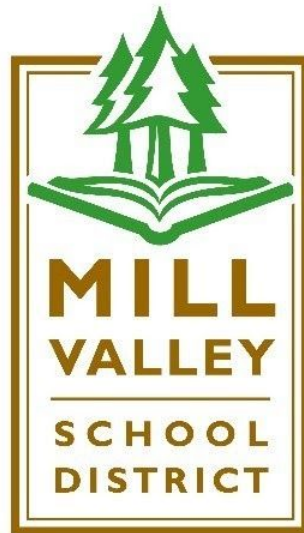


**COVID-19
Prevention and Response
Health and Safety Protocols**

Mill Valley School District



**Cal/OSHA COVID-19 Safety Program (CSP)
Documentation**

COVID-19 Prevention and Response Health and Safety Protocols

Overview

On March 16, 2020, site-based classroom instruction was suspended by order of the Marin County Public Health Officer in all Public and Private Schools in Marin County to help mitigate the spread of COVID-19 in the local community. All schools were forced to develop remote instruction for students, including all schools in the Mill Valley School District. Under the guidance of the Marin County Public Health Officer, Marin County School Guidelines (30 Point Plan), and School Site Specific Protection Plans (SSSPPs) have been developed for all Mill Valley School District schools, programs, and offices. These SSPPs meet all requirements of and serve as the Cal/OSHA COVID Prevention Plan (CPP), and along with the COVID-19 School Guidance Checklist, serve as Mill Valley School District COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on the Mill Valley School District website, and individual SSSPPs for schools sites are posted on the district and school websites and made available to staff, students, and families as required.

A copy of this entire document will be posted on the Mill Valley School District Homepage as required, and will also be included in the updated Mill Valley School District Injury, Illness, & Prevention Program as Appendix F.

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Marin County School Guidelines

A Public Health Guided Return to Site-Based Classroom Instruction

**Dr. Matt Willis, Marin County Public Health Officer and
Mary Jane Burke, Marin County Superintendent of Schools**

**Issued June 18, 2020 / Revised August 12, 2020 (#6, #7, #9 & #19)
Revised December 8, 2020 (#8, #19 & #24)**

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate and return to site-based classroom instruction for the Fall 2020-2021 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment, and up to date student and staff attendance tracking.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
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 serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan.
5. Plans are implemented for intensified cleaning and disinfecting, including training for all staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.
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 (D) 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 should conduct daily health screening self-assessment, which may be completed through an online survey. ([Sample MCOE Staff Daily Health Screening](#))

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.
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. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Exposure Protocols & Communication Templates](#) [Purple Tier/Stay Home Order](#) ~ [Red Tier](#) ~ [Orange 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
10. Where practicable, physical distancing of six feet is maintained between adults and between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
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.
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 school wide mixing of students and staff.
13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
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.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
17. Congregate movement through hallways will be minimized as much as practicable.
18. Large gatherings (i.e., school assemblies) are currently prohibited.
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. 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.
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.
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.
22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
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.
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.
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.
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
28. Use of privacy boards or clear screens will be considered as much as practicable.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
30. A [School Site-Specific Protection Plan](#)** outlining the above measures is completed, posted on school or district website and shared with all staff and families and will be updated as state and local Public Health guidance dictates.

****Please submit to SSSPP@marinschools.org.**

Completed plans will be forwarded to Public Health for review.

** **8.12.2020 Note:** Based on updated guidance from the California Department of Public Health (CDPH), Governor Newsom, and Marin County Public Health, site-based classroom instruction cannot resume until a waiver is granted by Public Health, which, if granted would apply to grades TK-6 only, or Marin County has been off of the state monitoring list for 14 days. During this time, teachers / staff may meet small cohorts of students (15 or fewer) onsite to onboard students to virtual learning and provide safety instruction to prepare for return to school (e.g., meet their teacher, obtain learning materials, receive hygiene instruction), and/or to participate in academic and emotional assessments. Students and staff must adhere to face covering, and physical distancing requirements described in these guidelines. While Marin remains on the CDPH county watch list, 6th grade students in schools who are granted waivers will be considered elementary school students during the waiver period.*

12.8.2020 Note: *If applicable and helpful, schools may update SSSPP's to reflect changes in guidelines #8, #19 and #24 and additional detail on implementation. Previously approved SSSPP's do not need to be re-submitted after making these revisions.*

Resource Documents:

- [August 3, 2020 California Health Officials Release Guidance on Youth Sports and Elementary School Waivers](#)
- [July 15, 2020 News Release regarding Marin County Public Health Recommendations and Guidance to Delay In-Classroom Learning](#)
- [July 17, 2020 Guidance from Governor Newsom and the California Department of Public Health](#)
- [Updated August 3, 2020: California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [July 23, 2020 Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Marin County Health and Human Services COVID-19 Surveillance Data](#)
- [Marin County Health and Human Services COVID-19 Indicators](#)
- [Marin County Office of Education: Rethinking Schools](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Blueprint for a Safer Economy](#)
- [September 4, 2020 CDPH Guidance Related Cohorts](#)
- [November 16, 2020 CDPH Guidance for the Use of Face Coverings](#)

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening:

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in 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 stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

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.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

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 safe and appropriate use will be promoted and incorporated into routines for staff and students.

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.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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 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. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students 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. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

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.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Marin County

SSSPP Public Health Review

School Name: **Edna Maguire Elementary School**

Date Received: 9/16/2020

Main Contact: **Leo Kostelnik**

Phone: (415) 389-7733

Email: lkostelnik@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



COVID-19 School Site-Specific Protection Plan

Guidance & Template

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

Establish a multi-disciplinary Task Force (i.e., 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.

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.

Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.

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.

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.

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

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.

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	
Edna Maguire Elementary School	
School Type	
Traditional/Alternative Public	
School Task Force Members and Positions (i.e. teachers, custodians, secretaries, paras, parents, students, administration)	
<p>Leo Kostelnik, Principal Leslie Fielder, 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</p>	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
<p>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</p>	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
9/15/20	
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: 9/8/20

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 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 children, staff and visitors on the school campus (per MHHS Guidelines). 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. Cohort records will be updated daily 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 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 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.

- 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. ([MCOE Staff Health Screening](#))**

Staff are required to do a passive screening before entering the school campus. Staff are expected to review the health screening questions below. If all answers are "No," they may scan the QR code, enter their name in the form, and enter the building. If any answers are "yes," they must stay home.

In the last 14 days, have you or anyone in your household had close contact with someone who has or is suspected to have COVID-19?

- Yes
- No

In the last 24 hours, have you experienced any of the following symptoms without the use of fever-reducing medications? Fever, Headache, Cough, Sore Throat, Shortness of Breath, Chills, Muscle Aches, Loss of Taste or Smell, Gastrointestinal (nausea, vomiting, or diarrhea)

- Yes
- No

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 and/or if they have a fever. Parents and caregivers are required to conduct a daily screening of their child(ren) for symptoms of COVID-19 using a checklist before arriving at school. Children 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/caregiver 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 the vacant Assistant Principal office, adjacent to the office sick bay

- 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 Service guidelines.

- 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.**

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. 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. Markings on the floor will demarcate spaces of 4-6 feet, and traffic patterns, where necessary.

- 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.

Cohorts are limited to no more than 14 students.

Cohorts are limited to no more than two supervising adults.

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.

- 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.**

Not applicable to Edna Maguire Elementary School.

- 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 4-6 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.**

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 cohort, using as many entrances/exits as feasible.**

Signage will be placed at each entry point indicating class cohorts. 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.

Grades 4 and 5 students' classrooms are on the second floor. Grade 4 students will enter through the north and south entry doors on the east end of the building. Grade 5 students will enter through the entry door on the east end of the building. 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 cohorts.**

Arrival: All students will arrive between 8:20 and 8:35 and gather in their designate class cohort waiting area until entering the buildings at 8:35. 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 4-6 feet apart on the asphalt or concrete at each designated gathering and waiting area for each student in the cohort.

Recess – Areas of the campus will be cordoned off for specific cohorts and schedules devised for grade levels.

Lunch and snack – Outdoor lunch tables will be designated for each class cohort and will be placed separately. Cohorts will eat indoors during inclement weather.

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 will use hallways for hanging backpacks and coats in their designated and separate areas, and for individual travel to restrooms.

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

Acknowledged. Large gatherings will not occur.

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.

Classroom windows and doors will remain open when practicable. Outdoor instructional spaces will be identified and labeled on a school campus map. Staff may reserve outdoor instructional spaces on a shared site calendar.

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.

Each classroom cohort will have designated play equipment.
The playground play structure will be taped off and off limits to students and staff.

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 classroom cohorts, just as designated outdoor learning areas, via reservation on a shared electronic calendar.

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.

Outdoor lunch tables will be designated for each class cohort and will be placed separately. Cohorts will eat in their classrooms during inclement weather. Students will either bring individual lunches to school, or be served individually packaged lunches through Choice Lunch.

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, regularly.

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.

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.

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.

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.

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

Yes.

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

Yes. Each classroom is provided with a plexiglass screen to further protect staff and students from each other during one-on-one instruction and assessments.

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. 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.

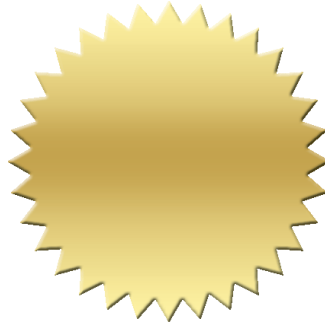
Parents are required to make an appointment to meet with a teacher. This may be in person or virtually depending upon the teacher's preference.

There will be no parent volunteers 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.

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



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 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	
Mill Valley Middle School	
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)	
Anna Lazzarini, Principal Mark Nelson, Assistant Principal Lisa Lamar, Dean of Students Julio Arroyo, Director of Maintenance and Operations Maggie Front, MVTA rep (teacher) Leslie Lewczyk, MVTA rep (teacher) Kimberly Pearson, MVTA rep (teacher) James Cleland, MVTA rep (teacher) Suzi Andrews, Administrative Assistant (CSEA rep) Annette Gamboa, Administrative Assistant Nancy Nakae, MVSD Nurse Susan Butler, Parent (Emergency Preparedness Coordinator)	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Anna Lazzarini, Principal (415) 389-7711 ex 2876 alazzarini@mvschools.org	Mark Nelson, Assistant Principal (415) 389-7711 ex 2875 mnelson@mvschools.org
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
December 10, 2020	
Principal or Administrator	
Name: Anna Lazzarini	Title: Principal
Email: alazzarini@mvschools.org	Phone Number: (415) 389-7711

I, _____, 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:



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 (working group) has been established. Meetings will occur as needed to review and update procedures. SSSPP will be discussed with staff at staff meetings (as needed). The Task Force (working group) 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 and "no-touch" thermometers. Staff can collect equipment as needed, which will be available in the health room. Hand sanitizer has been installed in all classrooms and offices. All staff members have been supplied with a Humanity Shield, and N95 masks available upon request and approval. 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). Barriers have been installed in the front office and teachers have plexiglass shields for working with children. Handwashing stations will be placed around campus where needed. Student attendance will be taken daily using Aeries. QR Scanner will be placed at the front of the entrance for staff/visitors entering the building that tracks who was on campus.

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

Staff will participate in Keenan Trainings for the use of Sani-Q, cleaning, disinfecting workspaces 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 and/or other staff.



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 assistant principal respectively 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 Sep 3, 2020. Any questions or concerns and potential exposures should be reported to Anna Lazzarini.

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, offices, and common areas will be sanitized by trained custodial personnel. Certificated 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. Additionally, staff who are trained may clean and disinfected classroom areas as needed.

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.

[\(MCOE Staff Health Screening\)](#)

Staff are required to do a passive screening before entering the school campus. Staff should answer “yes” to the following to questions to come on campus and a QR Code will be provided:

1) 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.

2) 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.

Parents/guardians will monitor their children and keep them at home if they show symptoms of Covid-19 and/or if they have a fever. The school district shall ensure that all students, employees, and visitors complete a checklist daily for symptoms related to COVID-19 prior to entering the school building. A QR Code will be provided.



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 room is located in Room 80 across from the nurses office. It is not part of the main building and the nurses office is across the breezeway. If a student is in the isolation room, the school nurse will be able to safely monitor. If more than one student is in the isolation room, they will be physically distance as appropriate and safe. A First Aid station is set up in the isolation area along with a bed. Students displaying a “range of symptoms” as determined by the Marin County Department of Health and Human Services will be placed in the isolation room.

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 months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Staff testing will be available as needed and/or directed by Marin County Health and Human Services. All staff are assigned quadrants (specific time)for when they are to be tested.

School districts cannot require testing from students, but resources around testing will be made available.

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. 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Mill Valley Middle School will follow the County Public Health protocols that are broken into four scenarios and use the communication templates provided (see link above). The poster is displayed in the school office and Principal’s office. Letters are prepared and available in the office for each of the four scenarios.

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. The distance between teacher work station and students will be 6 feet. Markings on the floor will demarcate spaces of 5’-6’ feet where needed between student work spaces (goal of 6 feet of space). Outdoor markings (yellow dots for egress and ingress) will be at a distance of no less than 5 feet. Following points #24 and #28, teachers may assist students closer than a distance of six feet.



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.

N/A

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.

