August 25, 2020

Stephanie A. Lynch, Director, Staff & Students
St. John’s School
26410 Columbia St
Hemet, CA 92544

Thank you for your waiver application, which has been both approved by me as the Riverside County Public Health Officer and by the California Department of Public Health. This letter will serve as evidence you have been granted a waiver for operation of grades 6 and below in your institution, as applicable, and you may reopen these grades for in-person instruction immediately in compliance with your application and reopening plan as presented.

You are reminded that as per your attestation, your school is bound by the presented reopening plan and your application, as well as all state guidance. Similarly, you are reminded you have agreed to promptly abide by any closure order that is presented by the county or by the state, and to return to distance learning should your declared triggers be exceeded.

You are not required to cease in-person instruction should the county case rate exceed 200 per 100,000 residents. Likewise, if the county exits the statewide monitoring list for at least 14 continuous days, then all schools may reopen per state order, and this waiver will no longer be required.

Because your application is a public document and substantial public interest in the waivers process exists, your application and supporting letters as well as this letter of approval will be posted to the County coronavirus website.

We would like to maintain a continuous conversation with those schools who have reopened under the waivers process, and Public Health staff may reach out to you intermittently for status updates, for which we would appreciate a reply. We look forward to learning from your experiences so that the school reopening process can be made safer for all Riverside County students throughout the county.

Again, we appreciate your desire to reopen safely and your commitment to do so.

Attentively,

Cameron Kaiser, MD, MPH, FAAFP
Public Health Officer
County of Riverside
To Whom It May Concern,

The Board of Directors of St. John’s Lutheran Ministries formally requests a waiver to conduct on campus learning at our private Christian school.

Our school has met all of the CDC and local health requirements for a safe and healthy reopening, including temperature screening each day, group size restrictions, cohort grouping, social distancing, face coverings, separation between desks, sanitizing protocols, outdoor instruction, movement patterns, etc. Our school will follow disinfection guidelines developed by the CDC for school campuses. Sharing of instructional resources will not be done, sinks with soap and water will be available throughout, and gatherings and assemblies will be discontinued.

We have prepared a COVID contingency plan, when a student or staff member test positive based on local official recommendations.

It is our desire that you would see that our school will be able to safely reopen providing the highest quality of onsite instruction and cleanliness/sanitization and safety for the children, whose parents are tax-paying citizens but have chosen a private school.

Our school is ready to reopen safely on campus for our community.

If there are any questions, please feel free to contact us at 951-925-7756.

God Bless,

Brock Baker
Board of Director President
St. John’s Lutheran Ministries
St. John's School - Parent Consultation Attestation: August 2020

I have read St. John's School's Reopening Plan 2020-2021.
65 responses

![Pie chart showing 98.5% Yes and 1.5% No.]

I support St. John's School's plan to offer in-person instruction for 2020-2021 school year.
64 responses

![Pie chart showing 95.3% Yes and 4.7% No.]

I attest that the foregoing is true and correct.

[Signature]
Director, Staff & Students
St. John's School - Hemet

[Signature]
Date: August 20, 2020
TK-6 Elementary School Waiver Application

For use in the County of Riverside ONLY.
August 17, 2020 Revision

For the documents on which this application is based, see
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Waiver-Letter-Template-Cover-Form_8.3.2020.pdf (hereafter Template) for the state template application and

Instructions

This application is for a school within Riverside County that is requesting a waiver to permit in-person instruction. It constitutes an attestation that the school meets state guidelines and intends to comply with the California Department of Public Health (CDPH) state educational framework. It must be completed and attested to by the district superintendent, or the equivalent official if a private school is applying.

All waivers are granted on a discretionary basis and may be withdrawn. The submission of an application does not guarantee a waiver will be issued, and waivers may be deferred or phased-in if the volume of applications is high to allow appropriate monitoring. Waiver applications will not be accepted if the countywide case rate is 200 or higher per 100,000 population, as determined by CDPH.

Only elementary schools in the transitional kindergarten through grade 6 (TK-6) grade span are eligible. If the same educational institution offers TK-8 or TK-12 education, then only grade levels 6 and below may resume in-person instruction if the waiver is granted. Standalone middle schools with 6-8 education, and all standalone high schools, are not eligible for application.

This document is designed to act as a template for information specifically relevant to evaluating your application, and also as a means for community review. As such, do not reference or include your reopening plan or school procedure manual except if specifically requested. Once submitted, this application, any supporting documentation, the state consultation and the written county decision become subject to the California Public Records Act and may be posted and/or furnished to any member of the public or media who requests them under the terms of that statute.

