



August 5, 2020

To Orange County Health Care Agency,

As we navigate this unprecedented period of pandemic in our nation, we as private school operators have definitely had to, like our public-school counterparts, learn to pivot on a daily basis. We have learned many things in the past few months, not the least of which is that students learn much more effectively on campus and in classrooms with their peers. With our students' and families' best interests in mind, and to provide options, we have endeavored to create a comprehensive school reopening plan. This plan includes remote options for the families that believe that the best option for their children is at home. We also have decided to offer an on-campus option that will include five full days of in-person instruction. For our domestic students around 1000 out of 1500 are desiring on-campus learning. Out of our 187 teaching faculty, we are offering 6 of them remote teaching positions due to the continued pandemic. We believe that Fairmont is uniquely positioned to deliver a safe program that protects staff and student alike. Some of the components of this are listed below:

- Health screening questionnaire and temperature screening
- PPE for all employees and children
- Hand sanitizers in each classroom and other areas around campus
- Touch-less restroom fixtures in all staff and student restrooms at each campus
- Use of cleaning products safe for children and also approved for killing the COVID strain of viruses
- Enhanced school-wide, indoor and outdoor, cleaning procedures
- HEPA filters in HVAC systems
- Students desks will be spaced apart at least 6 feet (having 30% of our students remote as well as small class sizes make this possible)
- All teachers in at risk categories will be allowed a safe work from home option or will be able to zoom in to student classrooms from empty classrooms on campus

We have safely operated our summer camp on two of our campuses this summer and in accordance with Child Care Licensing, are reopening our preschools at 4 of our campuses. Since reopening our preschool at the North Tustin campus, our licensing analyst has conducted a tele-visit and was very pleased with each and every health precaution we are taking.

I am also attaching to this communication our reopening documents so you may see our safe reopening plans. We are requesting a waiver to open our in-person school instruction for our four elementary school campuses. We have attached an application for each campus below. The plans for each campus are the same and are managed through our shared Business Office and Facilities Management.

Our campuses are:

Fairmont Schools, North Tustin – Located in North Tustin

Fairmont Schools, Anaheim Hills – Located in Anaheim Hills

Fairmont Schools, Historic Anaheim – Located in Anaheim

Fairmont Schools, San Juan Capistrano – Located in San Juan Capistrano

With Regards,

Mr. Chad Jackson, President

Fairmont Schools

1575 W. Mable St. Anaheim, CA. 92802

p. 714.234.2716

[cjackson@fairmontschools.com](mailto:cjackson@fairmontschools.com)

**BUSINESS OFFICE**

Preschool - 12th Grade

Anaheim Hills, Anaheim, and North Tustin

1575 W. Mable Street | Anaheim, CA 92802

T 714.765.6300 | F 714.234.2794

[www.fairmontschools.com](http://www.fairmontschools.com)



August 5, 2020

Dear OC Health Care Agency,

Please accept this application for a waiver to reopen our elementary school.

**Background Information**

Name of Applicant (Local Educational Agency or Equivalent): Fairmont Schools

Name of District/School: Fairmont Schools, San Juan Capistrano Campus

If this is a School District Consolidated Application: No

School Type:

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

We are a Private Independent School

Superintendent (or equivalent) Name: Mr. Chad Jackson, President, Fairmont Schools

Address: 26333 Oso Road, San Juan Capistrano, CA 92675

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

Grade	Number of students in grade	Number of classes in grade
TK	0	0
K	3	1
1 <sup>st</sup>	6	1
2 <sup>nd</sup>	2	1
3 <sup>rd</sup>	1	1
4 <sup>th</sup>	3	1
5 <sup>th</sup>	2	1
6 <sup>th</sup>	5	1

Date of Proposed Reopening: Wednesday, August 19<sup>th</sup>, 2020

Name of Person Completing Application: Mrs. Kristen Jansen, Reopening Team Lead

Phone Number: 714-999-5055 ext. 1420

Email: [kjansen@fairmontschools.com](mailto:kjansen@fairmontschools.com)

Signature: 

Number of schools: 1

Enrollment: 22 students Jr. Kindergarten through 6th Grade



## I. Consultation

Please confirm consultation with the following groups:

### Labor Organization

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

Fairmont does not have a labor organization.

### Parent and Community Organizations

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

Our parents are organized through the Fairmont Parent Association which is an organized 501c3. We have attached a letter to this application on behalf of the organization.

Throughout this pandemic our parents have been consulted consistently. We began weekly letters from our President and Chairman. We then moved to bi-weekly town halls conducted via Zoom to allow for information sharing and parent feedback and questions. We also instituted a specific email account for parents to submit questions to

([coronavirusquestions@fairmontschools.com](mailto:coronavirusquestions@fairmontschools.com)). All information from sessions is then posted via our Coronavirus page on our website including meeting recordings and a running FAQ. Our town halls were: 6/8, 6/18, 7/7, 7/14, 7/21, and 7/23.

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

Each year we seek input from our faculty and staff via satisfaction surveys. This year our survey was completed in May during the pandemic and emergency remote learning time. We also continually gather feedback through weekly faculty meetings.

At the end of May, we sent all faculties a letter asking their input on working on-campus in-person teaching this fall or the potential for working remotely. We again consulted our faculty in an online survey June 25<sup>th</sup> and July 30<sup>th</sup>. 175 faculty members responded and to date, we have 6 who have presented a doctor's note requesting to teach remotely due to underlying health conditions. We are able to accommodate their needs and they will be supporting our students remotely until such time as our area is completely cleared in regards to the pandemic and we can welcome them back on campus.

As mentioned in the parent section, our staff is all communicated to weekly throughout this time as well. In addition our faculty and staff were invited to attend all parent town halls. We also then held town halls specifically for faculty and staff.

Those town halls were: 7/7, 7/9, 7/10, 7/27, 7/30, and 8/3.

Our staff has also been provided with Return to Work Guidelines which outline the trainings attended by all.

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Preschool - 12th Grade

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## 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):

Throughout the past three months, led by a reopening task force, we have kept abreast of all guidelines shared. We have consulted with the [CDC Considerations for Schools](#), the CDPH [COVID-19 Industry Guidance: Schools and School-Based Programs](#), and [The OCDE's guide to safely reopening schools: Orange County Together](#). We have published our plans and have updated our plan throughout the pandemic as these organizations have updated the guidelines for schools.

It is important to note, in addition this campus has a licensed preschool for ages 2-6. This preschool has been cleared by Child Care Licensing and is following all [CA Childcare COVID-19 Industry Guidance: Child Care Programs and Providers](#). We have continued to work closely with our local analysts who are very pleased with all of our procedures to safely open for students.

Our reopening guides for parents and employees fully address each item required below. In our parent reopening guide, scenario 2 addresses our in-person on-campus alterations to address the current environment. We have also included our return to work guidelines which includes our training information for our staff. In addition to the attached documentation, all information is posted on our website at: <https://www.fairmontschools.com/coronavirus/>

**Cleaning and Disinfection, Cohorting, Entrance, Egress, and Movement Within the School, Face Coverings and Other Essential Protective Gear, Health Screenings for Students and Staff, Healthy Hygiene Practices, Identification and Tracing of Contacts, Physical Distancing, Staff Training and Family Education, Testing of Students and Staff, Triggers for Switching to Distance Learning, Communication Plans, and School Website URL**

For Internal Use Only:  
Date Received  
Health Officer Review  
Determination Date