Site-based instruction and classroom groupings will be established by the Mill Valley Middle School Working Team in accordance to the current guidelines from the Marin County Office of Education and Mill Valley School District. Recess and lunch will be scheduled to occur outside as often as possible and where practicable. Procedures will be tailored around the In-Person schedule and adhere to all health and safety guidelines.

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

Where practicable, tables will be arranged facing forward. Student will sit in rows, spaced 5-6 feet apart. Other seating arrangements based on classroom need, but all 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.

Site-based instruction classroom groupings and procedures will be established by the Mill Valley Middle School Working Team in accordance to the current guidelines from the Marin County Office of Education and Mill Valley School District.



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

Students will access each of the classrooms via the classroom teacher's exterior door. Teachers and staff may determine staggered entrances as needed, on a case by case basis. Exits and entrances will be clearly marked.

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

Arrivals to class will be through the exterior classroom door. Procedures for lunch and recess shall be determined in accordance with the MOU between the Mill Valley School district and Mill Valley Teachers Association based on the decided upon Hybrid Model schedule and/or full return to school. All physical distancing, face coverings, and hand washing procedures will apply.

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

Staff and students will walk in a physically distanced manner on the right-hand side of the marked hallways. Students who need to use the restroom, access the library, office, or any other area during class, will need a pass. Only one student per class will be permitted in the hallway during class time (unless an emergency). Common areas will be monitored during passing periods for masks and physical distancing.

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

Mill Valley Middle School will have no large gatherings on campus

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Schools should assess the 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 open to the greatest extent possible.

MERV-13 air filters installed on all the HVAC units. Teachers will be directed to keep windows open as much as possible to increase the flow of fresh air. MVMS shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to maximum percent as indoor and outdoor conditions safely permit.



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.

The 6th grade play structure will remain closed.

All PE classes will meet outside as much as possible (and weather permitting). Students will not change out for PE. All physical distancing guidelines will be met. Minimal equipment will be used and sanitized between each use.

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.

This will be evaluated on a daily basis as determined by our site-base instruction model.

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 in the hybrid model, "grab n' go" lunches will be provided by Choice Lunch, and students would eat lunch outside in a (to be determined) staggered schedule, or at home depending on which schedule is implemented.

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

Hand-washing will be encouraged to be done before school, after school, and before/after using the restroom. Handwashing stations will be placed outside near the PE classrooms. Hand washing posters will be displayed by all sinks.

Additionally, hand sanitizer stations are installed next to each classroom door. Hands will be sanitized upon entry to the classroom and at every transition.



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 are strongly encouraged to wear face coverings and 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.

All staff and students will properly wear face coverings at all times. Students and staff may not wear vented masks, masks with valves, or neck gaiters. Additionally, masks may not be removed unless individuals are alone in an enclosed space with floor to ceiling walls. All interior doors must be closed, but windows and exterior doors may be open if individuals are alone in their office or classroom space.

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. Link to MHHS information: <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.

Students will have individual kits for school supplies in certain classes as needed, and as determined by the teacher.

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. All students have individual iPads and they will not be shared.

After use, library 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 in the designated drop-off area. All visitors will need to call the office for entry and/or ring the doorbell. 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 are required to wear a mask at all times and adhere to physical distancing. Parents may schedule a Zoom meeting with teachers.

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.

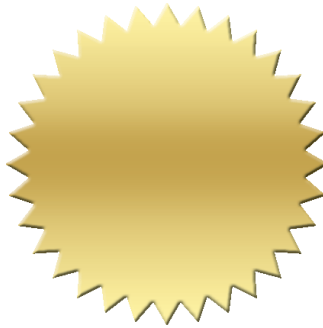
Task force will meet regular to review the plan and it will be shared during staff meetings, posted on the front door, and available on our website.



****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



Mill Valley Middle 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:

Mill Valley School District

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

Marin County

SSSPP Public Health Review

School Name: Park Elementary School

Date Received: 9/23/2020

Main Contact: Aubrey O'Connor

Phone: (415) 389-7700

Email: aoconnor@mvschools.org

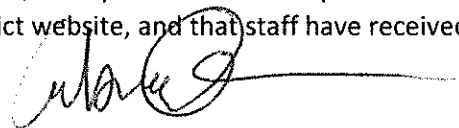
Checklist Indicating Complete Application

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



School or District Site Name	
Park School	
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)	
Aubrey O'Connor, Principal Beth Fogel, Administrative Assistant Francisco Hernandez, Custodian Carlos Mendoza, Custodian Heather Mathews, PTA President Andrea Dunn, Teacher	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Aubrey O'Connor, aconnor@mvschools.org , 415-389-7700 Nicole Reyherme, nreyherme@mvschools.org , 925-864-3768	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
9/4/20	
Principal or Administrator	
Name: Aubrey O'Connor	Title: Principal
Email: aconnor@mvschools.org	Phone Number: 415-389-7700

I, Aubrey O'Connor, 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: 9/22/2020

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, and is collaborating on the development of the plan. Regular SSSPP Task Force meetings will occur every two weeks beginning 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, gloves, face shields, sanitizing wipes, cleaning, sanitizing and 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 children, staff and visitors on the school campus (per MHHS Guidelines). Barriers have been installed in the front office and teachers have plexi-glass shields for working with children. MERV 13 filters in each classroom, outdoor canopies and handwashing stations have been installed. Student attendance will be taken daily using Aeries. Staff will sign in each day by scanning a QR code that is displayed on the office door and complete a Google Form when they enter the campus. [Check in System](#)

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

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.

Families will receive instructions on protocols relating to mask wearing, hand washing and passive health screening. Assembly videos on these topics will also be made available.

- 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, Aubrey O'Connor, and district appointed admin, Nicole Reyheme, respectively, will serve as the primary and secondary points of contact attended the Public Health School Liaison Training conducted on August 27, 2020. Any questions or concerns and potential exposures should be reported to: Aubrey O'Connor.

- 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.

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.

- All cleaning solutions provided by the district are EPA approved for use in classrooms.
- Each classroom and workplace will have access to gloves, paper towels and spray bottles of a cleaning solution (Sani-Q) to wipe down light switches, door knobs, desk surfaces, shared objects, and any other high touch surfaces. Goggles will be available to those that request them.
- Teachers will have a checklist of surfaces to clean with Sani-Q between each cohort, including but not limited to light switches, door knobs, desk surfaces, shared objects, and any other high touch surfaces.
- All classrooms will be cleaned daily.
- 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 cleaned and disinfected after use.
- If feasible, 24 hours will pass before cleaning and disinfecting.

Classrooms and offices will be sanitized by classroom teachers and Admin Assistants as described above.

Staff members each have a labelled spray bottle filled with Sani-Q. Staff are trained how to clean, sanitize and disinfect classroom spaces, 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. (MCOE Staff Health Screening)

Staff and visitors are required to do a passive screening before entering the school campus. Staff and visitors are expected to review the health screening questions below. If all answers are "no" they may scan the QR code, enter their name in the form, and enter the building. If any answers are "yes" they must stay home.

1. In the last 14 days, have you or anyone in your household had close contact with someone who has or is suspected to have COVID-19? (Yes/No)
2. In the last 24 hours, have you experienced any of the following symptoms without the use of fever-reducing medications? Fever, Headache, Cough, Sore Throat, Shortness of Breath, Chills, Muscle Aches, Loss of Taste or Smell, Gastrointestinal (nausea, vomiting or diarrhea)? (Yes/No)

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 and/or if they have a fever. Parents and caregivers are required to conduct a daily screening of their children for symptoms of COVID-19 using a checklist before arriving at school. Children 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:*

Staff and students will be required to stay home if sick. Students exhibiting symptoms during the school day will be in Room C until picked up. Room C is a small counseling office that will not be used at this time except as an Isolation Area.

- 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.

- 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. 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Park 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. Letters are prepared. Aubrey O'Connor and Beth Fogel 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/desks are positioned 5-6 feet apart. Markings on the floor and signage will demarcate spaces of 5-6 feet.

- 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.

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

- 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. Students sitting at tables will be 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.

In person visits to classroom cohorts will be limited, and staff not assigned as the primary cohort teacher will primarily use virtual methods of instructing or interacting with the 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. 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.

Kindergarten and 1st grade: enter/exit campus at Catalpa Gate and enter/exit classrooms through classroom external doors. 2nd grade: enter/exit campus at Elm Gate; Strike class enter/exit at through classroom external door and Ponce de Leon class enter/exit building at the rear door by kitchen. 3rd grade: enter/exit building at the front door. 4th grade: enter/exit campus at Elm Gate, and enter/exit building through the West Wing entrance. 5th grade: enter/exit campus at Elm Gate, and enter/exit building through the East Wing entrance. See attached map

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

Each classroom is divided into A and B groups. All A groups from all classrooms will be directed to arrive within a ten minute window before the morning instructional period and will depart prior to lunch recess. All B groups from all classrooms will be directed to within a ten minute window before the afternoon instructional period and will depart following the afternoon instructional period. Lunch recess will not take place on campus. All students will enter and exit through assigned Gates and building entrances. Recess periods for classes will be staggered throughout the school day, and areas will be designated to

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

Students will only enter the hallway to place and retrieve their back packs. One child at a time from each cohort will be allowed to enter the hallway during instructional periods. Cubbies will not be shared, and backpacks will be spaced appropriately. Staff may use the hallways walking on the right-hand side.

- 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.

Outdoor tables, the school garden, turf area and umbrellas as needed, will be available for teachers to use as outdoor classroom space, and use will be scheduled to ensure that cohorts stay intact during outdoor instruction. Classroom doors and windows will be open as much as possible.

- 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.

Limited playground equipment will be provided for cohort use and cleaned after use. Play structures will not be used. They will be cordoned off with caution tape.

- 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 will be considered to support physical distancing e.g. MPR.

- 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.

Lunch recess will not take place on campus. Families may purchase a to-go Choicelunch online that can be collected from school on a Monday. Meals for the whole week are individually pre-packaged for collection between 11:45am-12:15pm.

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.

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

Hands will be washed upon entry to the classroom and at every transition. Handwashing stations will be placed in the following areas:

Playground

Classroom teachers will develop routines and a schedule with their class. Hand washing posters are 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.

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 obtaining 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 school counselor.
- Parents and staff will be provided a plan for student non-compliance with mask requirements
- 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).
- The office will 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.

All staff and students will receive training regarding the reason for and proper use of a face covering. Students will be taught how to wear a face covering in an age appropriate and developmentally appropriate manner. Many great resources are available online

- 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 desk drawers, cubbies or containers to store learning materials. Recreational materials will be assigned to individual cohorts.

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

Devices, books, games and learning aids will be assigned to individual students as practicable. Where not practicable, devices will be cleaned in between use. Clothing will not be shared.

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


All teachers have been provided plexiglass screens for use in the classroom or other instructional areas. A plexiglass barrier has been installed in the office.

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

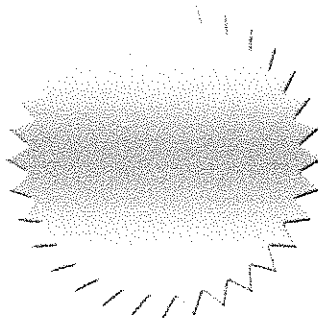
Parent volunteers and other non-essential visitors are not be permitted on campus. Essential workers have been instructed on all health and safety guidelines and are required to comply with all health and safety guidelines. All school entrances will be locked, and visitors will be required to check in at the office to be approved for entry. All visitors are required to wear a mask at all times and adhere to social distancing.

- 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.

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

 <p>PARK SCHOOL MILL VALLEY</p>	<h2>School Site-Specific Protection Plan</h2>
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Certificate of Completion

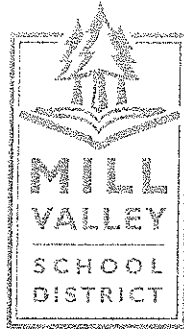


<p>(enter School Site Name here)</p> <p>Park School</p>

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:

<p>(enter School Site or District website here)</p> <p>www.mvschools.org</p>

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



Park School COVID-19 Health Screening

If you are working or visiting Park School, please review the health screening questions below. If all answers are "No," you may scan the QR code, enter your name in the form, and enter the building. If any answers are "yes," you must stay home.

In the last 14 days, have you or anyone in your household had close contact with someone who has or is suspected to have COVID-19?

- Yes
- No

In the last 24 hours, have you experienced any of the following symptoms without the use of fever-reducing medications?: Fever, Headache, Cough, Sore Throat, Shortness of Breath, Chills, Muscle Aches, Loss of Taste or Smell, Gastrointestinal (nausea, vomiting, or diarrhea)

- Yes
- No

SCAN HERE



If you are unable to scan the QR code, please call the school office: (415) 389-7735.

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.

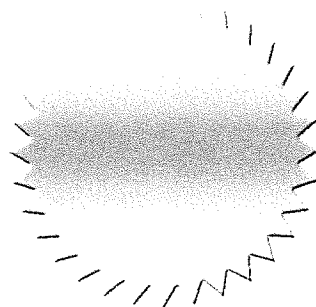
30. A School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

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>
---	---

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.