Other than the documents specifically requested, do not attach or reference other documents in this application. RUHS-Public Health will neither evaluate nor approve these documents. If additional documentation is required, you will receive a request.

Kim Saruwatari, M.P.H., Director
Cameron Kaiser, M.D., M.P.H., Public Health Officer

4065 County Circle Drive, Riverside, CA 92503 / 951.358.5415 / www.rivcoph.org
Incomplete applications will not be accepted for state consultation. All applications must be submitted electronically. Do not send applications by fax or postal mail. You may complete this application using this document as a template in Microsoft Word to complete the sections, or print the application, manually add answers, and scan it to PDF. Only PDF or Microsoft Word documents will be accepted. Please mail applications and requested attachments to rivco-schools@ruhealth.org, keeping in mind that response time will vary based on number of applications received.

**School Terms and Attendance**

1. Name, address and main telephone number of institutions (for school districts applying for multiple elementary schools, list each school individually):
   St. John’s School (PS-8 private school; waiver application for K-6 only)
   26410 Columbia Street Hemet, CA 92544
   (951) 925-7756

2. Please provide your expected student enrollment numbers for grades 6 and below, by grade level, while school is in session. For multiple schools, please indicate which school.
   - TK: 15
   - KA: 15
   - KB: 9
   - 1A: 18
   - 1B: 12
   - 2: 20
   - 3: 16
   - 4: 22
   - 5: 18
   - 6: 18

3. Please provide your expected number of staff and educators that will be on campus while school is in session. For multiple schools, please indicate which school.
   - TK-8 Teachers: 10
   - Support Staff: 6
   - Office Staff: 5
   - Pastor: 1

4. Please provide the dates of instruction for each school term, including the proposed date of reopening in-person instruction. For multiple schools, please indicate which school.
   Proposed reopening:
   - Fall Term: August 31, 2020
   - Spring Term: January 25, 2021
   - Last day of School: June 11, 2021
Community Consultation

The waiver process requires that you have consulted with labor, parent and community organizations (Framework, page 1; Template, page 3). Please attach at least one letter each demonstrating support from:

- A representative parents' association that your school serves as evidence of parental support. If your typical enrollment is too small to have a parents’ association, a signed separate attestation by you that parents have been consulted and concur with in-person instruction is sufficient.
- Your school's governing board, or district board as appropriate, as evidence of community support indicating that they concur with in-person instruction.
- Your school’s union as evidence of labor support, or, if your institution does not have unionized staff, a signed separate attestation from you that teachers and staff have been consulted as part of this process, indicating they concur with in-person instruction.

Reopening Plan

The Department of Public Health does not review reopening plans, but you are required to have one (Template, page 3). If you are a district, you may use the same reopening plan for all schools on this application. All elements specifically mentioned in the Template must be present in your reopening plan, and your reopening plan must be publicly posted at the time of application for comparison to your statements below. Do not attach your reopening plan to this application unless requested.

Please provide the permanent web URL (address) where your reopening plan is posted. This location will be verified.


You must indicate (initial, checkmark or type “Yes”) for or next to each item below that your reopening plan provides each prescribed element and is in full compliance with the state framework and school guidance documentation.

- **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. Your cohorting plan will be required in detail in the next section.

Kim Saruwatari, M.P.H., Director  Cameron Kaiser, M.D., M.P.H., Public Health Officer

4065 County Circle Drive, Riverside, CA 92503 / 951.358.5416 / www.rivcoph.org
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. Your cohorting plan will be required in detail in the next section.

Face Coverings and Other Essential Protective Gear: How CDPH’s face covering requirements will be satisfied and enforced. CDPH recommends all children over 2 years of age to wear a facial covering, and requires grade levels 3 and up (and all staff) to wear a facial covering, except where a medical reason applies. Schools that do not explicitly indicate they will follow and enforce CDPH face covering guidelines will not be permitted to open.

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. Your response plan will be required in detail in the next section.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff. Schools that do not explicitly indicate they will implement and enforce CDPH physical distancing guidelines will not be permitted to open.

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. Your staff surveillance plan will be required in detail in the next section.

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 Response Planning

Certain aspects of your plan are of particular public interest, and the County of Riverside requires that these plans be specifically explained in this application for public review. If you are a district, you may
use the same testing, cohorting and response plan for all schools on this application. You may choose to cut and paste appropriate portions of your plan below, but do not simply refer to your reopening plan or school procedure manual in the following sections. Answers such as “see plan, page 45” are not acceptable and your application will not be processed.

