

Coronavirus Disease 2019 (COVID-19)
Long Beach Department of Health and Human Services
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. The Long Beach Department of Health and Human Services and the Los Angeles County Department of Public Health are 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. While the Long Beach Health Department is closely following Los Angeles County's school reopening guidelines, schools within the City of Long Beach must follow the instructions described here. Differences in the two health jurisdictions' processes can be found in the [Long Beach School Reopening Requirements](#). LBDHHS will prioritize schools with higher percentages of students qualifying for Free or Reduced-Price Meals (FRPM) when reviewing applications. The City of Long Beach plans to align with Los Angeles County's staggered phase-in of school reopenings.

Letters of support from groups representing teachers and other school staff, and parents are REQUIRED. For schools where employees are represented by labor unions, the letter(s) of support must come from the representative labor organizations.

Application Cover Sheet and Supporting Materials – Detailed Line instructions

1. The Long Beach Waiver Application for TK-2 grade must be submitted electronically by visiting [the submission website](#).
2. Required documentation must be uploaded electronically on the application.
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 the Health Department has questions or needs additional information.
8. School District Where Your School is Located – if your school is part of a School District, please indicate which. If not, mark “N/A”.
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 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.
12. 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.
13. 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.
14. 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. Long Beach is referring to Los Angeles County’s Reopening Protocols, with a few exceptions, found in the [Long Beach School Reopening Requirements](#).
15. Additional supporting materials – the following materials must be uploaded electronically 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 preferred. Letters of support or a description of the consultation process are required for labor unions and parent organizations, while community organization letters of support are recommended but not required. The consultation process attestation must include the dates of consultation and the names of all organizations consulted.
 - **Required:** 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.
 - **Required:** 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.
 - **Recommended:** 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 the Long Beach Health Department electronically as supporting materials, or the waiver application will not be considered complete.

16. 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 the Long Beach Health Department 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 Long Beach Health Department based on local disease trends and/or after resolution of an outbreak at the school.

- A flu vaccination plan (vaccine education, promotion, and documentation of completed, current vaccination) has been developed with the goal of influenza immunization for all students and staff unless contraindicated by documented medical exemption for flu vaccine, prior to or at the beginning of the flu season (typically starts November 1) to help:
 - Protect the school community from influenza, and co-infection with influenza and COVID-19 viruses

- Reduce demands on health care facilities
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Note: Flu vaccine is not required as part of this plan.

- Staff who will be conducting contact tracing activities are required to complete an [online contact tracing training course](#)
- All schools offering in person instruction or services of any kind on their campuses are required to submit a [Weekly Exposure Form](#), updating the Long Beach Department of Health and Human Services of any positive cases, any exposures, any hospitalizations, or deaths on campus, due to COVID-19. Form must be submitted electronically on a weekly basis.
- I am aware that this form and all supporting documents will be posted publicly on [the Long Beach COVID-19 Schools website](#).

17. Email any questions to COVID19Edu@longbeach.gov.

18. The Health Department will confirm receipt of your request. Submissions will be reviewed for completeness and submitter will be contacted promptly if the application is incomplete. When all materials have been received and application is complete, the Health Department 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 the Long Beach Health Department.

Public Health Review

Public Health will require the following to grant a waiver:

Health & Safety

- There is adherence to [LAC School Re-opening Protocols](#). (Please note there are additional requirements for Long Beach schools, which can be found in the [Long Beach School Reopening Requirements](#).)
- 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 reviewed. Applications from schools with higher percentages of students qualifying for Free or Reduced-Price Meals (FRPM) will be prioritized. California Department of Public Health will be consulted on whether waiver should be granted. Schools will be notified via email if their waiver has been approved.

Full application materials will be posted publicly on the Long Beach Health Department's website within 24 hours of a waiver being granted.