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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
Tam Valley 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)
Laura Myers - Principal Stacy Woolley - Admin Assistant Linda Brune – Teacher Robin Alderson – Teacher Mary Scrivner– Teacher Adam Sanchez - Teacher Carlos Avalos - Custodian Em Lieginger - Parent
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)
Primary: Laura Myers - lmyers@mvschools.org 415-389-7731 Secondary: Julie Harris - jharris@mvschools.org 415-389-7700
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
9/17/20
Principal or Administrator



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Name: Laura Myers	Title: Principal
Email: lmyers@mvschools.org	Phone Number: 415-389-7731

I, **Laura Myers**, 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:**9/17/2020**

A rectangular box containing a handwritten signature in black ink, which appears to be "Laura Myers".



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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 and SSSPP Task Force meetings have been held. A walk through and meeting is scheduled September 18th. Additional Task Force 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.

Staff will participate in Keenan Trainings for the use of Sani-Q, Coronavirus, Cleaning and Disinfecting



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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).

Laura Myers, the Principal, and Julie Harris, Director of Student Services, will serve as the primary and secondary points of contact to liaison with Public Health. Any questions or concerns and potential exposures should be reported to: Laura Myers, 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.



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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.

- All cleaning solutions provided by the district are EPA approved for use in classrooms.
- Each classroom and workplace will have access to paper towels and spray bottles of a cleaning solution (Sani Q) to wipe down light switches, door knobs, desk surfaces, shared objects, and any other high touch surfaces.
- All classrooms will be cleaned daily.
- 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 cleaned and disinfected after use.
- If feasible, 24 hours will pass before cleaning and disinfecting.

Classrooms and offices will be sanitized by classroom teachers, Admin Assistants, and custodians as described above.

Staff members each have a labelled spray bottle filled with Sani-Q. Staff are 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 are expected to review the health screening questions below. If all answers are "No," they may scan the QR code, enter their name in the form, and enter the building. If any answers are "yes," they must stay home.

In the last 14 days, have you or anyone in your household had close contact with someone who has or is suspected to have COVID-19?



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- Yes
- No

In the last 24 hours, have you experienced any of the following symptoms without the use of fever-reducing medications? Fever, Headache, Cough, Sore Throat, Shortness of Breath, Chills, Muscle Aches, Loss of Taste or Smell, Gastrointestinal (nausea, vomiting, or diarrhea)

- Yes
- No

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 and/or if they have a fever. Parents and caregivers are required to conduct a daily screening of their child(ren) for symptoms of COVID-19 using a checklist before arriving at school. Children 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/caregiver 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 the room marked "Counselor" in the main office. A First Aid station is set up in the nursing area..

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)



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Staff testing will be consistent with Marin County Health and Human Services guidelines. MVSD and MVTA will work in partnership with the county to increase testing capacity for students and staff.

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.

Tam Valley 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. Laura Myers and Stacy Woolley 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. There will be five (5) to six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.

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.

Recess will be scheduled and areas will be demarcated to prevent mixing of classroom cohorts. These



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cohorts will be maintained in classrooms, recess, and snack times.

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.

There will be five (5) to six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces. The District, in partnership with the Association, will maximize the classroom spaces for the furthest distance. Priority to alternate spaces will be given to teachers whose classrooms are not able to accommodate five (5) to six (6) feet of distance. Distances may be less than five (5) feet upon mutual agreement of the Superintendent or designee and Association President or designee, on a case by case basis to ensure A/B cohorts.

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.

School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the primary cohort teacher shall primarily use virtual methods of instructing or interacting with the student cohort, as practicable. 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. Laura Myers and Stacy Woolley will be added as collaborators to classroom teacher's Classroom Access form.



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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:

All Classrooms will be entered and exited through classroom exterior doors.

No interior hallways will be utilized for ingress or egress.

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.

Arrival – The school campus will operate at 50% capacity. During this time all students within an A or B cohort will arrive at the same time through the drop off circle. Students will congregate by their exterior classroom door maintaining social distancing. Teachers will meet their class by the outside door and then enter the classroom.

Recess – Areas of the campus will be scheduled and designated to specific cohorts.

Lunch – Lunch will not be served. For those students who order a lunch online, a to-go lunch will be provided.

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

Staff and students will not use interior walkways and hallways when practicable. Should a need arise, staff and students will walk in single file on the right-hand side of hallways as indicated by directional arrows placed on the floor.

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



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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.

Outdoor space for instructional purposes will be identified and assigned to cohorts to prevent mixing. 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.

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, but the staff will work together to minimize this possibility as TV's MPR is limited in space.

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.

Lunch will not be served. Families may purchase a to-go ChoiceLunch online that can be collected from school on a Monday. Meals for the whole week are individually pre-packaged for collection between 11:45am – 12:15pm.



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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.

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

Two handwashing stations will be placed on the playgrounds. 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.

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



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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.
- Administrators will share with staff and parents a plan 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>

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.

Children in the main building will have individual labeled cubbies or hooks outside their classroom doors. Students will be discouraged from sharing objects that are difficult to clean or disinfect and will focus on hand hygiene with regular breaks.

- 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.
- Shared playground equipment will be limited in favor of physical activities that require



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less contact with surfaces and allow for greater physical distancing.

- All play structures are closed at this time.

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 entrance of the school. 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 in person or virtually depending upon the teacher’s preference. There will be no parent volunteers at this time.



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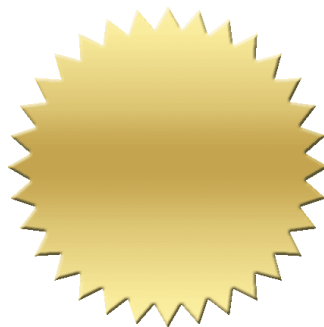
30. A School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

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.***

	<h1>School Site-Specific Protection Plan</h1>
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Certificate of Completion





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Tam Valley 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/tv>

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

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

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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	
Strawberry Point	
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)	
Kimberley Russell - Principal Cathy Wilmoth - Admin Assistant Kristina Putalik – Teacher Victor Mendoza-Cruz - Custodian Ale Petterson – Parent	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Kimberley Russell - krussell@mvschools.org 415-389-7660 Secondary: Erin Conklin - econklin@mvschools.org 415-389-7700 ext. 7713 District-wide – Jessica Goode – jgoode@mvschools.org 415 389-7700 ext. 7745	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
1/06/21	
Principal or Administrator	
Name: Kimberley Russell	Title: Principal
Email: krussell@mvschools.org	Phone Number: 415-389-7660

I, Kimberley Russell, 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: 9.11.20

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, cleaning, sanitizing and 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 children, staff and visitors on the school campus. Barriers have been installed in the front office and teachers have portable plexiglass shields for working with children. MERV 13 filters have been installed in each classroom and handwashing stations will be located in the Kindergarten playground, lower playground and upper playground. Student attendance will be taken daily using Aeries. Staff will sign in each day by scanning a QR code that is displayed on the office door and complete a Google Form when they enter the campus. [Check-In System](#).

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

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 and district appointed admin respectively will serve as the primary and secondary points of contact to liaison with Public Health. Both points of contact attended the Public Health School Liaison Training conducted on either August 27 or September 3rd, 2020. Any questions or concerns and potential exposures should be reported to: Kimberley Russell.

Primary: Kimberley Russell - krussell@mvschools.org 415-389-7660
Secondary: 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.

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.

- All cleaning solutions provided by the district are EPA approved for use in classrooms.
- Each classroom and workplace will have access to paper towels and spray bottles of a cleaning solution (Sani-Q) to wipe down light switches, door knobs, desk surfaces, shared objects, and any other high touch surfaces.
- All classrooms will be cleaned daily.
- 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 cleaned and disinfected after use. If feasible, 24 hours will pass before cleaning and disinfecting.

Classrooms and offices will be sanitized by classroom teachers and Admin Assistants as described above.

Staff members each have a labelled spray bottle filled with Sani-Q. Staff are 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 are expected to scan a QR code and answer the health screening questions below. If answers to the questions are "No," they may enter the building. If any answers are "yes," they must stay home.

In the last 14 days, have you or anyone in your household had close contact with someone who has or is suspected to have COVID-19?

- Yes
- No

In the last 24 hours, have you experienced any of the following symptoms without the use of fever-reducing medications? Fever, Headache, Cough, Sore Throat, Shortness of Breath, Chills, Muscle Aches, Loss of Taste or Smell, Gastrointestinal (nausea, vomiting, or diarrhea)

- Yes
- No

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 and/or if they have a fever. Parents and caregivers are required to conduct a daily screening of their child(ren) for symptoms of COVID-19 using a checklist before arriving at school. Children 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/caregiver 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 the Conference Room, adjacent to the office. A First Aid station is set up in the isolation area along with a bed.

- 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 Service guidelines.

- 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):
 1. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 2. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 3. A student or staff member tests positive for COVID-19.
 4. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Strawberry Point 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. Kimberley Russell and Cathy Wilmoth 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/desks are positioned 5 - 6 feet apart. Markings on the floor and signage will demarcate spaces of 5-6 feet.

- 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. 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.

- 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. 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

Four entry/exit points will be used for children to access and exit the school campus:

(See [Map](#))

Gate 1 – Rooms 5, 7, 3, 1

Gate 2 – Rooms 4, 6, 8, 10

Gate 3 – Rooms 23, 22, 13

Gate 4 – Rooms 17, 15, 14

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

All students will enter and exit their classroom through the exterior door only.

many entrances/exits as feasible.

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

Arrival – The school campus will operate at 50% capacity. During this time all students will arrive at the same time and enter through an assigned gate (Four gates will be utilized). Students will congregate by class in a designated area maintaining social distancing. Teachers will meet their class and then enter the classroom.

Recess – Areas of the campus will be scheduled and designated to specific cohorts.

Lunch – Lunch will not be served. For those students who order a lunch online, a to-go lunch will be provided.

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

The hallways will be used by students to place backpacks in cubbies. One student at a time will be allowed into the hallway to place and retrieve their backpack. Cubbies will not be shared.

The hallway will be one-way and only used by students for access to the restrooms. Students will remain six feet apart. Arrows and markers will be used to show direction and physical distancing.

Staff will also follow the one-way expectation.

■ 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.

Each classroom will have at least 2 outdoor tables with shade, where appropriate, for instructional purposes. The school field will be marked into four sections and scheduled for cohort use. The Garden will be utilized as an outdoor space for lessons and when lessons are not being taught. The yard will be zoned and scheduled for usage. Classroom doors and windows will be open as much as possible when it is safe to do so.

Strawberry Point will comply with MCHHS guidelines.

■ 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.

Limited playground equipment will be provided for cohort use and cleaned after use. Play Structures will not be used. They will be cordoned off with caution tape.

- 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 will be considered to support physical distancing e.g. MPR.

- 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.

Lunch will not be served. Families may purchase a to-go Choicelunch online that can be collected from school on a Monday. Meals for the whole week are individually pre-packaged for collection between 11:45am – 12:15pm. 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 cleaned/sanitized after usage.

All other lunches are to be eaten at home.

****This Cohort A/B plan may be subject to slight changes if lunches are delivered daily when we return to school.*

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

Hands will be washed upon entry to the classroom and at every transition. Handwashing stations will be placed in the following areas:

Kindergarten playground
Lower playground
Lunch Area

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.

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.

- 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.

All staff and students will receive training regarding the reason for and proper use of a face covering. Students will be taught how to wear a face covering in an age appropriate and developmentally appropriate manner. Many great resources are available online. Link to MHHS information: <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.

Children in the main building will have individual labeled cubbies. Students in the portables will have labeled hooks. Students will be discouraged from sharing objects that are difficult to clean or disinfect.

- 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.
- 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.

- 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 may 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 portable 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. Parents and caregivers will have limited access to the front office but will be restricted from other parts of the school building and campus. All visitors will need to call the office for entry. A sign with the telephone number is posted on the gate. All visitors will be required to check in using the QR Code [Check-In System](#). All visitors are required to wear a mask at all times and adhere to social distancing.

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 are required to be scheduled in advance and will be held via telephone or Zoom.



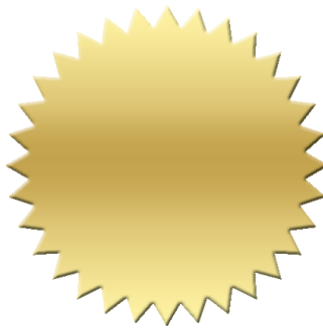
- 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

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.***

 Strawberry Point School	School Site- Specific Protection Plan
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Certificate of Completion



Strawberry Point 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:

(enter School Site or District website here)

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

Marin County

SSSPP Public Health Review

School Name: Mill Valley School District Office

Date Received: 9/17/2020

Main Contact: Dr. Kimberly Berman

Phone: (415) 389-7705

Email: kberman@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 SSSPP by filling in the required details, based on your 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 reopen your school or school office and prompts you to "fill in the blank"



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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
Mill Valley School District Office
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)
Dr. Kimberly Berman, Superintendent Dr. Michele Rollins, Assistant Superintendent, Business Services Julio Arroyo, Director of Maintenance, Operations and Safety Jessica Goode, Director of Human Resources Sarena Fairrington, Executive Assistant to the Superintendent and Board (Confidential) Dietrich Carver, Accounts Technician (CSEA) Monica Wallace, Executive Assistant to Dir. of Student Support Svcs. and DO (CSEA)
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email, and Phone)
Jessica Goode, jgoode@mvschools.org 415-389-7745 Dr. Kimberly Berman, kberman@mvschools.org 415-389-7705
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
9/17/2020
Principal or Administrator



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fax (415) 389-7779

www.mvschools.org

Name: Dr. Kimberly Berman	Title: Superintendent
Email: kberman@mvschools.org	Phone Number: 415-389-7705

I, **Dr. Kimberly Berman**, 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:

Dr. Kimberly Berman



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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. The district had previously held Task Force meetings throughout June, July and August for school stakeholders. The SSSPP Task Force meeting is scheduled for September 17, 2020. Additional meetings will be scheduled as needed. The Task Force will monitor and adjust the plan based on input from all stakeholders. The SSSPP will be shared with all district office stakeholders and with the school community and will be posted on the district 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 essential protective equipment (EPE) is located in the office and will be replenished regularly. Available EPE includes Hand sanitizer, masks, face shields, gloves, protective eyewear, sanitizing spray (Sani-Q), disinfectant supplies, and touchless thermometers. Staff can collect equipment as needed. Hand sanitizer is available in all offices and near all high-touch areas. All staff members have been supplied with a humanity shield. Handwashing posters are placed by all sinks in the restrooms. Face coverings must be worn by all staff and visitors in the office (per MHHS Guidelines) with signs posted in Spanish and English at the main entrance. Plexiglass shields or sneeze guards have been installed in the front offices and desk areas. MERV-13 filters have been installed and HEPA air purifiers as needed throughout the office. Staff is directed to report their absences in the district absences system and report their absence to their administrator.

