

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 all staff and essential visitors.
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, or post the 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:
 - Not enter the facility with any symptoms of COVID-19;
 - Maintain the minimum physical distancing as detailed in below Guidelines;
 - 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 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 Practice

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	
Edna Maguire Elementary School	
School Type	
Traditional/Alternative Public	
School Task Force Members and Positions (i.e. teachers, custodians, secretaries, paras, parents, students, administration)	
Leo Kostelnik, Principal Bethany Van Der Haeghen, Administrative Assistant Jen Ferrer, School Counselor, MVTA site representative Julie Bremer, Teacher, MVTA site representative Patrick Baron, Day Custodian Allison Harding, Parent Kelly Jane Rosenblatt, Parent Laura Belmont, Parent Suzette Saunders, Parent Amanda Reeves, Parent Julio Arroyo, Mill Valley School District Director of Maintenance and Operations	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Leo Kostelnik, lkostelnik@mvschools.org , 415-389-7733 Secondary: Jessica Goode, jgoode@mvschools.org 415-389-7700, ext.7745 Tertiary: Erin Conklin - econklin@mvschools.org 415-389-7700 ext. 7713	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
3/26/2021	
Principal or Administrator	
Name: Leo Kostelnik	Title: Principal
Email: lkostelnik@mvschools.org	Phone Number: 415-389-7733

I, Leo Kostelnik, 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: Leo Kostelnik

Date: 3/26/21

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 biweekly. 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, cleaning, sanitizing and disinfectant supplies, plexiglass shields, and tri-fold desk carrels. 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 face shield. Hand washing posters are placed by all sinks. Face coverings will be worn by all children, staff and visitors on the school campus (per MHHS Guidelines). This applies to all students grades K-8, all administrators, and any visitors on campus over the age of 4.

Barriers have been installed in the front office and teachers have plexiglass shields for working with children. MERV 13 filters and handwashing stations have been installed. Student attendance will be taken daily using Aeries. Staff will sign in each day when they enter the campus. Stable group records will be updated to support contact tracing, if necessary.

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

Staff participated 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 and a district appointed administrator will serve as the primary and secondary points of contact to liaison with Public Health. All points of contact attended the Public Health School Liaison Training conducted on August 27 and September 3, 2020. Any questions or concerns and potential exposures should be reported to Leo Kostelnik.

Primary: Leo Kostelnik, lkostelnik@mvschools.org, 415-389-7733

Secondary: Jessica Goode, jgoode@mvschools.org 415-389-7700, ext.7745

Tertiary: Erin Conklin - econklin@mvschools.org 415-389-7700 ext.7713

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.. Classrooms will be supplied with paper towels for surface wipe-down, as needed.

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. Parents, caregivers, or guardians should be strongly encouraged to monitor symptoms of infectious illness every day through home-based symptoms screening, and staff should conduct daily health screening self-assessment.

Students and staff are advised to monitor for symptoms of infectious illness through home-based symptom screening. 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.

Principal Kostelnik will communicate quarantine and testing recommendations to the school community regarding COVID-safe reentry to school following travel outside the region.

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 the vacant Assistant Principal office, adjacent to the office sick bay. Designated staff are trained to utilize additional EPE and care for students in the isolation room. The isolation room has a capacity of 2 beds. It will be disinfected between uses.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month, unless fully vaccinated. This may include testing of students with appropriate parental permissions obtained in advance. If a fully vaccinated staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Staff testing will be consistent with MDHHS guidelines. Staff who are not fully vaccinated have been assigned to quadrants and participate in testing on the schedule below. We are committed to adding an additional layer of safety through surveillance testing for our Mill Valley Learners. By signing up to participate, families have the opportunity to receive targeted email reminders for surveillance testing in slots based on their last name, alphabetically. Quadrants and testing dates are listed below.

MVSD provides weekly COVID-19 testing opportunities via partnership with PMH Laboratories. Starting April 7, 2020 PMH will be outside the gym at MVMS on Wednesdays from 7:45 - 4:30. Families may sign up for appointments, walk-up for testing, or seek testing through medical providers.

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 by Tier](#)):

- a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
- b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- c. A student or staff member tests positive for COVID-19. Fully vaccinated school staff or students with no COVID-like symptoms do not need to quarantine following an exposure.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Edna Maguire School 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. Edna Maguire will utilize letter templates provided by the Marin County Office of Education and Marin County Public Health Department

10. Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.

Staff will implement spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate. Student workspaces will be positioned 3-6 feet apart. Markings on the floor will demarcate spaces of 3-6 feet, and traffic patterns, where necessary.

11. For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.

Stable classroom groups will be established with a primary classroom teacher.