1. Please provide a contact at your school designated to receive reports from RUHS-Public Health of a positive student or staff member if detected by an outside entity, including telephone number and E-mail address. For multiple schools, please indicate which school.
   Stephanie A. Lynch
   (951) 925-7756
   slynch@stjohnshemat.org

2. The state requires a response plan to a case of COVID-19 (Template, page 4). Please indicate your institution’s plans for receiving, reporting and responding to both a result of a) a staff member testing positive to COVID-19 and b) a student testing positive to COVID-19. Your plan should at minimum state how you will receive such results, determine who was exposed, notify the Department of Public Health, deal with the cohort involved, handle individuals who are quarantined or isolated, and determine if your trigger(s) to cease in-person instruction have been hit. Do not simply reference your reopening plan or school procedure manual in this answer.

St. John’s School COVID-19 Response Team will communicate with Riverside County of Public Health about reported cases of COVID-19. This response team consists of (2) school directors and (1) designated office staff member. A list of exposed students and staff will be created and submitted to RCPH and we will notify our community about possible exposure.

**St. John’s School Response Team:**
- Stephanie Lynch, Director of Staff & Students
- Nancy Bellamy, Director of Resource & Instruction
- Sally Will, Administrative Staff

**St. John’s School COVID-19 Response Plan**
- **Symptom:** COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)
  - **Action:**
    - Send home
    - Recommend testing
    - School/classroom remain open
  - **Communication:** Not needed
- **Symptom:** Close contact with a confirmed COVID-19 case (Close contact: a person who is <6 feet from a case for >15 minutes.)
  - **Action:**
    - Send home
    - Recommend testing

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Kim Saruwatari, M.P.H., Director
Cameron Kaiser, M.D., M.P.H., Public Health Officer

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- School/classroom remain open
  **Communication:** School community notification of a known contact

- **Symptom:** Confirmed COVID-19 case infection
  **Action:**
  - Notify the local public health department
  - Isolate case and exclude from school for 10 days from symptom onset or test date
  - Identify close contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious
  - Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)
  - Disinfection and cleaning of classroom and primary spaces where case spent significant time
  - School remains open
  **Communication:** School community notification of a known case

- **Symptom:** Tests negative after symptoms
  **Action:**
  - May return to school 3 days after symptoms resolve
  - School/classroom remain open
  **Communication:** School community notification if prior awareness of testing

*This plan is based on California Department of Public Health Guidance for Reopening K-12 Schools.*

According to the California Department of Public Health, 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 percent of the total number of teachers/student/staff is cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. St. John’s School will work in cooperation with Riverside County Department of Public Health to monitor school and regional conditions and respond accordingly. If St. John’s School is closed for in-person learning, it may typically reopen after 14 days and after cleaning and disinfection, public health investigation, and consultation with the local public health department.

3. The state educational framework requires a 2-month staff surveillance COVID-19 test plan for in-person instruction (Framework, page 2). Please indicate your institution’s plans for testing, including individuals eligible for testing and any providers you currently plan to use (which may be staff’s medical plans), how you will collate these results and how you will act upon them. This plan must not rely on county resources to provide testing. Do not simply reference your reopening plan or school procedure manual in this answer.

St. John’s School will create and implement a tracking process to collate and track testing results. St. John’s COVID-19 Response Team will be responsible for oversight of this process.

Kim Saruwatari, M.P.H., Director  Cameron Kaiser, M.D., M.P.H., Public Health Officer

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St. John's School Response Team:
Stephanie Lynch, Director of Staff & Students
Nancy Bellamy, director of Resource & Instruction
Sally Will, Administrative Staff

- In the event of a positive test result for COVID-19 within our school community, the affected area(s) will be immediately closed, cleaned, and disinfected according to health department guidelines.
- St. John's School will coordinate with local health officials. These officials will help administrators determine a course of action for our school. Local health officials' recommendations for the scope and duration of school dismissal will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in our community.
- Notification of the school community would happen in accordance with Riverside County Office of Public Health guidelines and as appropriate to student privacy law. St. John's School has alternate learning spaces available to provide for the continuous instruction of students in case of an unplanned room closure and sanitation.
- St. John's School will ensure testing of staff periodically, as testing capacity permits and as practicable.
  - Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.
  - Staff will be tested by their primary care provider or at a community testing site.
- Current guidelines require that the following people stay home from school:
  - A student or staff member who tests positive but is asymptomatic.
  - A student or staff member who develops symptoms of COVID-19 while on campus.
  - A student or staff member who has been in close contact (close contact defined as greater than or equal to 15 minutes without a face covering and less than 6 feet away) from a person who tested positive for COVID-19. Such a person will be safely isolated, and arrangements will be made for immediate pick-up (within 30 minutes). Riverside County Office of Public Health will be contacted for the appropriate actions to be taken and spaces used by the individual would be closed and thoroughly sanitized before re-entry.