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 online Keenan training for the use of Sani-Q, Coronavirus, Cleaning, and Disinfecting your workplace before the start of in-person instruction. Staff will receive training throughout the year if updated guidance from Public Health is released. Training includes proper handwashing, wearing of face masks covering nose and mouth as well as directing staff to avoid touching their face.

4. A primary and secondary point of contact is 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).

Jessica Goode, HR Director, will serve as the primary point of contact and Dr. Kimberly Berman will serve as the secondary contact liaison with Public Health. Any questions or concerns and potential exposures should be reported to: Jessica Goode, Director of Human Resources.

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 and offices will be disinfected/sanitized regularly. Offices will be sanitized by staff as needed. Staff members will each have a spray bottle filled with Sani-Q. Staff will be trained on how to clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces per 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 is 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. I affirm that I have not been in close contact with anyone in the last 14 days with a suspected or positive COVID-19 case.

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 located in the small front conference room or for those with individual offices they will isolate until they can leave the district office.

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.

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. 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.



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- c. A student or staff member tests positive for COVID-19.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

The Mill Valley School District Office 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 front office. Letters are prepared. Jessica Goode, Director of Human Resources will have copies of the communication for each scenario.

- 10. Where practicable, a 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 office and work areas have been visually marked and measured for 4-6 feet physical distancing.

- 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.

Not applicable for district office - no students are present.

- 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.

Staff office and work areas have been visually marked and measured for 4-6 feet physical distancing.



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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 the building. QR codes will be displayed on the exterior doors of entry so that staff can record entry to each classroom. Staff who visit and/or instruct in more than one office 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. Signage will be placed at each entry point of each entry door. Visual markings on the ground will show routes and social distancing.

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

Not applicable for district office - no students are present.

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

Staff will walk in a single file on the right-hand side of the walkways and maintain 6 feet physical distancing when practicable.

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

No gatherings or special events will be permitted.



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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 the opening of windows and doors as much as possible.

Windows and doors will be open in office work areas and private offices when allowable. MERV-13 filters have been installed and HEPA air purifiers as needed throughout the office.

20. The 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.

N/A

21. The 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.

All conference rooms will be limited in use unless 6 feet of physical distancing can be maintained.

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.

N/A

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

Regular hand washing is encouraged and handwashing signs are displayed by all restroom sinks.



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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 K - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

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

- If staff are unable to provide a face covering, the district office will assist in providing one.
- Face coverings shall not be required for staff if there is a medical reason for not wearing a face covering. This must be verified in writing from a medical professional.
- 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, staff may consider using face shields in combination with face coverings when in the office to further reduce the risk of transmission.
- Staff may consider using a Humanity Shield to enable others to see their mouth and in settings where a face-covering poses a barrier to communicating with others who may be hearing impaired or have a disability.
- The staff has been trained about appropriate procedures for putting on, taking off, and storing the face-covering (i.e. during meal times, snack times).
- The district office maintains a supply of disposable masks if a student or staff member needs a replacement during the day.

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

Staff training on the correct use of face coverings will be provided. Staff will receive a face shield and/or Humanity shield as requested. <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.

The staff has their own office supplies.

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

Staff will not share devices or other materials unless sanitized before and after use or will leave items that cannot be sanitized “unused” for three days before another person’s use.

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

Each office staff has plexiglass barriers at their desks and mobile, individual plexiglass shields may be used for close discussions at their discretion e.g. one-on-one, when physical distancing 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. The district office is open by appointment only. 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.



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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.

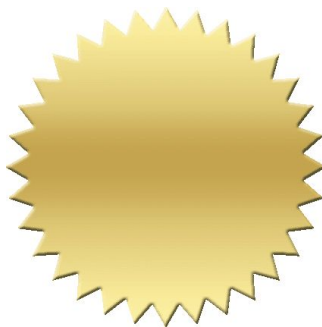
The School Site-Specific Protection Plan will be shared with all stakeholders. It will be posted on the district website and updated when necessary.

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



School Site-Specific Protection Plan

Certificate of Completion





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Mill Valley School District Office

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>

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
MILL VALLEY SCHOOL DISTRICT
AND
MILL VALLEY TEACHERS ASSOCIATION
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING
DURING THE 2020-2021 SCHOOL YEAR**

The Mill Valley School District (“District”) and the Mill Valley Teachers Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the opening of schools during the 2020-2021 school year, including the 2021 extended school year (summer program for special education.)

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year including the 2021 extended school year (summer program for special education.)

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect.

The Parties agree to the following:

1.0 DEFINITIONS

1.01 “Classroom” – is any physical academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outside learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.

1.02 “Close Contact” – For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

1.03 “Cohort” – A cohort is a stable group with fixed membership that stays together, for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

1.04 “Common Equipment” – is any school equipment or structures that are designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.

1.05 “Common Space” – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

1.06 “Face Coverings” – face coverings or masks as recommended by federal, state, or local public health guidance.

1.07 “Hand Sanitizer” – this product must contain at least 60% alcohol and must be used in compliance with public health advisories.

1.08 “Personal Protective Equipment” – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, N95 masks, face shields, humanity shields, barriers, gloves, and other protective gear.

1.09 “Physical Distancing” – also known as social distancing to help decrease the spread of the virus by increasing the space between adults to at least six (6) feet between themselves and other individuals; and between students to approximately four (4) to six (6) feet between themselves and other students, maximizing the classroom spaces for the furthest distance.

1.10 “Specialists” – Elementary library, music, PE, and art teachers.

1.11 “Synchronous Live Instruction” - Synchronous live instruction means an educational instruction delivered in a classroom setting or through video-conferencing whereby the instructor and student carry out essential tasks while together.

1.12 “Asynchronous Instruction” - Asynchronous instruction means an educational instruction delivered to students whereby the instructor and student carry out tasks while not together.

1.13 “Daily Live Interaction” - this means daily interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders and consistent with this MOU.

1.14 “Distance Learning” - Distance Learning is defined as instruction in which pupil and instructor are in different locations and pupils are under the general supervision of a certificated employee of the District.

2.0 PERSONAL PROTECTIVE EQUIPMENT (“PPE”)

2.01 The District shall provide PPE to all unit members and students for every day that unit members or students are required to report to school sites.

2.01.1 Additional PPE will be provided to counselors and special education teachers when their duties require them to be in close contact with students and may allow for multiple changes of PPE per day.

2.01.2 Every unit member will be provided with at least one plexiglass table shield, and special education teachers will be provided at least two.

2.02 In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with county public health guidelines and provides equivalent protection to the PPE provided by the District.

2.03 Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.

2.04 If the District fails to provide sufficient PPE for the day, individuals without PPE will provide distance learning and will receive their full daily rate of pay. Any in-person classes taught by the unit member will resume when sufficient PPE is available.

Face Covering Requirements

2.05 Face coverings are required to be worn properly at all times by all individuals on a school campus, indoors or outdoors. This applies to all students grades K-8, all administrators, and any visitors on campus over the age of 4. The District shall share with staff and parents a plan to address students and others who are not in compliance with the face covering requirements. This plan shall be created and shared by prior to students returning in-person.

2.05.1 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 should be verified in writing from a medical professional, member of the school IEP team, or the school counselor. Unit members who work with students who are not required to wear masks shall be given more comprehensive PPE and shall receive multiple sets of PPE per day.

2.06 For unit members who cannot wear a mask according to section 2.05.1, face shields “Humanity Shields” or equivalent. Masks and face shields may not be required for students with medical apparatus which prevents or obstructs the use of the apparatus.

2.07 N95 masks shall be provided to:

2.07.1 Unit members caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness;

2.07.2 Unit members who may request in writing N95 masks, at the discretion of the District, due to professional or personal health concerns. Unit members shall not be required to submit a note from a medical professional when making this request.

Personal Hygiene Requirements

2.08 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.

2.09 All individuals shall be required to wash their hands or use effective hand sanitizer upon entering district sites and every time a classroom or workspace is entered.

2.10 The District shall comply with the following hand washing requirements:

2.10.1 Every room with a sink shall be stocked with soap and hand sanitizer and paper towels.

2.10.2 Every classroom shall be provided hand sanitizer. Additional bottles of hand sanitizer will be given to each classroom, as available.

2.10.3 Non-classroom workspaces and common spaces shall be provided hand sanitizer.

2.10.4 Portable hand washing stations shall be located at the nearest point outside of the four (4) Middle School special education classrooms that do-not have a sink.

2.10.5 All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as practicable, as needed and prior to the beginning of each day that staff or students are on campus.

3.0 IN-PERSON LEARNING

The Parties affirm that the District shall offer in-person instruction to the greatest extent possible while also maintaining a safe and healthy learning environment for all students, educators, and their families. In-person learning will resume in accordance with state or county guidance, though not before October 5th, 2020.

The COVID-19 pandemic has caused federal, state, and local public health officers to issue orders and guidance impacting the educational operations of the District in order to minimize health and safety risks associated with COVID-19 infection and illness. As a result of the orders and guidance issued by federal, state, and local public health officers, any in-person learning offered by the District during the pandemic shall be offered consistent with all of the provisions below. If the District is unable to maintain the provisions in Sections 2.0 and 3.0, then the District will offer an educational program according to the provisions of Section 4.0 – Distance Learning/Hybrid Learning of this MOU.

Adherence to Health Guidelines and Orders

3.01 The District shall adhere to the current COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), California Department of Industrial Relations Division of Occupational Safety and Health (“Cal-OSHA”), and Marin County Health Department.

3.02 In order for in-person, with the exception of special populations being served through a waiver, learning to occur, Marin County needs to have been off the state watchlist for at least 14 consecutive days.

3.03 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

Classroom/Instructional/Academic Learning Spaces and Counseling Spaces

3.04 The District shall maintain distancing of five (5) to six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces. The District, in partnership with the Association, will maximize the classroom spaces for the furthest distance. Priority to alternate spaces will be given to teachers whose classrooms are not able to accommodate five (5) to six (6) feet of distance. Distances may be less than five (5) feet upon mutual agreement of the Superintendent or designee and Association President or designee, on a case by case basis to ensure A/B cohorts.

3.04.1 The District shall calculate the maximum capacity of all workspaces while maintaining physical distance and workspace distance requirements. The capacity for each classroom space shall be posted prior to the start of in-person learning.

3.04.2 All workspaces shall be measured and marked to maintain the physical distancing and workspace distancing requirement prior to the start of in-person learning.

3.04.3 Unit members will be relocated, to classrooms and workspaces that have adequate space for physical distancing.

3.04.4 In order to maximize physical distancing and safety, unit members will remove personal furniture and belongings from their classroom by September 8, 2020.

3.05 For speech pathologists, counselors, special education teachers providing academic instruction or assessments, classroom teachers providing one on one assessments, alternative and effective safety devices such as plexiglass barriers or face shields with neck drapes shall be used. Physical distancing of at least six (6) feet shall be maintained to the extent possible. The exception is in emergency situations where the environmental or behavioral threat supersedes the necessity for physical distancing.

Lunch

3.06 Physical distancing shall be maintained between students, between staff and students, and between all staff during their lunch period(s). When school facilities and weather conditions allow, students will eat outside.

3.07 Education Code 44813 requires a duty-free lunch period of at-least thirty (30) minutes each workday.

3.07.1 If the District requires students to stay in class for lunch due to inclement weather or the school site facility's inability to maintain physical distancing requirements during lunch, the District shall provide appropriate supervision of students. If the provision of adequate supervision is not practicable, the district will compensate unit members who volunteer, with site administrator approval, to remain with students for this period of time at the unit member's hourly contract rate of \$45 per hour. No unit member shall be required to work during the duty-free lunch time, nor shall they be pressured or coerced to do so. It shall be the District's responsibility to provide supervision coverage.

3.08 Staff lounges will not be used for eating, meeting, or socially gathering until indoor dining is allowed under local public health guidelines. When staff lounges are in use, physical distancing of six (6) feet will be maintained when practicable. Staff members who use shared appliances will clean them before and after each use.

One-Way Directions/Movement

3.09 In order to help maintain physical distancing requirements in all common walkways, railed walkways and congregation areas (both outdoor and indoor), prior to in-person learning, the District shall create unidirectional pathways where practicable. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements where practicable.

