

Marin County

SSSPP Public Health Review

School Name: Old Mill Elementary

Date Received: 9/18/2020

Main Contact: Jason Matlon

Phone: (415) 389-7727

Email: jmatlon@mvschools.org

Checklist Indicating Complete Application

- ✓ 8/12 Updated SSSPP Template
- ✓ Contact Information Included
- ✓ Task force Members Named
- ✓ Primary and Secondary Liaison Contact Information
- ✓ Signed by Administrator





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COVID-19 School Site-Specific Protection Plan Guidance & Template

Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - If you have COVID-19 symptoms, do not enter the facility;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear face coverings, as appropriate; and
 - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

Tools for Developing Your School Site-Specific Protection Plan

1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the



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blank” where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County’s Public Health Officer.

2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county’s Public Health Officer.

School or District Site Name
Old Mill Elementary
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
Jason Matlon, Principal Lynn Frazier, Administrative Assistant Hien Tran, Custodian Talia Kaye, Teacher Heather Barriatua, Parent Michelle Godard Terrell, Parent
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)
Jason Matlon; jmatlon@mvschools.org ; 415-389-7727 Michele Rollins; mrollins@mvschools.org ; 415-389-7705
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
9/10/20
Principal or Administrator



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Name: Jason Matlon	Title: Principal
Email: jmatlon@mvschools.org	Phone Number: 415-389-7727

I, **Jason Matlon**, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Date:

9/18/20



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Specific Control Measures and Screenings

Please provide as much detail as possible for how you intend to implement each guideline. If you need additional space, please provide an attachment.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site-Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

A multidisciplinary Task Force has been established. Regular SSSPP Task Force meetings have been scheduled. Meetings will occur weekly through October 5 and then fortnightly thereafter. Additional meetings will be scheduled as needed. SSSPP will be a standing agenda item to discuss with staff at staff meetings. The Task Force will monitor and adjust the plan based on input from all stakeholders. The SSSPP will be shared with all staff members and families, and will be posted on the school website.

2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

A Health and Safety Station that includes EPE is located in the office and will be replenished on a regular basis. Available EPE includes: Hand sanitizer, masks, face shields, gloves, protective eyewear, sanitizing spray (Sani-Q), disinfectant supplies and thermometers. Staff can collect equipment as needed. Hand sanitizer has been installed in all classrooms and offices. All staff members have been supplied with a Humanity Shield. Hand washing posters are placed by all sinks. Face coverings will be worn by all students, staff and visitors on the school campus (per MHHS Guidelines). Plexiglass shields or sneeze guards have been installed in the front office and teachers have plexiglass shields for working with children. MERV 13 filters have been installed and handwashing stations have been purchased. Student attendance will be taken daily using Aeries.

3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.



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Staff will participate in Keenan Trainings for the use of Sani-Q, Coronavirus, Cleaning and Disinfecting your workplace prior to the start of in-person instruction. Staff will receive training throughout the year if updated guidance from Public Health is released. Age and developmentally appropriate training for students, such as teaching children to wear a mask correctly, avoid touching their face, hand washing etc. will occur in the classroom from the teacher.

4. A primary and secondary point of contact are established, identified, and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will also serve as a liaison to Public Health and contact information is identified in the School Site-Specific Protection Plan. (Points of Contact listed above).

The Principal, district appointed admin and Jessica Goode, HR Director, will serve as the primary, secondary and tertiary points of contact to liaison with Public Health. Any questions or concerns and potential exposures should be reported to: Jason Matlon, Principal.

5. Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

Bathrooms will be cleaned/disinfected twice a day, classrooms and offices will be disinfected/sanitized daily. Classrooms and offices will be sanitized by classroom teachers and Admin Assistants. Staff members each have a spray bottle filled with Sani-Q. Staff will be trained how to clean, sanitize and disinfect classroom spaces, high touch areas and surfaces in accordance with Public Health and CDC recommendations. Custodial staff will disinfect high touch areas in hallways and classrooms daily.

6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required.

Staff are required to do a passive screening before entering the school campus. Staff should answer



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“yes” to the following to questions to come on campus:

- I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms or respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours.
- I affirm that anyone that I live with or anyone that I have been in close contact with has been without fever (100.4 or above) for 24 hours, without the use of fever-reducing medication, and that they have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours.

Since a Daily Health Screening for students is not mandatory, it is vital that parents/guardians monitor their children and keep them at home if they show symptoms of Covid-19. Symptoms may include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. The child should not return to school until fever free for at least 24 hours without the use of medication. If a student is absent from school due to symptoms, the parent/guardian is required to contact the school to report the absence reason and contact their healthcare provider.

7. Staff and students who are sick are expected to stay home and an isolation area is identified for students who begin to exhibit symptoms during the school day, until they can be picked up.

Describe placement of designated Isolation Area:

The isolation area is situated in “Room A”, near the office. A First Aid station is set up in the isolation area along with chairs.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Staff testing will be consistent with Marin County Health and Human Services guidelines.



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9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - A student or staff member tests positive for COVID-19.
 - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Old Mill Elementary will follow the County Public Health protocols that are broken into four scenarios and use the communication templates provided. The poster is displayed in the school office and Principal's office. Letters are prepared. Jason Matlon and Lynn Frazier will have copies of the communication for each scenario.

10. Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Staff will implement spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate. Tables will be positioned 4 - 6 feet apart.

11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

Stable classroom cohorts will be established with a primary cohort teacher. Ingress, egress, and recess will be scheduled and areas will be demarcated to prevent mixing of classroom cohorts. Recess will be scheduled and areas will be demarcated to prevent mixing of classroom cohorts. These cohorts will be maintained in classrooms, recess, and snack times.



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12. For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding schoolwide mixing of students and staff.

N/A

13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

Where practicable, tables will be arranged facing forward. One student will sit at each table spaced 5-6 ft apart. Other seating arrangements based on age and developmental need such as floor seats will be arranged so that students face in the same direction.

14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

QR Code access is required by all staff to enter each classroom. QR codes will be displayed on classroom doors or in the window so that staff can record entry to each classroom. Jason Matlon and Lynn Frazier will be added as collaborators to classroom teacher's Classroom Access form. Staff who visit and/or instruct in more than one classroom will follow Public Health guidance.

15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

Multiple points of entry and exits will be utilized:

Kindergarten: Enter and exit through exterior doors to Rooms 1 & 2.

Grades 1-3: Enter and exit campus through upper gate on Lovell Ave.

Grades 4-5: Enter and exit campus through lower yard gate on Old Mill St.

(See attached Map)



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Signage will be placed at each entry point indicating class cohorts. Markings and arrows on the ground will show direction, routes, and social distancing.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.

Schedule to be developed.

17. Congregate movement through hallways will be minimized as much as practicable.

Staff and students will walk in single file on the right-hand side of the corridor.

18. Large gatherings (i.e., school assemblies) are currently prohibited.

No gatherings of multiple cohorts, such as assemblies, performances and other special events will be permitted.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

Windows will be open in classrooms (weather permitting) and approved air filters will be placed in workrooms and offices without windows.

20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.



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Play structures will be closed.

21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

Non-classroom space such as the Multi Purpose Room will be considered to support physical distancing.

22. Meals will be served classrooms or outside or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

During distance learning and hybrid model, grab and go lunches will be provided by Choicelunch at Old Mill for all students. Students will eat lunch outside in a to-be-determined location and to-be-determined schedule, or at home depending on which schedule is implemented for 2020-21.

23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

A handwashing station will be placed on the playground. Classroom teachers will develop routines and a schedule with their class. Hand washing posters will be displayed by all sinks.

24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.



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Face coverings are required to be worn properly at all times by all individuals on the school campus, indoors and outdoors. This applies to all students grades K-5, all staff and any visitors on campus over the age of 4.

- All students will use face coverings provided from home. If families are unable to provide a face covering, school staff will assist in providing one.
- Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing a face covering. This must be verified in writing from a medical professional, member of the school IEP team, or the school counselor.
- Staff may use face coverings provided from home and use a Humanity Shield provided by MVSD.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.
- Teachers may consider using a Humanity Shield during phonological instruction to enable students to see the teacher's mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.
- Students will learn about appropriate procedures for putting on, taking off, and storing the face covering (i.e. during meal times, snack times).
- Teachers will maintain a supply of disposable masks in the event that a student or staff member needs a replacement during the day.

A plan will be shared with staff and parents to address students and others who are not in compliance with the face covering requirements before in person learning resumes.

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

Staff training on correct use of face coverings will be provided. Students will be taught how to wear a face covering in an age appropriate and developmentally appropriate manner. Staff will receive Face Shields. <https://coronavirus.marinhhs.org/masks#correctly>



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26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.

Students will have individual labeled boxes for school supplies and manipulatives. Students will have individual P.E., Art and Music kits.

27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

Classrooms will be set up with equipment and materials that are easy to clean and disinfect throughout the day. Students books, supplies and manipulatives will be kept in labeled bins to reduce sharing. An electronic device will be available for each child in a cohort and sanitized between uses. After use, books will be placed in an area identified as "used" and left for three days before being put back into circulation

28. Use of privacy boards or clear screens will be considered as much as practicable.

Each member of staff has a movable plexiglass screen to use at their discretion e.g. one-on-one assignments with students, assessments, when physical distancing between students and staff may be challenging etc.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

Non-essential visitors will be limited. Student drop-off and pick-up will be at the gates for each class and parents will not be permitted beyond the designated drop-off area. The school gates will be locked. All visitors will need to call the office for entry. A sign with the telephone number will be posted on the front door. All visitors will be required to check in using the QR Code Check-In System. All visitors, except for those under the age of 4, are required to wear a mask at all times and adhere to social distancing. Parents are required to make an appointment to meet with a teacher. This may be



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in person or virtually depending upon the teacher's preference. b There will be no parent volunteers at this time.

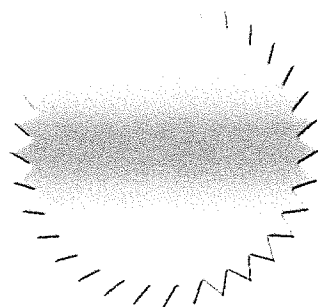
30. A School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

The School Site-Specific Protection Plan will be shared with all stakeholders. It will be posted on the school website and updated when necessary.

****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.**

	<h2>School Site-Specific Protection Plan</h2>
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Certificate of Completion





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Old Mill Elementary

has completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:

<https://www.mvschools.org/om>

This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.