4. Please provide a contact at your school who will provide information on tests that your school has performed as either part of surveillance or outbreak testing, including telephone number and E-mail address. This may be the same contact as provided above if this same person will perform both roles.
Sally Will, St. John's School Administrative Staff
(951) 925-7756
swill@stjohnshemet.org

Kim Saruwatari, M.P.H., Director
Cameron Kaiser, M.D., M.P.H., Public Health Officer

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5. The state educational framework makes reference to cohorts to reduce mixing and the impact of exposures (Framework, page 3 and 4). Please indicate your institution’s plans for how to define a cohort and how they will be selected and separated during the school day. Do not reference your reopening plan or school procedure manual in this answer.

St. John’s School will maximize space between classroom seating, such as student desks, teacher desks and other furniture. For example, St. John’s School will place teacher and other staff desks at least six feet away from student desks and establish separation of students through other means if practicable, such as, six feet between desks, where practicable, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

- Elementary class size will be between 18-22 students. All desks will face the front of the classroom, and students will wear appropriate face coverings.
- All instruction will take place in a single classroom (2nd grade in the 2nd grade classroom).
- St. John’s students will continue to strictly limit interactions between cohort groups (Lower Elementary, Upper Elementary). Students stay in their cohort with their teacher throughout the day, limiting cross interaction.
- Lunch and recess will be staggered and students will interact with students in their small cohort group.
- Parents/caregivers will drop children off outside. All adults on campus are required to wear a mask or face covering.
  - Adults dropping children off at school are not allowed to enter classrooms.
- Student pick-up will take place outdoors at designated, socially distanced areas for each grade level.
- Movement patterns will be adjusted, so children do not cross paths as they move throughout the campus.
  - Social distance dots and arrows will delineate foot traffic so as to maintain appropriate 6 ft parameters.
- Initially, parents and visitors will have limited access to St. John’s School campus as volunteers are considered nonessential and will not participate in campus activities. This may change throughout the upcoming school year depending on the health of our surrounding community. “Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).” (CDC Considerations for Schools).

Certification and Attestation

- I attest that the foregoing is true and correct.
- I attest, as the district superintendent or equivalent, that the referenced elementary school(s) is/are eligible for the waiver. I further agree the school(s) will follow the terms set forth in this waiver application and all applicable state guidelines, including those for hygiene, facial coverings and social distancing.

Kim Saruwatari, M.P.H., Director

Cameron Kaiser, M.D., M.P.H., Public Health Officer

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I attest that our reopening plan addresses all of the required elements, and that it is publicly posted on our school website and available to all inquiries on request.

I understand that the waiver, if granted, applies only to in-person instruction for grades 6 and below inclusive. If my school offers in-person instruction for grades 7 and above, those grade levels are not covered by this waiver, and this waiver does not cover any standalone middle or high school institution.

I understand that the waiver, if granted, is discretionary and a school may be ordered at any time to cease in-person instruction according to the outbreak guidelines in the state education framework (Framework, pages 4 and 5), or if evidence is received indicating the school is consistently not following state guidance, or if the school fails to close as promised according to its declared triggers for switching to distance learning, or as according to any other applicable county or state public health officer order. If so ordered, I agree the school will comply promptly with all terms of the order and cease in-person instruction immediately with students having departed campus no later than the end of the school day.

I understand that submission of this completed application and its supporting documentation to RUHS-Public Health will make them public documents, which may be posted or disclosed at any time.

I understand that the granting of a waiver does not absolve the school of any legal liabilities it may have or incur by resuming in-person instruction.

I understand that the decision to grant or not grant a waiver is exclusively the sole joint discretionary determination of the Riverside County Public Health Officer and the California Department of Public Health.

