



# HERITAGE OAK *Private Education*

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for 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): Heritage Oak

Name of District/School: Heritage Oak

If this is a School District Consolidated Application Yes:  No:   
*(Please list each school on a separate sheet)*

School Type:  Traditional Public School  
 Charter School  
 Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 411

Superintendent (or equivalent) Name: Katrin Kelbert (Executive Vice President of School Operations)

Address:

10371 Imperial Hwy, Yorba Linda, CA 92886

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
15; 1	45; 3	45; 3	45; 3	45; 3	45; 3	45; 3	30; 2

Date of Proposed Reopening:

September 9, 2020

Name of Person Completing Application: Barbara Graves

Phone Number: 408-891-0297

Email: bgraves@stratfordschools.com

Signature: *Katrin M. Kelbert*

Date: 8/5/2020



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## I. Consultation

Please confirm consultation with the following groups:

Labor Organization

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

August 3 - Letter to Staff from CEO

July 6 - Return to School Teacher Survey

June 30 - Online Town Hall

Parent and Community Organizations

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

July 14, June 24 and June 19 - Parent Safety Videos

July 21 - Parent Letter 2, July 20 - Parent Letter 1

July 10 - Email with Online Academy option, Plan for Safe Reopening

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Our Directors regularly consulted with the school staff and circulated surveys,

regarding their comfort level with returning to campus or their desire to teach online.

## 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, have been published on the website of the local educational agency (or equivalent):

- 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.



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- 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.
- School Website URL** where reopening plan and waiver are posted.

[www.heritageoak.org](http://www.heritageoak.org)

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## **Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date