School Ingress and Egress Points

3.10 In order to alleviate congregation in large groups at access points before and after school:

3.10.1 School sites shall identify multiple access points to be used for student and parent ingress and egress before and after school.

3.10.2 Where possible, staff, students, and parents will be assigned an ingress and egress point for use when coming to school for in-person learning.

3.10.3 Unit members shall supervise their assigned student cohort(s) in designated outdoor spaces for entry and exit of the school site for no more than 10 minutes per day.

3.10.4 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter work days for unit members.

Recess/Student Break Times

3.11 School site administrators, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:

3.11.1 All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.

3.11.2 All recess and break times or locations shall be staggered to minimize the number of different people with whom staff and students interact.

3.11.3 Each cohort/class will be assigned a specific recess time and play area to help prevent the mixing of student cohorts.

Meetings and Gatherings

3.12 Meetings (including but not limited to staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences) shall be held virtually when practicable, and shall be scheduled during non-instructional time. A unit member may agree to attend an in-person meeting, but may not be required to do so.

3.13 For large in-person gatherings (i.e. school assemblies), guidelines established by the County Public Health Department will be followed.

3.13.1 Back to School Night will be held virtually. Unit members will have the option to present from their classroom on Back to School Night.

Student Cohorts

Elementary Schools (K-5)

3.14 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained, throughout each school day, with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts.

3.15 When the District returns to in-class instruction, the District shall use student cohort groupings, based on the number of students that can safely be placed in a teacher's classroom while maintaining physical distancing and cohort sizes of no more than 15 students. If the student cohort has reached its maximum capacity, no additional students will be added to the cohort roster.

3.15.1 A daily schedule, which shall meet the minimum daily minute requirement as outlined in SB98, will be drafted by site administration and presented to unit members prior to a return to in person learning.

3.16 Students should remain in their same workspace as much as practicable.

3.17 Each student's school supplies shall be separated and stored in individually labeled storage containers, cubbies, or areas.

3.18 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses. Unit members will be provided with supplies to clean shared equipment.

3.19 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the primary cohort teacher shall primarily use virtual methods of instructing or interacting with the student cohort, as practicable.

Middle School (Grades 6-8)

3.20 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day with an assigned primary cohort teacher or teachers, and systems are in place at the school site to prevent the mixing of classroom cohorts.

3.21 When the District returns to in-class instruction, the District shall use student cohort groupings, based on the number of students that can safely be placed in a teacher's classroom while maintaining physical distancing and cohort sizes of no more than 15 students. If the student cohort has reached its maximum capacity, no additional students will be added to the cohort roster.

3.21.1 A daily schedule, which shall meet the minimum daily minute requirement as outlined in SB98, will be drafted by site administration and presented to unit members prior to a return to in person learning.

3.22 Students should remain in their same workspace as much as practicable.

3.23 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses. Unit members will be provided with supplies to clean shared equipment.

3.24 The Middle School Working Group shall create a schedule consistent with section 4.02 that will maintain cohort stability. To help facilitate stability, staggered release times may be created.

3.25 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the primary cohort teacher shall primarily use virtual methods of instructing or interacting with the student cohort, as practicable.

Other Health and Safety Issues

Daily Cleaning and Disinfecting

3.26 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary.

3.27 Daily cleaning and disinfecting as described in Section 3.26 shall be done by trained custodial personnel. Certificated unit members shall be required to perform daily cleaning and disinfecting that falls within the scope of the normal duties in our bargaining unit. A daily cleaning and disinfection record will be kept.

Air Ventilation and Filtration

3.28 All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, exterior noise, odor or air quality conditions.

3.29 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to maximum percent as indoor and outdoor conditions safely permit.

3.29.1 HVAC air filters shall be equipped with HEPA or MERV-13 filters and changed at the recommended intervals. All HVAC units will be inspected by HVAC professionals to ensure that each unit can still provide required airflow when HEPA or MERV-13 filters are installed. A report from the HVAC inspection will be presented to both Parties prior to the start of in-person instruction.

3.29.2 Portable classrooms or other classroom spaces or workspaces without adequate central HVAC or windows shall be equipped with HEPA or MERV-13 air filters with a large enough capacity and flow rate for the square footage of the room.

3.29.3 Unit members will be offered alternate locations to meet with students that have at least one operable window and an exterior door, or two or more operable windows, or a covered outdoor space.

Health Screening, Testing, Notification, and Contact Tracing

3.30 The District shall have a registered School Nurse for the safety and health of all students, staff, and visitors to the campus each day. The School Nurse shall:

3.30.1 oversee the health screening, testing, and notification of all individuals in the district,

3.30.2 oversee the health care for any individuals that manifest symptoms associated with COVID-19, when practicable,

3.30.3 assist in the design and implementation of quarantine protocols,

3.30.4 coordinate the training of all students, staff, parents, and visitors on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage, and

3.30.5 receive up to 10 minutes of preparation time at the receiving site should the nurse need to drive from one school to another.

3.31 The District shall ensure that all students, employees, and visitors fill out a checklist daily for symptoms associated with COVID-19 infection prior to entering school buildings.

3.31.1 Health screening, notification, and quarantine protocols and procedures will be created and implemented by the District prior to in-person learning occurring.

3.31.2 All students and staff will be trained on these protocols and procedures.

3.31.3 Staff testing will be consistent with health department guidelines. The Parties will work in partnership with the county to increase testing capacity for students and staff.

3.32 Staff and students with any symptoms consistent with COVID-19 or who have been contacted by Marin County Health Department will be advised to self-quarantine. Principals will designate an isolation room staffed by appropriate personnel. Unit Members who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility, in accordance with county health guidance.

3.33 Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Marin County Public Health Department. The District shall notify the Association Presidents of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period.

3.34 According to *Education Code 43501* as amended by SB98 the minimum daily instructional minutes for grades K (180 daily minutes), 1-3 (230 daily minutes), 4-8 (240 daily minutes), are in effect for the 2020-2021 school year.

4.0 DISTANCE LEARNING/HYBRID MODEL

In an effort to provide a clear plan to MVSD families, and the importance of consistency to support lesson planning, preparation and student learning, Mill Valley schools will offer distance learning for all students until at least October 2, 2020.

Consistent with *Education Code Section 43503* as amended by SB98, as a result of the orders and guidelines issued by federal, state, or local public health officers, distance learning is permitted five days per week for students who are medically fragile or would be put at risk by in-person learning instruction, or who are self-quarantining because of exposure to COVID-19.

Hybrid Model of Instruction

Elementary School Hybrid Model

When providing daily instructional minutes in a hybrid model, any in-person learning student schedules and any distance learning student schedules shall meet the minimum instructional minutes. The bargaining unit member workday shall remain as described in the CBA. Each cohort will be based on the number of students that can safely be placed in a teacher's classroom while maintaining physical distancing and cohort sizes of no more than 15 students.

4.01 Each cohort will attend in-person learning 5 days a week in an AM/PM model, for 3 hours maximum per day and 2.5 hours on Wednesdays. The 3 hour in person session will include at least one 15 minute recess for each cohort of students, elementary specialist classes for at least 30 minutes per cohort, and lunch distribution. Any additional instructional minutes requirements will be completed at home, through assignments provided by the teacher.

Secondary School Hybrid Model

Minimum daily instructional minute requirements will be met in a combination of in person and distance learning instruction. When providing daily instructional minutes in a hybrid model, any in-person learning student schedules and any distance learning student schedules shall meet the minimum instructional minutes. The bargaining unit member workday shall remain as described in the CBA. Each cohort will be based on the number of students that can safely be placed in a teacher's classroom while maintaining physical distancing and cohort sizes of no more than 15 students.

4.02 The Middle School Working Group, which consists of Middle School Administration and unit members, will meet to create a middle school hybrid schedule that allows for students to receive part of their required days of instruction to be provided using distance and in-person learning. Any proposed schedule shall be consistent with the terms of this MOU. The schedule created shall be presented to the Superintendent and Association President so that it may be included in this MOU.

4.03 Weekly teacher preparation time shall be at least the equivalent of one day of minimum student instructional minutes or the total minutes of one class period per day multiplied by five (5) days per week, whichever is greater.

Distance Learning

4.04 In a distance learning model, all students will receive synchronous and asynchronous instruction and content five days per week. The lesson design and type of instruction provided shall be at the discretion of the classroom teacher in accordance with SB98.

4.04.1 All content shall be aligned to grade level standards that is provided at the level of quality and intellectual challenge substantially equivalent to in-person instruction.

4.04.2 This daily live interaction shall be designed by the teacher to meet the needs of students.

4.04.3 Prior to the start of the trimester bargaining unit members shall post class expectations and information sheets with information on accessing the teacher's Distance Learning platform (e.g. Google Classroom), and contact information.

4.04.4 Administrators will be provided access to all virtual classes and learning plans.

4.04.5 In the scope of their professional duties, Counselors will schedule regular and on-going check-ins for students needing additional support regarding access to social-emotional learning offerings, and supporting their access to distance learning opportunities.

4.04.6 When providing distance learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet the daily minimum minutes per grade level. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher.

4.04.7 A master schedule for each elementary school site will be created by site administrators to incorporate specialist classes into each classroom cohort's weekly schedule. Each class of grades 1-5 students will receive live virtual instruction for art 1x/week, music 1x/week, PE 5x/week, and library 1x/week. Each class of Kindergarten will receive live virtual instruction for art 1x/week, music 1x/week, PE 1x/week, and library 1x/week. Band, orchestra and chorus will also be included in the site master schedules.

4.04.8 Distance learning for K-8 shall be 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
6th, 7th, 8th	240	165	75

Every student will receive core academic lessons and elementary specialist lessons which will be a minimum of 30 minutes per specialist class, and intervention and/or extension.

Synchronous learning is whole class, where direct instruction, discussions, and supervised work time occur, and small groups or 1:1 meetings with instructors, where differentiation and extension occur.

While some students are meeting in small groups or 1:1 with instructors, remaining students are engaging in asynchronous learning activities.

4.05 If daily live interaction is not feasible as part of regular instruction, the District shall develop an alternative plan in consultation with and based on meaningful input from students, parents, and the Association.

4.06 The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

4.06.1 In order to ensure equitable access to the educational program and academic and other supports, where authorized by the County Health Department, the District may choose to provide in-person learning opportunities five (5) days per week for the students described in SB98 so long as they are part of a stable classroom cohort for all five days while maintaining all other provisions of this MOU.

4.06.2 In order to provide equitable access to the educational program, special education and other related services, for pupils with an individualized education plan (IEP), unit members in partnership with the District shall ensure that all IEPs can be executed in a distance learning environment. If it is determined by the IEP team that a student should remain in an in-person learning environment five (5) days per week, where authorized by the County Health Department, the District shall offer in-person learning so long as the student is part of a stable classroom cohort for all five days while maintaining all other provisions of this MOU.

4.07 Bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.

4.08 Grade-level, standards-based interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback.

4.09 Bargaining unit members are expected to work and be available during their normal contractual work hours and workdays. To provide students and parents with consistency and to avoid conflicts, teachers will provide a weekly schedule for students. Office hours/interactive instruction shall be scheduled during the same times each week. Bargaining unit members shall have time each week designated to provide student support, feedback, and clarification and may be conducted via phone, email, or other virtual platforms.

4.10 Bargaining unit members providing service in a total (non-cohort) distance learning model may work remotely or may access and work from their assigned classroom/office workspace as they deem necessary unless their assigned workspace is being used to provide classroom space for a stable student cohort. Administrators will notify bargaining unit members if their regularly assigned workspace is going to be occupied to provide additional spaces for physical distancing and stable cohorts. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU.

4.11 Any recording of live/synchronous virtual instruction is required to have the consent of the teacher and the principal.

4.12 Unit members shall not be held liable or responsible for any inappropriate action done by anyone other than the unit member during live online interactions. Disciplinary action shall not be initiated against any unit member for unintentionally inappropriate or unprofessional actions or situations that arise during any online interaction. This does not include intentional, non-accidental unprofessional behavior done by the unit member directly.

4.13 Unit members assigned a class roster may choose to engage in meet and greet activities at a school site with cohorts. Unit members shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU. These meetings will be scheduled and held outdoors if possible. Schedules for meet and greets will be coordinated by unit members and administration at a school site. These meetings will be held for small groups or cohorts during the first two weeks of the school year and will be approximately 30 (thirty) minutes in length.

Distance Learning Accountability Requirements

4.14 Unit members shall document daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning when assigned to do so shall be documented as absent by the distance learning teacher.

4.14.1 Evidence of daily student participation in distance learning shall be obtained using:

4.14.1.1 evidence of participation in online activities;

4.14.1.2 completion of regular assignments or assessments;
and

4.14.1.3 contacts between employees of the District and pupils
or parents or guardians.

4.14.2 Unit members shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

4.14.3 The District shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60% of the instructional days in a school week. These procedures shall require school site administrators or classified staff to make contact with the pupil's parents or guardians pursuant to the requirements of *Education Code Sections 43504(f)*.

4.14.4 Classroom teachers shall regularly communicate with parents and guardians regarding a pupil's academic progress consistent with established practices and procedures for traditional in-person learning.

