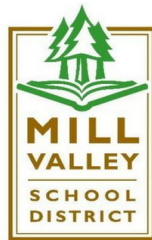


Reopening Tam Valley School Handbook 2020-2021



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Introduction

California's public schools are mandated by the Legislature to open for in-person activities to the greatest extent possible. At Tam Valley Elementary, we are committed to reopening our school safely. The health, safety and well-being of our students, staff, and community members is our main priority.

Our School Site-Specific Protection Plan is based on guidance available at this time from many agencies, such as the Centers for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health that support and promote emerging best practices. These best practices are based on alignment with local, state, and federal guidelines in coordination with the county's Public Health Officer.

Our Guiding Principles

- I. To maximize student and employee safety
- II. To optimize student learning
- III. To support student well-being

We all want our school to be open with all our students back in the classroom. To do this, we need collaboration from our community. Together, we need to help slow the spread of the virus. You can help by teaching your students the best practices for slowing the spread of the disease - remaining six feet apart, wearing face coverings, washing hands regularly, and avoiding gatherings. Please practice these behaviors at home so that they are not new when your child arrives at school.

This Handbook will remain fluid and responsive to new information from local, regional, state, and federal agencies. This Handbook is intended to offer each community member a central location to access information during this continually evolving experience. As new decisions are made and as content is developed, it will be added to this Handbook.

The successful implementation of our reopening plan depends on the cooperation and support of our whole school community. By adhering to the safety precautions outlined in our plan, we are confident that together we can reopen Tam Valley safely.

Reopening Classrooms to In-person Learning

Tam Valley will reopen on November 30, 2020 in a hybrid model. Children will attend either a morning or an afternoon session for 2.5 hours each day.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10am-8:15am	Supervised Ingress	Supervised Ingress	Supervised Ingress	Supervised Ingress	Supervised Ingress
8:15am-10:45am	Cohort A Core Instruction	Cohort A Core Instruction	Cohort A Core Instruction	Cohort A Core Instruction	Cohort A Core Instruction
10:45am-10:50am	Supervised Egress	Supervised Egress	Supervised Egress	Supervised Egress	Supervised Egress
10:50am -12:05pm	Cleaning/ Sanitizing	Cleaning/ Sanitizing	Cleaning/ Sanitizing	Cleaning/ Sanitizing	Cleaning/ Sanitizing
12:05pm-12:10pm	Supervised Ingress	Supervised Ingress	Supervised Ingress	Supervised Ingress	Supervised Ingress
12:10pm-2:40pm	Cohort B Core Instruction	Cohort B Core Instruction	Cohort B Core Instruction	Cohort B Core Instruction	Cohort B Core Instruction
2:40pm-2:45pm	Supervised Egress	Supervised Egress	Supervised Egress	Supervised Egress	Supervised Egress

Children will have a 15-minute recess and a remote specialist class for 30 minutes each day. In grades 1-5, specialist lessons will be taught when students are not at school with their grade level cohort. In Kindergarten, students will receive Art and Library during in-person learning at school. Music and two PE sessions will occur when the students are not at school with their cohort.

Asynchronous work will be assigned in Grades 1-5 by the classroom teacher to fulfill SB98 required minutes. Kindergarten meets the minutes with in-person learning and specialist lessons.

Asynchronous Minutes	
First Grade, Second Grade & Third Grade	50 minutes x 4 days per week 20 minutes x 1 day per week
Fourth Grade & Fifth Grade	60 minutes x 4days per week 30 minutes x 1 day per week

Extended Distance Learning

Families choosing to continue with Distance Learning will be assigned a district teacher.

Tam Valley students will receive daily synchronous instruction with their district teacher and opportunities for independent practice during asynchronous time.

Students will receive:

- 3 hours per day for Kindergarten
- 3 hours 50 minutes per day for grades 1-3
- 4 hours per day for grades 4-5

The time will be distributed as follows:

Grade Level	SB98 Required Minutes	Live Synchronous Minutes	Asynchronous Minutes
Kindergarten	180	135	45
1st, 2nd, 3rd	230	185	45
4th, 5th	240	175	65

- We will ensure that students and families have the devices and connectivity necessary to participate in distance learning.
- Daily attendance and participation will be recorded. A daily engagement record noting participation in synchronous and asynchronous instruction will be kept.
- A plan for re-engaging students who are absent from distance learning for more than three school days will be developed.

Stable Cohorts

Stable cohorts have been created to minimize the mixing of students and staff. This limits the opportunities of COVID-19 transmission and allows us to efficiently respond in the instance of a positive case.