Name of attesting superintendent/official (your name serves as signature):

Stephanie A. Lynch

Title, and school and/or school district:
Director, Staff & Students
St. John's School, Hemet

Telephone number and E-mail address:
(951) 925-7756
slynch@stjohnshemet.org

Date of attestation: August 20, 2020
Dear Dr. Cameron Kaiser, Riverside County Public Health Officer,

I want to introduce myself; I am Chelsea Yentsch, vice president of St. John's PTL (Parent Teacher League) and a mother of three at St. John's School in Hemet, California. Our parent organization supports St. John's School’s waiver to reopen our school for in-person instruction. We have seen the administration and staff adhere to and exceeds all protocols concerning this nationwide pandemic. Our school is a very tight-knit community of students and parents that all share the same goals. Our goals include providing a safe and healthy learning environment for staff and students, having smaller class sizes, and providing a higher standard of education. We believe having in-person instruction is the way to achieve these goals.

The administration has sent out a parent survey to get aggregate data on this specifically. The data came back, showing that 85% of our enrolled students’ parents or guardians favor allowing in-person instruction versus online learning. Our school parents have seen how effective in-person instruction is for their students and how diligently the staff and administration have worked to maintain all cleanliness protocols for the classrooms, office, and campus. Families that attend St. John’s have complete confidence that staff and administration will always do their best to protect our students. We understand the value and importance in-person instruction provides for the development of our children. We see it as a vital component of social and academic development for young students. Here at St. John’s, we maintain smaller class sizes, which allows adequate social distancing. We understand and are willing to take on every protocol set forth by our county to ensure we maintain a healthy environment for our staff and students.

On a personal note, I have experienced the adverse effects of distance learning. It showed significantly with my third-grade student and his level of comprehension. My child's GPA suffered because of the lack of personal contact and accountability that in-person learning can provide. Our goal as parents is to give our children every tool to succeed, and I truly believe St. Johns School can ensure that even in these difficult times. The staff and administration will continue to provide rules and protocols our county set forth to give their students every opportunity for success. Please consider our choice as parents to reflect on your decision. We have 100% confidence in the school’s willingness to follow protocols to keep our staff and students safe.

Sincerely,

Chelsea Yentsch, St. John’s Parent Teacher League Representative
Vice-President
August 12, 2020

St. John's teachers and staff have been consulted as part of this elementary school re-opening waiver process. All TK-6 grade staff concur with in-person instruction.

TK: Shelley Oswald  
K: Jennifer Compton  
K: Melissa Ambriz:  
1: Allison Garcia:  
1: Toni Van Der Linden:  
2: Danielle Bousquet:  
3: Madison Hovivian:  
4: Nancy Bellamy:  
5: Kristen Freetage:  
6: Greg Miller:  

[Signatures]
Dear Esteemed Leader,

My name is Rachel Klitzing. I serve as the Executive Director of School Ministries for the Pacific Southwest District schools of the Lutheran Church Missouri Synod. I also serve as a member of the board of directors for the California Association for Private Schools Organization (CAPSO), a Council for American Private Education (CAPE) affiliate.

Our Lutheran Church—Missouri Synod congregations and schools are all self-governing organizations. However, we are grouped into 35 districts and each district is served by a District President and an Education Executive. In essence, my role is one of Superintendent, yet, within our context, I do not make site-based decisions. Each of our schools has a governing board which serves this purpose. Among the many tasks of my position, my staff and I serve to resource the schools in our district (Southern California, Arizona, and Southern Nevada) with professional development, best practices, candidates for various teaching and administrative positions, and provide support and guidance in navigating through challenging seasons and situations, of which the current pandemic and the reopening of schools is definitely one such challenge.

It is my hope that you will view this letter as one that satisfies the Governor’s request of a Superintendent’s letter as part of the waiver application process. Governor Newsom left the door open in the guidance he issued on July 17, mentioning a waiver for private and charter schools to reopen for the start of the 2020-21 school year with on-campus learning. Our Lutheran Christian schools have met ALL of the CDC and local health requirements for a safe and healthy reopening, including temperature screening each day (and more), social distancing, face coverings, shields around desks, sanitizing protocol, etc. It is our desire that you would see that our schools will be able to safely reopen providing the highest quality of onsite instruction and cleanliness/sanitization and safety for the children, whose parents are tax-paying citizens but have chosen a private school. Our schools are ready to reopen safely on their campuses for the community!

If you would like to speak with me directly, please contact me at rachel.klitzing@psd-lcms.org.

I look forward to working with you to safely reopen the schools within your county.

Respectfully and sincerely,

Rachel Klitzing
Executive Director of School Ministries
Pacific Southwest District – LCMS