5.0 SUBSTITUTE COVERAGE

In-Person Learning

5.01 The school site administrator may seek volunteers from the bargaining unit who are not primarily assigned to teach a stable student cohort to provide in-person instruction to the cohort.

5.02 In no event shall two (2) or more stable student cohorts be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.

Distance Learning

5.03 The school site administrator may seek volunteers from the bargaining unit who are not primarily assigned to teach a stable student cohort to provide any necessary instructional minutes to students, to provide daily live interaction, or to assist students as needed. A unit member assigned to full-time distance learning may volunteer to temporarily cover the additional workload so long as the work can still be provided within their regular workday described in the CBA.

6.0

DAYS AND HOURS

In-Person Learning Unit Member Daily Start Time

6.01 Unit members shall report to their assigned work site according to the bargaining unit member start time in the CBA or consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall adjust their contractual start and end time so that the overall workday remains the same as provided for in the CBA.

6.02 School site protocols will be developed to minimize interaction of bargaining unit members, staff, students, and parents prior to the daily opening of the classroom space for in-person learning.

In-Person Adjunct Duties, Committee Assignments, or Extra Duty Work

6.03 In-person adjunct duties, committee assignments, or extra-duty positions shall be held virtually or in compliance with state or local health guidelines.

Training Days or Hours

6.04 Due to the start of the school year in a distance learning format, the Parties agree to move the staff development days from January 15, 2021 and March 19, 2021 to August 20 and 21, 2021. The first day of student instruction will be August 24, 2020. Teacher training and collaboration will take place on August 17, 18, and 19, 2020, and August 20 and 21, 2020, will be teacher-directed, non-student days.

7.0

LEAVES

Families First Coronavirus Relief Act (FFCRA expires December 31, 2020)

7.01 For unit member self-care:

A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave.

7.02 For unit members to care for others:

A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, (2) an individual subject to government issued quarantine or isolation order related to COVID-19, (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. The District will request verification prior to placing a unit member on paid leave.

Unpaid Leave of Absence for Unit Members At-Risk of COVID-19 Exposure

7.03 In the event a bargaining unit member is unable to return to in-person instruction because either they or someone in their household is at high risk for illness or infection associated with COVID-19, an alternate or remote assignment will be made available to them. Bargaining unit members who request an unpaid leave due to the risk of exposure to COVID-19 will be granted the leave. This leave request shall be submitted to the district by 9am August 6, 2020.

Industrial Accident Leave/Workers' Compensation

7.04 The District shall comply with workers' compensation presumptions issued by the state of California for claims that COVID-19 disease is caused by work exposure for bargaining unit members who are diagnosed by a medical doctor with COVID-19 within fourteen (14) days of having come to work at a District site.

8.0

TRANSFERS AND ASSIGNMENTS

8.01 The following procedures shall apply to the assignment of distance learning remote work for the 2020-2021 school year:

8.01.1 Full time distance learning will be provided by a full-time distance learning remote teacher for students who opt for the full distance model. Caseloads would not exceed 30 students in K-5. In-person cohorts would not exceed 15. Unit members who are providing in-person learning or hybrid learning will not have these students on their class rosters.

8.01.2 The District shall post and notify all bargaining unit members of remote assignment vacancies via district email. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least three (3) calendar days following the posting date. After three (3) calendar days, the District may post remote assignment vacancies externally.

8.01.3 The unit member's request for a distance learning remote work assignment must be submitted via Google Form within three business days of the ratification of this MOU by MVTA. The Google Form will be made live the same day the MOU is ratified.

8.01.4 Priority for distance learning remote work assignments shall be given to those individuals who are requesting the remote work assignment because either they or someone in their household is at high risk for infection or illness associated with COVID-19, in order of hire date seniority with the District.

8.01.5 If after giving priority of assignment to bargaining unit members according to Section 8.01.4, there is additional distance learning remote work available, the remaining assignments shall be filled in order of hire date seniority with the District for unit members with the appropriate credential qualifications.

8.02 The following procedures shall apply to the assignment of in-person teaching during a period of distance learning during the 2020-2021 school year:

8.02.1 Full time in-person learning will be provided by a full-time in-person teacher for students who are eligible for the in-person model, as described in SB98. Normal cohort sizes will apply. Unit members who are providing distance learning or hybrid learning will not have these students on their class rosters.

8.02.2 The District shall post and notify all bargaining unit members of in-person assignment vacancies via district email. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least three (3) calendar days following the posting date. After three (3) calendar days, the District may post remote assignment vacancies externally.

8.02.3 The in-person learning assignments shall be filled first by seeking volunteers and then in order of hire date seniority with the District for unit members with the appropriate credential qualifications.

8.02.4 Assignment to in-person learning positions for the 2020-2021 school year will not impact a unit member's teaching assignment and school site placement for the 2021-2022 school year.

9.0

CHILDREN OF BARGAINING UNIT MEMBERS

9.01 The District shall grant child care related leaves (FMLA, Families First Coronavirus Relief Act, etc.).

9.02 Unit members will be permitted to bring their own children to school campuses during the workday contingent upon signing a waiver and release of liability, and with the understanding that their child/ren will not be counted in the cohort.

10.0 PAY AND BENEFITS

10.01 While working under an in-person learning model, a hybrid model, or a total distance learning model, or during a period of total emergency school closure, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties can and are fully performed, bargaining unit members shall continue to receive stipends or additional pay, as provided for under the CBA.

10.02 The District shall reimburse all bargaining unit members who are on a medically verified, accommodated full time distance learning assignment and working from home due to medical reasons for reasonable costs associated with purchasing equipment, including desks or chairs, improving home internet bandwidth, or instructional materials not provided by the District directly related to providing distance learning. Purchases shall be preapproved and unit members may be reimbursed up to \$250 per unit member for the 2020-2021 school year.

10.03 Any bargaining unit members who provide substitute coverage for an in-person class cohort, the hourly contract rate of \$45 per hour for their time worked.

10.04 Bargaining unit members who provide substitute coverage for a distance learning class shall be paid their \$45 hourly rate of pay for their time worked.

11.0 EVALUATION

11.01 The period of time from the start of the school year through September 30, 2020 shall not be used to evaluate bargaining unit members in order to allow time for bargaining unit members and administrators to adjust to a new model of instruction. The evaluation process shall begin on October 1, 2020, with all observations and final evaluations concluded by March 1, 2021 for probationary members and extended to June 1, 2021 for all other unit members. The Parties agree to meet and discuss the evaluation process for the 2020-2021 school year as needed.

12.0 ELEMENTARY SPECIALISTS AND MIDDLE SCHOOL ART, MUSIC, AND PHYSICAL EDUCATION TEACHERS

12.01 For Elementary Specialists, during a period of hybrid in-person learning, instruction, as appropriate, will be provided via virtual live instruction shall be used in lieu of in-person instruction.

12.02 Elementary specialists and Middle School art, music, and physical education teachers shall prepare daily lesson plans based on academic content standards that provide an equivalent level of rigor as in-person learning for stable student cohorts engaged in in-person learning as well as for students engaged in distance learning or a hybrid model of instruction.

12.03 Daily work schedules shall be provided by school site administration.

12.04 During a period of hybrid in-person learning, assignments that typically have large performance-based classes (band, music, drama, PE) shall only be assigned stable student cohort groups and may hold class in an outdoor space, as long as physical distancing can be maintained, in compliance with state or local public health guidelines, shall offer virtual live instruction.

12.05 Any in-person classroom activity that necessitates an increased behavioral risk (such as singing, playing a brass or woodwind instrument, or close physical contact) shall be prohibited until deemed safe by public health officials without PPE, physical distancing, and cohort sizes. Alternative lessons (such as music theory, music appreciation, string or percussive instruments, physical education with distance requirements, etc.) shall be provided.

13.0

SPECIAL EDUCATION SERVICES STAFF

13.01 Special Education teachers shall provide their services virtually wherever possible in order to limit their total daily contacts and shall limit their daily in-person contacts. Students from various cohorts shall not be mixed, as practicable, for delivery of in-person special education services.

13.02 Special education teachers will not provide services at a child's home.

13.03 Special Education Case Managers shall follow all IDEA timelines and regulations. If required by a change in the IEP Minutes or services, the Case Manager will hold and write amendment IEPs within the first 30 days of school to adjust SAI minutes during the agreed upon In-person, Distance Learning or Hybrid modified schedules to meet the legal regulations outlined in IDEA, as practicable.

13.03.1 The District shall hold all IEPs, 504s, SSTs, remote or in-person, as permitted by Marin County Health Department. A unit member may attend meetings in-person or virtually.

13.04 Remote or in person assessments shall be completed in order to gather the appropriate data to write a legally defensible assessment report, to determine the appropriate area of eligibility, and to make an appropriate offer of FAPE. All special education teachers will be provided with plexiglass shields to complete in-person assessments, as specified in 3.05.

14.0 PUPIL PERSONNEL SERVICES STAFF AND OTHER STAFF NOT ASSIGNED A CLASS ROSTER

14.01 All certificated bargaining unit members not assigned as a classroom teacher and other staff working in these positions (including but not limited to counselors, librarians, speech-language pathologists, English Language Development teachers, teachers on assignment, academic coaches, and nurses) shall maintain all physical distancing, PPE and safety requirements in this MOU.

14.02 Staff described in Section 14.01 shall provide their services virtually wherever possible in order to limit their total daily contacts. Students from various cohorts cannot be mixed for delivery of services.

14.03 Physical distancing and PPE requirements are to be maintained in all workstations and office settings. In order to maintain student confidentiality or privacy, alternative and effective safety devices shall be provided by the District, such as plexiglass barriers or face shields with neck drapes. Time spent in proximity of less than six (6) feet between individuals shall be minimized to the extent possible.

14.04 Each elementary school site shall maintain the current level of counselor staffing and the middle school shall maintain the current one counselor per grade level for the safety and mental health of all students and staff.

15.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE

15.01 Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.

15.02 If a staff member, administrator, student, or household member associated with a stable student cohort tests positive for COVID-19, the District will comply with local health department guidance. During this period of quarantine, students will receive distance learning. The bargaining unit member, if medically able to do so, shall continue to provide instruction to the cohort during distance learning. The unit member shall be notified of the transition to distance learning by 12:00 p.m. the day before distance learning is to begin. If not, the unit member will receive 2.5 hours of hourly pay for preparation.

15.03 If there is a confirmed case of COVID-19 in a cohort, the District will comply with the most recent state and local public health guidelines for confirmed COVID-19 cases and provide updates on quarantine practices. The classroom cohort will be sent home to quarantine for 14 days. If multiple cohorts have cases or more than 5% of the school population tests positive in a 14-day period, the entire school will be sent home to quarantine. If 25% of the schools are closed within a 14 day period, the entire district will close all schools and move to full distance learning. In addition, if a potential outbreak of COVID-19 is suspected by a federal, state, or local public health officer, the District shall close the entire school site or entire District as necessary. In the event that there are changes to state and local public health guidelines, the Parties agree to revise this section accordingly.

15.03.1 In the event of a school or District closure, unit members will be paid 2.5 hours at the hourly rate of \$45 for planning and preparing for distance learning.

15.04 All closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened for in-person learning.

15.05 The District shall communicate closures and re-opening to bargaining unit members as applicable. Such communication shall be by email or by telephone.

16.0 TRAINING

16.01 Consistent with federal, state, and local public health officer guidelines, all staff shall be trained in the following areas, including but not limited to:

- 16.01.1 Reinforcing the importance of health and safety practices and protocols;
- 16.01.2 Cleaning and disinfecting protocols, cleaning supplies and equipment;
- 16.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;
- 16.01.4 Health screening protocols and procedures;
- 16.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;
- 16.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;
- 16.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and
- 16.01.8 Any other orders or guidelines in operation at a District site for which a bargaining unit member is expected to understand and comply with.

16.02 For District provided or required distance learning platforms, the District shall provide training for bargaining unit members to engage with students in a virtual setting either as part of in-person learning, distance learning, or a hybrid model.

16.03 The District shall provide as much reasonable advance notice as possible to all bargaining unit members of additional required training hours within the contract year or days not already provided for in the CBA. Any additional training hours shall be paid at unit members' hourly contract rate of \$45 per hour. Any additional full training days added to the certificated contract calendar for professional development shall be paid at the unit members per diem rate.

17.0 ACCOMMODATION

17.01 The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.

17.02 The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

17.03 The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as “high risk,” “vulnerable,” or equivalent terminology as related to exposure to COVID-19.

17.04 The District may offer reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

17.04.1 Providing additional or enhanced PPE;

17.04.2 Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;

17.04.3 Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;

17.04.4 Moving the employee workstations; and

17.04.5 If available, transferring or reassigning the employee to a distance learning assignment or an assignment with minimal daily contacts with others.

17.05 When no reasonable accommodation can be reached, the District shall provide unpaid leave to bargaining unit members according to Section 7.03.

18.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

18.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

18.02 Representatives from the Association, including local Association leaders, the California Teachers Association, and the National Education Association, shall be granted access to District worksites.

19.0 GRIEVANCE AND EXPEDITED ARBITRATION

19.01 All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

20.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

20.01 The District and Association agree to meet and confer monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes.

20.02 The Parties shall meet during a regularly scheduled monthly meeting to provide meaningful input into the “School Site-Specific Protection Plan” before the District submits this to all school staff, parents and community stakeholders, and posts it at all District sites. All “School Site-Specific Protection Plans” shall be provided to the Association President or designee at least one business day prior to being posted at work sites.