Students are assigned to a stable classroom cohort which allows students to consistently work together with no interaction with other cohorts on campus. These cohorts will be maintained in classrooms, during recess, and at snack time. Recess will be staggered and cohorts will be assigned a designated area on campus.

COVID-19 Testing Protocol

Mill Valley School District follows Marin Public Health guidelines for essential workers. According to public health, essential school workers shall contact their own providers for COVID-19 testing. The District is also providing a mail in testing option for all staff. Every staff member should be tested prior to school opening and then once every 2 months. Following initial testing, 25% of staff will be tested every two weeks to monitor viral spread in an ongoing manner. A schedule for ongoing testing has been devised.

Everyone with symptoms of COVID-19 should contact their healthcare provider. If you receive a positive test result, do not enter the school campus.

Essential Protective Equipment

To ensure that our school is prepared for the 2020-21 academic school year the following Essential Protective Equipment (EPE) has been purchased and/or installed on campus to minimize exposure to COVID-19.

- Disposable Face Masks for staff and students
- Cloth Face Masks for staff and students
- Humanity Shields for staff
- Touchless Thermometers
- Eyewear
- Gloves
- Outdoor Handwashing Stations
- Hand sanitizer dispenser in each classroom
- Plexiglass partitions in the school office
- Portable plexiglass partitions for each teacher and aides
- High-quality air filters
- Sanitizing spray
- Cleaning, sanitizing, and disinfecting supplies

Health Screening & Symptomatic Students

Screening will take place to prevent symptomatic individuals from entering the school campus. Screening will include a passive screening of students, staff, and visitors using a checklist to self-identify symptoms or exposure to COVID-19. Symptomatic students and staff who report to school will be asked to return home.

Parents will complete a daily screening from on ParentSquare and may not send their children to school if they exhibit any of the following:

- Fever greater than 100.4 degrees
- Cough, shortness of breath, or difficulty breathing
- Chills or muscle aches
- Sore throat
- Headache
- Loss of smell and/or taste
- Nausea/vomiting or diarrhea.
- If exposed to someone who has tested positive for COVID-19 in the last two weeks

Per The Public Health Department, temperature screening of students and staff is not required.

Symptomatic students on campus:

- Staff will pay attention to signs and symptoms of COVID-19 in order to respond appropriately and efficiently if anyone develops symptoms during the school day.
- Staff will use the [COVID-19 Safety - Decision Tree for Schools](#) (updated 10/30/20) to determine next steps.
- A symptomatic student will be kept under observation in the Isolation Room until collected by a parent or caregiver.
 - Students must be picked up within 30 minutes. Emergency contacts will be called if we are unable to reach a parent after 5 minutes.
- Office Staff will tend to symptomatic students. They are receiving continuous training and have appropriate EPE.

Medical Needs and Front Office Health Room

If the health concern is not urgent, staff will attempt to resolve the matter with first aid interventions before sending a student



to the front office. Students who become injured at school will be cared for in the front office health area if they require specialized medical care. The Health Area should only be used if urgent medical assistance is necessary, such as:

- Severe head injuries, severe cuts, or suspected broken bones
- Other urgent medical care
- In case of medical emergency; 911 and parents will be called
- If your child requires medication(s) at school
- If you know your child has mental health concerns that present as physical symptoms (e.g., headache, stomachache, nausea), please inform their teacher and work with your child to recognize their symptoms and practice self-soothing techniques, as possible. Our school psychologists will also be available for consultation.

Students with known underlying health conditions may be at increased risk of severe illness related to COVID-19 infection. These health conditions may include Diabetes (Type I and II), immune system deficiencies, and chronic respiratory conditions. If your child has a chronic health condition, please consult with your child's healthcare provider to determine if/when it is safe to attend school in person and notify the District Nurse, Nancy Nakae, RN nnakae@mvschools.org. In addition to this, please make sure to note any medical conditions on your student's emergency card.

Hand Hygiene

Hand hygiene is one of the most simple yet effective actions to prevent the spread of most respiratory viruses. Practicing frequent and proper hand hygiene, which includes the use of alcohol-based hand sanitizer or handwashing with soap and water is a critical practice to reduce the spread of pathogens and prevent infections, including the COVID-19 virus.