Recess will be scheduled and areas will be demarcated to prevent mixing of stable classroom groups. These groups will be maintained in classrooms, recess, and snack times.

12. For middle and high schools, larger stable groups 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.

Not applicable to Edna Maguire Elementary School.

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

Tables will be arranged facing forward. Students will be spaced 3-6 feet 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, where practicable.

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

Sign-in via QR Code is required by all visiting staff and adults before entering each instructional space. 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 group, using as many entrances/exits as feasible.

Stable classroom groups will be assigned particular doors for entry and exit. Markings and arrows on the ground will show direction, routes and social distancing.

All grades 1-3 students' classrooms are on the ground floor with exterior doors. Students will enter and exit their classroom through the outside door only, unless specifically assigned to enter through the doors leading into the interior hallway space.

Grades 4 and 5 students' classrooms are on the second floor. Grades 4 and 5 students will be assigned particular entry doors. All three entry doors and all three stairways to the upper floor will be utilized to ensure safe distancing.

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

Arrival: All students will arrive between 8:25 and 8:35 AM, and gather in their designated stable classroom group waiting area until entering the buildings at 8:25. Students will not be allowed free play on the yard between their arrival point on campus and their designated gathering areas. Socially-distanced markers will be placed 3-5 feet apart on the asphalt or concrete at each designated gathering and waiting area for each student in the stable classroom group.

Kindergarten and First Grade Parents/Guardians are invited to walk with their children on campus for pick up and drop off. To limit crowding, Grades 2-5 Parents/Guardians may not walk onto campus with their students for pick up and drop off.

Recess – Areas of the campus will be designated and assigned to specific stable classroom groups, and staggered recess schedules will be developed to avoid mixing of stable classroom groups.

Lunch and snack – Outdoor eating areas will be assigned to specific stable classroom groups. Students will eat indoors during inclement weather or if outdoor air quality is prohibitively low.

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

Students will travel from place to place by exiting through exterior doors and traveling outside. Students may use hallways for hanging backpacks and coats in their designated and separate areas, and for individual travel to restrooms when it is not possible to travel outside to the restrooms.

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

Large gatherings such as school assemblies will not occur.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible.

Classroom windows and doors will remain open when practicable. Outdoor instructional spaces are available to all stable classroom groups on a first-come, first-served basis, unless otherwise assigned.

Portable air purifiers have been placed in instructional spaces and will be kept running when people are present.

20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. If used, outdoor playground/natural play areas only need routine maintenance.

Each stable classroom group will have designated play equipment.

Only assigned stable classroom groups may use the playground play structures during school hours; stable classroom groups may not mix on playground play structures.

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.

The MPR and stage will be available for use by stable classroom groups, via reservation on a shared electronic calendar.

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

Outdoor lunch areas will be designated for each stable classroom group. Stable classroom groups will eat in their classrooms during inclement weather.

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

Each classroom is equipped with a sink and soap. Each classroom teacher will develop routines and provide time for all students and staff to wash their hands and hand-sanitize, regularly.

24. All staff as well as all students are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.

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 be provided with and maintain a supply of disposable masks in the event that a student or staff member needs a replacement during the day.

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, and how to ensure a proper fit.

Yes. Instructional resource: <https://coronavirus.marinhhs.org/masks> - correctly

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.

Yes. Details will vary by stable classroom group.

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

Yes.

28. Use of physical barriers (e.g. privacy boards or clear study carrels) may be considered but should not replace other measures herein.

Plexiglass screens and tri-fold clear study carrels have been made available for staff to use in instructional spaces.

29. Non-essential visitors, including parent volunteers will be limited. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

Non-essential visitors will be limited. All visitors must sign in at the main office and again at the classroom/instructional space. All visitors 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 in person or virtually depending upon the teacher's preference.

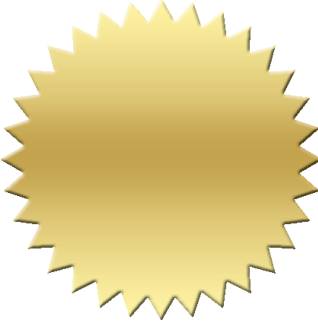
There will be no parent volunteers in classrooms at this time; volunteers are limited to outdoor spaces for activities such as supervising car line, ingress and egress, and lunch and recess.

30. A [School Site-Specific Protection Plan \(SSSPP\)](#) outlining the above measures is completed, posted and updated on school or district websites as a component of their COVID Safety Plan (CSP) and shared with all staff and families. Schools should update SSSPPs as state and local Public Health guidance changes.

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

<p>Edna Maguire Elementary School</p>	<p>School Site-Specific Protection Plan</p>
--	--

Certificate of Completion



EDNA MAGUIRE ELEMENTARY SCHOOL

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/Page/156>

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