20.03 The District shall prepare a “Learning Continuity and Attendance Plan” for the 2020-2021 school year in consultation with and reflecting meaningful input from students, the Association, site staff, and parents. The District shall provide a copy of the “Learning Continuity and Attendance Plan” to Association Presidents in draft format at least one business day prior to posting the plan to the Board of Trustees Agenda.

20.04 The District shall provide all bargaining unit members at a school site with the individual’s name, cell phone number, and work email address designated as the single point of contact from each school site or District work location to the Marin County Public Health Department.

20.05 Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety or any impacts and effects related to the COVID-19 pandemic as needed.

21.0 DURATION

21.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

21.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties. Sections 1, 2 and 3 will be in effect for extended school year through July 31, 2021.

22.00 RATIFICATION

22.01 This MOU must be ratified by the Association in order to take effect.

Tentative Agreement

FOR THE ASSOCIATION:

/s/ Linda Brune

Linda Brune

Date 8/5/20

FOR THE DISTRICT:

/s/ Dr. Kimberly Berman

Dr. Kimberly Berman

Date 8/5/20

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS MILL VALLEY CHAPTER NO. 360
AND
MILL VALLEY SCHOOL DISTRICT**

This memorandum is agreed between Mill Valley School District and the California School Employees Association and its Mill Valley Chapter No. 360 (together “CSEA”) concerning the impacts and effects of resumed District operations under post-COVID 19 conditions.

The District and CSEA recognize the importance of adhering to state and county health orders put forth to support students, staff and community health. In the reopening of schools, the parties agree to the principles of fostering student learning and progress, maintaining positive, healthful learning environments, supporting emotional health of all community members, and caring for most vulnerable populations. In their commitment to these principles, the parties have worked together and developed the agreement detailed below:

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) California Government Codes 3540 et seq. apply and remain in effect. This MOU supersedes the parties’ April 10, 2020 Response to COVID-19 MOU.

Safety and Personal Protective Equipment

- The District agrees to maintain physical distancing standards in school facilities and vehicles, including but not limited incorporating the following concepts:
 - The District shall ensure that employees can maintain physical distancing to the extent possible. Physical guides such as tape on floors, or signs will be implemented.
- Limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining the face covering guidelines and appropriate physical distance between individuals, per Marin County Health Department guidance.
- Install plexiglass shields in the front office areas of all district schools and provide portable plexiglass shields for use in student assessments and other one-to-one interactions between staff and students.
- Designate specific routes for entry and exit.
- Install new air filters in all HVAC systems with rating no lower than MERV-13, adjust all HVAC systems to allow for maximum outside air intake, test all HVAC systems to ensure proper function, and provide adequate ventilation in all areas.
- The District shall provide sufficient protective equipment to comply with Marin County Health Department guidance for students and staff appropriate for each classification or duty, relevant to Cal/OSHA requirements. Protective equipment includes, but is not limited to:
 - For all staff:
 - face covering, face shields, “humanity shields” with attached bibs, disposable gloves and hand sanitizer.
 - Additional PPE for or staff engaged in symptom screening:
 - Disposable paper gowns and no-touch thermal scan thermometers.
 - Additional PPE for front office staff:

- plexiglass barriers, disposable paper gowns and no-touch thermal scan thermometers.
- N95 masks for use when providing care to sick or injured students.
- Additional PPE for custodial staff:
 - Surface cleaning equipment required for use of cleaning agents provided.
 - Sanitization safety equipment recommended for COVID-19 sanitization procedures or required for use of sanitizing agents provided (N95 masks, disposable gowns, disposable gloves, face shields, protective eyewear).
- Additional PPE for Instructional Aides:
 - Disposable gowns as requested for use during one-to-one student contact.
- The District will develop reasonable staffing plans to ensure increased frequency of routine cleaning and disinfecting.
- The District shall ensure sufficient supplies of approved hand sanitizers, soap, and paper towels. The District will provide employees with opportunities to meet handwashing frequency guidelines.
- Signs will be posted by the District in visible locations throughout various worksites messages that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and wearing a face covering.)
- The District agrees to maintain an updated Injury and Illness Prevention Plan (IIPP) to address unique circumstances during COVID-19 crisis, and agrees to make updates accessible to employees.
- The District will determine a management-level COVID-19 point person and designee for the District, and for each work site. The District shall inform CSEA of the initial and any subsequent changes in these point persons within 48-hours of appointment/designation by the District.
- The District shall develop uniform protocols for each school to follow regarding how to deal with students exhibiting symptoms of COVID-19, including but not limited to proper utilization of isolation room(s) and student management until the child is picked up by a parent or guardian.
- The District will provide training and information to all bargaining unit employees in safety protocols, public health measures, hygiene, and sanitation to help prevent the spread of the virus.

Entry to District School/Work Sites

- The District agrees to develop a plan to minimize access to campus, and limit non-essential visitors, facility use permits and volunteers.
- The District agrees to maintain specific plans for health screenings and clear standards in accordance with state or local public health guidelines. Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and will not be used to inquire into other medical conditions. Screening records shall be kept confidential.

Reporting Unsafe Conditions or Work Issues Related to COVID-19

In the interest of workplace health, any employee may report, in writing, any unsafe condition in the working environment or work issue related to COVID-19 to the immediate supervisor and/or designated COVID-19 point person either at the site or for the District.

Testing and Tracing

The District will inform CSEA as soon as practicable regarding positive COVID-19 employees or students consistent with local public health guidelines.

COVID-19 testing for employees pursuant to public health orders or other directives and according to the schedule provided by such agencies will be done at no cost to employee.

Leaves and Accommodation:

Except as otherwise provided in this MOU, the leave policies, practices and requirements in the Parties' collective bargaining agreement continue to apply.

- Families First Coronavirus Relief Act (FFCRA expires December 31, 2020)
 - For unit member self-care:
 - A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave.
 - For unit members to care for others:
 - A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, (2) an individual subject to government issued quarantine or isolation order related to COVID-19, (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. The District may request verification prior to placing a unit member on paid leave.
- Leave of Absence for Unit Members At-Risk of COVID-19 Exposure
 - In the event a bargaining unit member is unable to return to on-site work because either they or someone in their household is at high risk for illness or infection associated with COVID-19, and an alternate or remote assignment is unavailable to them, such member shall use accumulated sick leave and other available paid leaves.

District will initiate the interactive process for employees whose physician designates them as “high risk” or “vulnerable” to COVID-19 symptoms. Employee seeking accommodations under this clause will provide to District written verification from a health care provider.

Return

- All classifications of employees are directed to return to work on site pursuant to the regular work calendars for 2020-2021. However, some classified employees may be able to complete their work remotely, as determined by the District. The determination to work remotely will be based on whether work from home will enhance the employee's ability to carry out job duties.
- By an employee requesting to work from home, the employee agrees that this will positively impact their job and not negatively impact personal health and wellness to perform the work.

- The employee will follow the hours and schedule for remote work or in person as provided by their supervisor and will not be compensated for any work done beyond normal hours. No overtime or compensatory time will be allowed in the remote work setting.
- Members interested shall apply within 3 days of ratification on the google form distributed by the District.
- The member shall consult with their supervisor. The supervisor will make a recommendation for approval or denial to the Superintendent. The Superintendent shall meet with the chapter president of the membership to discuss decisions, if needed. Final approval will be made by the Superintendent.
- The District reserves the right to revoke work at home. The district reserves the right to reassign members to support students and staff on site.
- Resources are available at the site, and no additional resources will be reimbursed. With supervisor approval, members may use school resources for at home work. Access to the classrooms and sites is open and available to staff.
- Remote assignment may be approved, not to exceed, through Oct. 5. Extension at that time will be considered if work continues to meet student needs.

Alternative Duties

- The District and CSEA acknowledge that California Education Code §45101(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform additional set duties not currently contained within their current job description. Supervisors will provide members with alternate duties. The parties agree that the assigned duties will be of temporary duration and the District will make reasonable efforts to disperse the work across classifications as equitably as possible.
- Additional duties shall be as assigned and include but not be limited to the following:
 - Reading & Math Program Specialist (RAMP): May be asked to help wipe down and disinfect items in classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet as needed).
 - Physical Education Instructor – Elementary: May be asked to help wipe down and disinfect items on the yard, including balls and other exercise equipment, on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Provide in-class stress management and mindfulness exercises for students and/or support social/emotional learning routines/curriculum. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet as needed)).
 - English Learner Specialist: May be asked to help wipe down and disinfect items in classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet as needed)).
 - Building/Grounds Maintenance: Installation and maintenance of COVID-19 related fixtures on work sites. May be asked to perform additional maintenance (with proper training) on HVAC system.
 - Courier: Daily clean high touch areas of delivery vehicle, and working space in mail room.
 - Administrative Assistant Elementary/ Middle School: May be asked to enter data relating to daily COVID-19 student surveys and temperature check records to District Office as required.
 - Administrative Assistant Registrar/Data Processor: May be asked to enter data relating to daily COVID-19 student surveys and temperature check records to District Office as required. May be asked to make changes in the master schedule if current classes for scheduling are divided into smaller sections for cohorts or if a hybrid model is implemented. Changes to the master schedule will be required to be adjusted as the school year evolves.

- Food Services Coordinator: May be asked to designate delivery instructions for boxed meals being sent to classrooms. May be asked to deliver meals to classrooms.
- Administrative Assistant Student Services: May be asked to contact parents regarding the health status of their students, including notifications regarding potential exposure to COVID-19, quarantine correspondence, tracking quarantine compliance and return to school invitations. Monitor students in isolation rooms. Participate as needed in daily health screenings and/or temperature checks.
- Health Specialist: Wellness checks of students and/or staff who are placed in isolation during a school day; monitor isolation room(s). Communication with parents about the current health of their student(s) who are on campus. Create and maintain database of students/staff with underlying health conditions for notification of any cohort/school closure. May be asked to contact parents regarding health of their student, including notifications regarding potential exposure to COVID-19, quarantine correspondence, tracking quarantine compliance and return to school invitations. Assist with daily health screenings and/or temperature checks. Health Specialist will not be asked to perform any nursing duties, regardless of whether he/she is a licensed nurse.
- Custodian: May be asked to perform additional deep cleaning tasks associated with COVID-19 prevention, including but not limited to electrostatic/fogging (provided equipment and instruction are provided).
- Instructional Assistant Special Ed: May be asked to help wipe down and disinfect classrooms on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Monitor students in isolation rooms. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet as needed)).
- Library Media Assistant: May be asked to deliver books from library to classrooms; sanitize books before being sent out, and after being returned to the library, including tracking decontamination waiting periods for various library media. Provide library instruction in classrooms and to remote learning students, including via interactive technology.
- Campus Supervisor/Middle School: May be asked to perform temperature checks of students, log and report the same. May be asked to help maintain social distancing between students/students and staff, and ensure students are wearing face coverings pursuant to public health recommendations/orders. May be asked to accompany students who must leave the classroom to go elsewhere on campus, meet with a parent for early pickup, and bio-breaks.
- Instructional Assistant: May be asked to help wipe down and disinfect classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet as needed)).
- Instructional Assistant – Kindergarten: May be asked to help wipe down and disinfect classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet as needed)).
- Instructional Assistant – Library: May be asked to deliver books from library to classrooms and assist in sanitization of returned books and documentation of decontamination periods.
- Office Aide: May be asked to contact parents/guardians about picking up their student who is exhibiting symptoms of COVID-19. Monitor students in isolation rooms.
- Copier Aide: May be asked to assist with health screenings and/or temperature checks of students, log and report the same.
- Yard Supervisor: May be asked to perform temperature checks of students, log and report the same. May be asked to accompany students who must leave the classroom to go elsewhere on campus, meet with a parent for early pickup, and bio-breaks.
- Technology Support Specialist: Sanitize equipment before issuance and upon return. Support distance learning via technology

- Executive Assistant to Director of Student Support Services & DO: May be asked to enter data relating to daily COVID-19 student surveys and temperature check records.
- Accounts Technician: Process any additional purchase orders for COVID-19 related supplies, including but not limited to fixtures and PPEs.
- Administrative Assistant DO: May be asked to report data relating to daily COVID-19 student surveys and temperature check records to State and/or County agencies as required.
- Systems Administrator: Support distance learning
- Systems Administrator II: Support distance learning
- Systems Administrator III: Support distance learning

The parties agree that COVID-19 related safety tasks are to be given priority over other duties. Bargaining unit members will not be disciplined or negatively evaluated when workload from performance of these COVID-19 related duties impacts their ability to complete other, lower priority duties during their regular work shift.

- A list of Custodial duties in order of priority for daily performance will be developed and provided to each Custodian. Custodians are to work down the list of priorities. If the complete list of duties cannot be accomplished in the regular workday, the Custodian is to report to their supervisor which of the priorities were not accomplished before the end of their shift. Management may offer Overtime pursuant to Art. 7.8.1 through 7.8.8, inclusive, of the Collective Bargaining Agreement if more priorities must be completed than can be completed in the regular workday. Custodians will record daily cleaning and disinfection for each classroom, workspace and restroom. Parties will jointly develop the forms.
- The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party.

Curtailed of Operations

Should the District close any school sites or work locations, or any District operations are curtailed due to the coronavirus epidemic, the District may offer alternative work to continue to pay bargaining unit members. Bargaining unit members shall not suffer any loss of pay or benefits relative to their regular schedules if the closures or curtailments prevent an employee from being able to perform their regular duties or alternative duties offered by the District provided that members must be available to work.