- Handwashing and hand sanitation will be taught as a priority.
- Students will have access to hand sanitizer and/or sinks with soap.
- Hand sanitizer is available at the entry point of each classroom.
- Hand washing stations are located throughout the campus to facilitate hand washing.
- Age-appropriate signage is displayed to remind students to wash their hands.
- A schedule for hand hygiene will be in place. Students will clean/sanitize their hands upon entry to the classroom and at every transition. Frequent

- reminders to wash or sanitize hands will be given throughout the day.
- Hand hygiene will be performed prior to and after snack and recess breaks.
 - Students will be taught about respiratory etiquette. Students will be reminded to sneeze or cough into their elbow, even while wearing a face covering.
 - Students will be encouraged to avoid touching their face, eyes, nose, and mouth.



Face Coverings

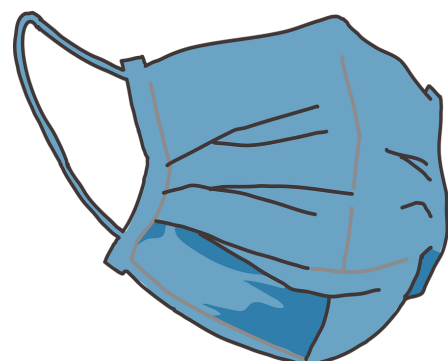
Cloth face coverings are a critical preventive measure and may help reduce the spread of COVID-19 when they are used by people in public settings. According to current State guidelines, anyone over 2 years old is asked to wear a face covering.

A face covering is a covering made of cloth, fabric, or other soft or permeable material, without holes. It should cover the nose, mouth, and chin. Any mask that incorporates a one-way valve is not a proper Face Covering under Marin's Facial Covering Public Health Order and is not to be used. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face.

Face coverings that adhere to Marin Department of Public Health Guidelines are required to be worn properly at all times by all individuals on the school campus, indoors or outdoors. This applies to all students grades K-5, all administrators, and any visitors on campus over the age of 4.

- 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 who work with students who are not required to wear masks will be given more comprehensive PPE and will receive multiple sets of PPE per day.
- Staff may use face coverings provided from home or 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 the reason for and proper use of a face covering, including procedures for putting on, taking off, and storing their face covering (i.e. during snack times).
- Office staff and teachers will maintain a supply of disposable masks (adult and child size) in the event that a student or staff member requires a replacement during the school day.
- Students who need a break from their face mask may do so with teacher permission provided social distancing is maintained outdoors, **not** indoors.
- If a student refuses to wear a face covering, the following steps will be taken:
 - 1) The teacher will remind the student to put the mask on.
 - 2) The teacher will ask the student to put the mask on and explain reasons for wearing a mask.
 - 3) The student will be asked to move to a safe space outdoors to take a mask break.
 - 4) If refusal to wear a mask continues, the site administrator will be notified and work with the student.
 - 5) The parent/caregiver will be contacted to collect their child.

[Face Covering Resources](#)



Physical Distancing

Physical distancing is a measure to prevent the spread of a contagious disease between people. Physical distancing reduces the likelihood of close contact that may lead to transmission. Physical distancing guides, such as tape, paint, or chalk on floors, grass or sidewalks, and signs on walls, will be used to ensure that staff and children remain at least 4-6 feet apart.

Classrooms

- Classroom furniture is arranged facing forward so that students can sit 5-6 feet apart, where practicable.
- Tape is positioned on classroom floors to delineate a safe distance of 5-6 feet, where practicable.
- Weather permitting, classes may take place outside to promote physical distancing and provide fresh air.

Hallways

- The hallways in the main building will be closed to students.

Office

- All visitors will need to call the office and make an appointment if entry is deemed necessary at 415-389-7731.
- All visitors will be required to check in using the QR Code Check-In System

Large Gatherings

- Large gatherings will not be held in the foreseeable future.
- Virtual activities will be pursued in lieu of assemblies, field trips, events etc.

Recess and Snack Breaks

- Every student needs time to run, play, and laugh with their peers. Health and safety guidelines will be followed to create play areas for cohorts of students to enjoy recess safely before returning to class.
- To limit the risk of transmission and to maintain physical distancing, recess and snack breaks will be assigned to designated areas.
- The field and yard will be zoned for cohort use.
- Play structures will remain closed and off limits to students
- Cohorts will remain distanced from each other.
- During recess or class group activities, physical distancing will be encouraged within the cohort.

- Weather permitting, snack breaks will be outside.

Restrooms

- Children will be encouraged to use the restroom at home, and then during their cohort recess time, but will be allowed to go as needed.
- Students in the main building and portables will use designated bathrooms in the main building and only enter and exit by the exterior doors.
- Only one child may be in the bathroom at a time.
- Students will wait at an indicated spot outside the bathroom if the bathroom already has a person in it until the person exits.
- Physically distanced markers are positioned outside the restrooms for students who are waiting to enter.

