

- Train staff and students to maintain at least six feet of distance from each other as much as possible during educational instruction (e.g. during whole-class instruction, presentation, or lecture).

- Seat students at least six feet apart, if practicable, in existing facilities. If that is not possible, we will consider use of outdoor spaces or non-classroom space to accommodate physical
distancing. If use of outdoor space is not feasible, we will consider placing barriers between student desks.

- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows and doors) or using high-efficiency air filters and increasing ventilation rates.
- Reduce the amount of furniture and equipment in the classroom to facilitate distancing and reduce high-touch surfaces.

  - Student desks will be faced in the same direction (and not facing each other) to minimize risk of disease transmission, if feasible.

  - We will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.

  - We will keep students’ belongings separate so that students do not come in contact with other students’ belongings. (This includes using little plastic boxes for individual supplies for Kindergarten and utilizing individual desks and individual text books for older children.)

  - In our school, each class will be a stable cohort unto itself. This is possible because some students must do distance learning due to medical conditions, so the on-campus numbers are within range of the requirement.

Non-Classroom Setting:

Anyone who comes on campus must wear a mask and register at the office. This includes utilities, fire department, copier repair persons, mail delivery persons, etc. There will be one visitor at a time in the school office. Others waiting will observe 6 ft. distancing via signs.

Note: We do not have a break room, nor do we have buses.
Staff Training and Family Education:

Weekly faculty meetings and regular emails home to parents have been and will be utilized for ongoing education, application, and enforcement of the plan. (Note: Emails designating our progress in seeking this waiver have been sent regularly over the summer to parents and teachers.)

We will include in our protocol a requirement for immediate notification of testing or of a positive test to the School Director: Helen Purcell (purcell@livingwisdomschool.org; 650-462-8150)

Testing of Students and Staff:

Requirements:

- We will post signs at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting, or diarrhea.
- All students and staff must be screened for symptoms each day. Students’ parents or guardians must conduct symptom screening at-home, prior to arrival. Symptom screenings do not need to be performed by a nurse or other health professional.
- Temperature screening of students and staff is not required. If temperature screening is performed, contact-less thermometers should be used.
- Contact thermometers should only be used when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, and disposable gloves). Contact thermometers must be properly cleaned and disinfected after each use.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100 degrees or higher must be sent home immediately until testing and/or a medical evaluation has been conducted.
- We will communicate screening requirements to all staff and families and provide periodic reminders throughout the school year.
Recommended Health Screening for Students and Staff

A person who answers “Yes” to any one of the following questions must not be allowed to enter the school facility.

1. **Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**
   - Yes – STAY HOME and seek medical care.

2. **Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.**
   - Yes – STAY HOME and seek medical care and testing.

3. **a. Have you had any one or more of these symptoms today or within the past 3 days?**
   - Fever or chills • Shortness of breath or difficulty • Cough breathing • Loss of taste or smell
   - Yes – STAY HOME and seek medical care and testing.

3. **b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?**
   - Fatigue • Sore throat • Muscle or body aches • Nausea, vomiting, or diarrhea • Headache
   - Yes – STAY HOME and seek medical care and testing.
COVID-19 Testing and Reporting

1: Requirements

- We will require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- In the event of a positive test result:
  o Parents/guardians and staff must notify school administration immediately if they or one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, we will take action as required in Section 3 below.

2: In the event of Negative test results:

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.

- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative. Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes his/her isolation.

- Documentation of negative test results must be provided to school administration.

3: Response to Suspected or Confirmed Cases and Close Contacts

Requirements:

Suspected COVID-19 Case(s) Response:

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
• Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

Confirmed COVID-19 Case(s) Response:

• School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
• Close off areas used by any sick person and do not use those areas before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
• For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
• No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to Campus after Testing:

Positive test results

• Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
• Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.
Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  
  o Documentation of a negative test result should be provided to school administrators.
  
  o In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician which provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case’s isolation period ends.

- Once a student, parent or staff member has tested positive with Covid-19, or if they have come into contact with anyone who has tested positive, the school must be notified immediately. At that point, we will provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
Triggers for Switching to Distance Learning:

A student or staff member testing positive for Covid-19 will trigger distance learning for the entire cohort.

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

Communication Plans: For a positive case, the school director, Helen Purcell (650-462-8150, purcell@livingwisdomschool.org) will notify parents and staff while observing confidentiality of the person who has tested positive. This may involve a combination of phone calls and emails. If the parents or guardians of an affected student or teacher waive their right to confidentiality, we would identify them. This would be our preference because we are a small cohesive community.