Ventilation

Current research indicates that airflow influences the transmissibility of COVID-19. Therefore, properly installed and maintained Heating, Ventilation and Air Conditioner (HVAC) systems are critical to ensuring healthy indoor air quality. The HVAC system at Tam Valley has been evaluated and upgraded to deliver clean air and dilute potential contaminants.

- High-efficiency MERV-13 air filters have been installed and will be replaced bi-annually.
- Air handlers are open to bring fresh air into the building during occupancy.
- Outdoor space has been identified and will be utilized for classroom activities. Each classroom has a designated outdoor learning space that teachers can utilize. Please send your child with a layer and a hat for outdoor use.
- At least one operable window and an exterior door, or two or more operable windows will be opened when safe to do so.
- Each classroom will have a HEPA air purifier.



Cleaning, Disinfecting and Sanitizing

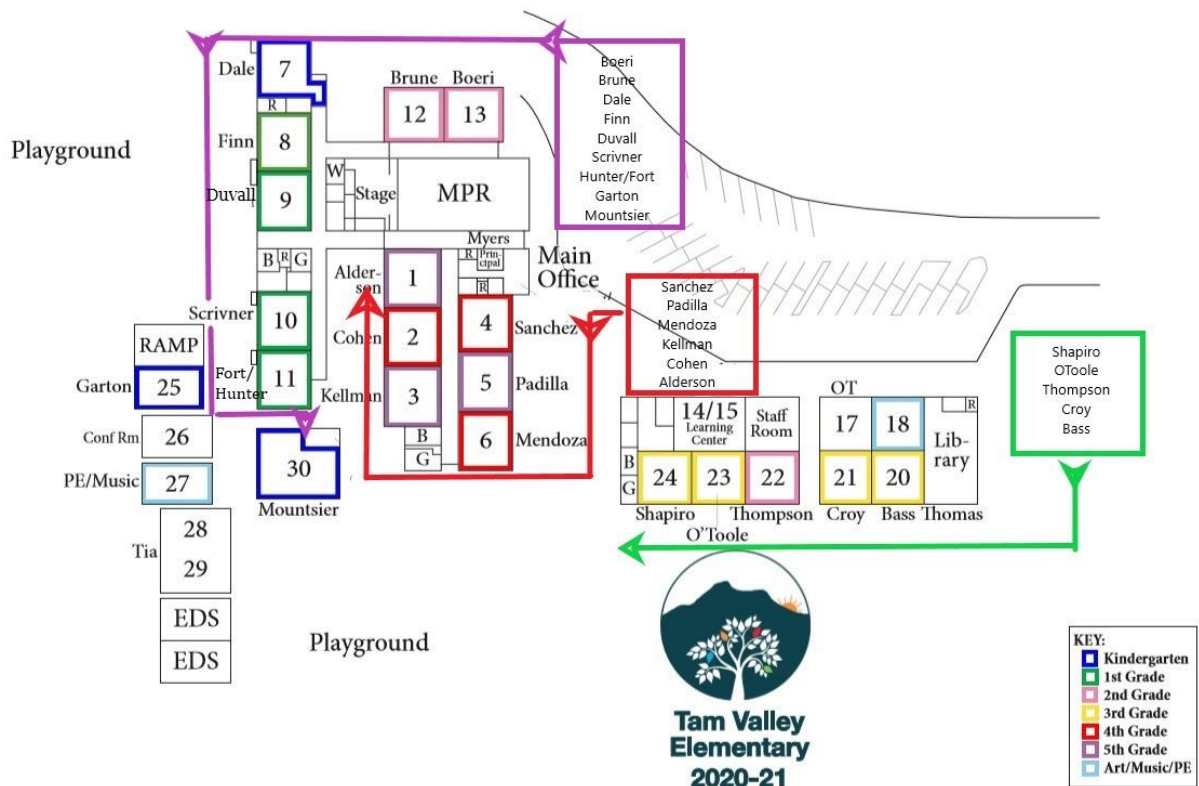
- All classrooms will be sanitized between the first and second cohort and after the second cohort leaves for the afternoon.
- The office and shared staff spaces will be sanitized at the end of each day.
- Staff will ensure that there is adequate ventilation when using these products.
- Each classroom and workplace will have access to a cleaning solution (Sani-Q) to spray light switches, door knobs, desk surfaces, shared objects and any other high touch surfaces.
- All classrooms will be cleaned daily by the custodial staff.
- Bathrooms will be cleaned/disinfected twice a day, between cohorts and at the end of the school day.
- The Isolation Room will be closed off and not used until after cleaned and disinfected after use. If feasible, 24 hours will pass before cleaning and disinfecting.



Ingress and Egress

Students may arrive between 8:05-8:15am for the AM cohort and 12:00-12:10pm for the PM cohort. Drivers are to remain in their vehicles, to the extent possible, when dropping off or picking up students. Parents may not proceed onto campus. We will have three drop areas in the traffic loop as indicated on the map below. (K-Mountsier will receive separate instructions from the teacher.)

Upon arrival, students will be met by their teacher in a designated area as communicated by the teacher prior to opening. Staff will walk students to their classroom maintaining social distancing. In the event of a rainy day, students will walk to their classrooms, which will be open.



Shared Equipment

Students will be discouraged from sharing objects.

- Student's belongings will be separated from others' and placed in individually labeled containers for use in class.
- Students will have individual art, P.E., and music kits for specialist classes.
- Cohorts will have limited shared equipment that is easy to clean and disinfect between use.
- Classroom systems have been developed for checking out books and electronic devices.
- Shared playground equipment will be limited in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
- All play structures are closed at this time.

Visitors and Volunteers

To reduce the number of interactions on campus, visitors will be limited. Parents and caregivers will only have access to the front office by appointment. There are crates designated for each class that will be rolled outside the front office daily. Parents may drop off students' forgotten items in their designated classroom crate. Then, parents should call the front office to notify them that an item has been delivered for student pick-up.

All on-campus volunteer opportunities are suspended until further notice. Volunteer programs that can be developed remotely will be considered and explored.

All meetings with a staff member will be scheduled in advance and will be held via telephone or Zoom.

Nutrition

Schools are essential to meeting the nutritional needs of children with many consuming up to half their daily calories at school.

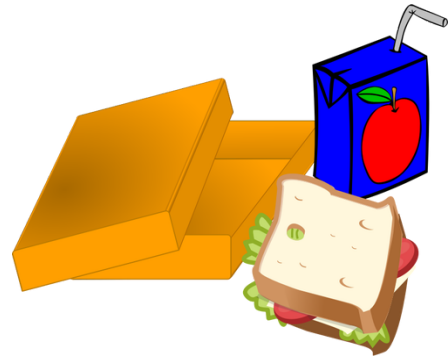
Families may purchase Choicelunch online that can be collected from school on a Monday. Meals for the whole week are individually pre-packaged for collection between 11:30am - 12:30pm.

Cohort A can collect meals to take home to eat.

Cohort B can collect meals and eat Monday's meal **only** on campus.

- Weather permitting, meals will be eaten outdoors, while maintaining social distance of at least 6 feet apart.
- Students will wash their hands with soap and water for 20 seconds before and after eating.
- Tables and benches will be disinfected after use.

All other lunches are to be eaten at home.



Snack and Water Bottle


Students will eat their snack during recess. Snacks need to be brought from home. Students need to be able to open snacks independently e.g. vegetables, fruit, goldfish in a container, or a bar. We are adopting a pack in, pack out approach. Children will need to place their mask in a resealable bag (brought from home) while eating their snack.

Students are to bring a filled water bottle, labelled with their name, in their backpack for designated water breaks. Drinking fountains have been disabled in order to reduce the possibility of virus transmission.

Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Principal Myers, the Public Health Liaison, will adhere to the following Marin County Public.

Mill Valley School District Protocols for COVID-19 In Our Schools



	Scenario	Action
1	<p>A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.</p>	<ul style="list-style-type: none"> • Report information to administrator, send home • Contact Healthcare provider/Public Health for testing (recommend testing) • If positive, see Scenario #3; If negative, see Scenario #4 • School/Classroom OPEN
2	<p>A family member or someone in close contact with a student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • Report information to administrator, send home, quarantine for 14 days • Contact Healthcare provider/Public Health for testing (recommend testing) • School/Classroom OPEN
3	<p>A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • Report information to administrator, send home, isolate as per Public Health • Families of Students and Staff: quarantine and contact Healthcare provider/Public Health for testing • Classroom CLOSED for 14 days from last exposure • School remains OPEN
4	<p>A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.</p>	<ul style="list-style-type: none"> • May return to school 24 hours after symptoms resolve • 14 day quarantine required for close contact with COVID-19 positive case • School/Classroom OPEN