Information and Further Negotiation

The District will share with CSEA all new information it receives from local health authorities about COVID-19 epidemic. The District will inform CSEA, in writing, prior to any changes in operations and will negotiate effects on terms and conditions of employment, including occupational health and safety.

Compliance with further governmental orders

The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees and will bargain as needed over the effects of such further directives.

Non-Precedent Setting: This MOU Agreement shall not be precedent setting nor form any basis for a past practice.

Duration of Agreement:

This agreement shall remain in effect through June 30, 2021 or when a return to traditional in class instruction is approved by the local health department, whichever is sooner.

Violations of Agreement: Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to the grievance and arbitration provisions of Article 11 of the CBA.

Dated:

By:
For District

Dated:

By:
For California School Employees Association

Dated:

By:
For California School Employees Association



INJURY & ILLNESS PREVENTION PROGRAM

FOR

MILL VALLEY SCHOOL DISTRICT

May 13, 2013

Reviewed in January 2021.

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INTRODUCTION

In order to maintain a safe and healthful work environment the Mill Valley School District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Mill Valley School District.

GOALS

Diligent implementation of this program will reap many benefits for Mill Valley School District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

STATUTORY AUTHORITY

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with Superintendent or the Superintendent's designee. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under the Superintendent's final authority.

It is the responsibility of Site Administrators, Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Site Administrators, Supervisors and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Site Administrator, Supervisor, and Manager must also ensure that appropriate, job-specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The Director of Maintenance and Operations is responsible for developing and managing this Injury & Illness Prevention Program.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Site Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Site Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available. These disciplinary procedures are described and agreed to in the Agreement between the Mill Valley School District and Mill Valley School District Board of Trustees and Mill Valley Teachers Association, and the Agreement Between Mill Valley School District and California School Employees Association, Chapter 360
3. Site Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

Mill Valley School District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Superintendent or their designee to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted by the Director of Maintenance and Operations, Site Administrators, or their designees whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Director of Maintenance and Operations, Site Administrators, or their designees will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Superintendents, Site Administrators, Supervisors, and Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury / Exposure Form and District Accident Investigation Form available at the District Office or school site.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Site Administrator or Superintendent. The District will continue to be in compliance with all aspects of the Asbestos Hazard Emergency Response Act (AHERA).

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

The District has instituted online training through the Safe Schools program with Keenan.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation, and Emergency Procedures
2. Hazard Communication (Use of Material Safety Data Sheets)
3. Bloodborne Pathogens
4. Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, employees will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Superintendent is responsible for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Manager to know the hazards related to his / her employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
3. All training will be documented and kept in employee files.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet should be used to document attendance and topics covered. Additional communication methods to be used are:

- Posters
- Meetings
- Manuals
- Newsletters
- Bulletins
- Warning Labels

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each school site.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

Incidents of Non-compliance will be addressed by:

- Stating examples at staff meetings, reviewing and discussing success stories, sharing these at Safety Committee Meetings to be shared with the larger organization.
- Debriefing and reviewing incidents, injuries, illnesses that could have been avoided, with the intent of changing and updating practices and procedures.
- An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.
- Appropriate disciplinary action up to dismissal. These disciplinary procedures are described and agreed to in the Agreement between the Mill Valley School District and Mill Valley School District Board of Trustees and Mill Valley Teachers Association, and the Agreement Between Mill Valley School District and California School Employees Association, Chapter 360

SAFETY COMMITTEE

A Joint Safety Committee, comprised of the Superintendent's designee, one supervisor or manager, the California School Employees Association (CSEA), Chapter 360 President, and one other CSEA representative, shall meet a minimum of twice each school year.

The Committee's purpose will be to:

- Investigate non-emergency safety issues;
- Recommend solutions on workplace safety issues;
- When the Superintendent or designee determines that working conditions and / or items of equipment are hazardous to life, health or limb, employees directly affected will be assigned other duties. Should the employee disagree with the above determination, he / she may ask the Safety Committee to review the matter, and
- Periodically survey the unit members regarding workplace safety.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas. Retain 5 years.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. The Superintendent or Superintendent's designee will conduct a review of these records during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at the Mill Valley School District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (415) 389-7700

APPENDIX A

HEAT ILLNESS PREVENTION PLAN

HEAT RELATED ILLNESS SAFETY PROGRAM

Purpose

To provide a safe and healthful working environment and protect Mill Valley School District (MVSD) staff / employees who are exposed to temperature extremes, radiant heat, humidity, or limited air movement while working, from heat related illnesses.

Policy

Mill Valley School District is located in an arid environment where temperature extremes could be expected to produce temperatures where MVSD employees may be at risk for heat related illness. Therefore, the Director of Maintenance and Operations will prepare for this potential by being trained to recognize, control and prevent heat related illnesses. Employees will be trained similarly in measures to prevent heat stress before and during hot weather situations.

Implementation of the MVSD Heat Stress program:

MVSD will implement this “Heat Stress Program” when employees are at risk of heat related illnesses while they are working and are exposed to a combination of environmental risk factors such as temperature extremes, radiant heat, humidity, limited air movement, protective clothing, workload severity and duration. The Director of Maintenance and Operations or designee will determine when conditions are such that heat stress controls should be implemented. During the period May through September, drinking water will be available to those working in outdoor environments.

Training:

Employee Training: Training in the following topics will be provided to all supervisory and non-supervisory employees:

Environmental and personal risk factors for heat illness

- Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness
- The importance of frequent consumption of water
- Access to shade requirements
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of immediately reporting to the employer or designee, symptoms or signs of heat illness
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by medical service personnel
- How to provide clear and precise directions to the work site

Supervisor Training: Prior to assignment to supervision of employees working in the heat, training on the following topics will occur:

- The information provided for employee training
- Procedures the supervisor will follow to implement controls as determined by the employer
- Procedures the supervisor will follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

Controls for reducing heat exposure:

The following guidelines should be followed to prevent heat-related disorders.

Engineering Controls:

Heat may be controlled through general ventilation and spot cooling by local exhaust ventilation at the point of high heat production. Other control measures include opening windows or using fans to create airflow.

Access to Shade: Outdoor work areas need to have a shaded area accessible to the employees. Shaded areas can be created by using tarps or canopies. Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

Weather Conditions: Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is a heat warning issued.

Work / Rest Cycles: Heavy and minimal work activities should be alternated. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery. Shade or an air-conditioned break room should be provided. Surveillance of employees working alone should be adjusted as to ensure that adequate measures are being implemented to maintain the well being of the employees.

Personal Protective Equipment: During work in hot environments, workers should use the lightest weight or “breathable” protective garments that give adequate protection. This may include the wearing of shorts if this does not create a hazard for the legs.

Fluid Intake: When ambient temperatures are predicted to exceed 90 degrees for more than 3 hours during the day, administrators will notify personnel working out of doors to protect themselves from heat stress by confirming water availability. Fluids, such as water or electrolyte replacement drinks, i.e. Gatorade, need to be conveniently available to workers so they can drink about 8 oz. of liquids every 20 minutes. The ideal temperature for liquids should be 50 – 60 degrees Fahrenheit. For remote outdoor work locations this means providing a cooler of liquids and ice that the workers can transport with them to the location.

First Aid awareness and actions in the event of a heat related illness:

The following chart helps employees recognize the main types of heat related illnesses, symptoms, and the appropriate treatment to reduce the effects of the heat related illness.

	Symptoms	Treatment
Heat cramps	<ul style="list-style-type: none">• Muscle spasms in legs or abdomen	<ul style="list-style-type: none">• Move person to a cooler location• Stretch muscles for cramps• Give cool water or electrolyte-containing fluid to drink

Heat exhaustion	<ul style="list-style-type: none"> • Headaches • Clumsiness • Dizziness / lightheadedness / fainting • Weakness / exhaustion • Heavy sweating / clammy / moist skin • Irritability / confusion • Nausea / vomiting • Paleness 	<ul style="list-style-type: none"> • Move person to a cooler place (do not leave alone) • Loosen and remove heavy clothing that restricts evaporative cooling • If conscious, provide small amounts of cool water to drink • Fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling • Call 911 if not feeling better within a few minutes
Heat stroke	<ul style="list-style-type: none"> • Sweating may or may not be present • Red or flushed, hot dry skin • Bizarre behavior • Mental confusion or losing consciousness • Panting / rapid breathing • Rapid, weak pulse • Seizures or fits. 	<ul style="list-style-type: none"> • Call 911 • Move person to a cooler place (do not leave alone) • Cool worker rapidly • Loosen and remove heavy clothing that restricts evaporative cooling • Fan person, spray with cool water, or apply a wet cloth to skin to increase evaporative cooling

Definitions:

"Heat Related Illness" (HRI) - means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Environmental risk factors for heat illness" - means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. These conditions will be considered when determining that (the employer) is implementing controls and methods to reduce the potential for heat related illness.

"Personal risk factors for heat illness" - means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Shade" - means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Some shade producing areas are not adequate to cool the body; for instance, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

APPENDIX B

EMPLOYEE SAFETY RECOMMENDATION FORM

MILL VALLEY SCHOOL DISTRICT

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:

DEPT:

SUPERVISOR:

DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD

SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD

DO NOT WRITE BELOW THIS LINE

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments:

APPENDIX C

OFFICE SAFETY INSPECTION CHECKLIST

MILL VALLEY SCHOOL DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N / A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does each department have an Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Are these safety records current? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Have all of the employees attended an IIPP training class? Identify each and every employee for training. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the department have a completed Emergency Action Plan? Is training being provided to employees on its contents? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Are chemical products used in the office? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries posted? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are annual workplace inspections being performed? Are records being maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Have there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? |

GENERAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all exits, fire alarms, pull boxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all aisles / corridors unobstructed to allow unimpeded evacuations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? |

GENERAL SAFETY (CONTINUED)

- | Yes | No | N / A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are ergonomic issues being addressed for all personnel who have tasks that involve strain or long-term repetitive motion? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a fully stocked first-aid kit available to all employees? Do all employees know its location in their area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are all books and supplies in upper storage areas stored so as not to fall during an impact or an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL / MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are all plugs, cords, electrical panels, and receptacles in good condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are all circuit breaker panels accessible with each breaker appropriately labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is lighting adequate throughout the work environment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are extension cords being used correctly? They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. All cords and power bars must meet UL Laboratories' standards for size and capacity. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) They must always be unplugged when not in use. |

Comments

APPENDIX D

LABORATORY SAFETY INSPECTION CHECKLIST

MILL VALLEY SCHOOL DISTRICT

LABORATORY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

HEALTH AND SAFETY MANAGEMENT

- | Yes | No | N / A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Is there a Chemical Hygiene Program in place? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are personnel trained in chemical health / physical hazards and laboratory safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)? Is there an MSDS binder at the site? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training in both the handling and the correct PPE? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, CPR or other Emergency Medical Procedures)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Have personnel been instructed on how to respond in the event of a chemical spill? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are complete training records and documents available for review by the Personnel Office and outside agencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Have all hazards identified by the annual survey been abated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Do laboratory personnel perform semi-annual lab inspections? Are outdated chemicals and poor containment devices on a removal schedule, and stored in accordance with the MSDS instructions? |

GENERAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are work areas clean and uncluttered? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Do employees know the location of the first aid kit and is it accessible? |
| | | | 13. Poison Control – are the contact numbers posted? Is there a phone line |

available to call in emergencies to County Poison Control and 911?

14. Are all eyewash and deluge stations operable, sanitized and regularly tested?
15. Are all gas fixtures and shutoff valves located and properly labeled?
16. Is the ventilation in chemical-use areas adequate? This includes any fume hoods used.

GENERAL SAFETY (continued)

Yes	No	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are fire extinguishers accessible and charged?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Are sinks labeled, "Industrial Water – Do Not Drink"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are protective gloves available and worn for laboratory procedures where skin absorption / irritation may occur?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Are safety glasses or other eye protection available and worn in the laboratory?

COMMENTS

Biosafety Cabinet: Date last inspected?
Types of regulated carcinogens
Types and quantity of compressed gasses
Gallons of flammable liquids
Types of personnel protective equipment

LABORATORY EQUIPMENT

<input type="checkbox"/>	<input type="checkbox"/>	X	21. Have chemical fume hoods been tested within the past year?
<input type="checkbox"/>	<input type="checkbox"/>	X	22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?
<input type="checkbox"/>	<input type="checkbox"/>	X	23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?
<input type="checkbox"/>	<input type="checkbox"/>	X	24. Is the lab ventilation negative with respect to corridors and offices?

LABORATORY EQUIPMENT (continued)

Yes	No	N / A	
-----	----	-------	--

- | | | | |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 27. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are all gas cylinders restrained to prevent tipping or falling? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Are valves of gas cylinders capped when not in use? |

HAZARDOUS MATERIALS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are chemicals labeled to identify contents and hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are regulated carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are ether and other peroxide formers dated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)? |

FIRE AND ELECTRICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are fire doors unobstructed and readily closeable? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used? |

FIRE AND ELECTRICAL SAFETY (continued)

Yes No N / A

- 42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
- 43. Are flammable liquids limited to 60 gallons per fire area?
- 44. Are plugs, cords, and receptacles in good condition?
- 45. Is all equipment properly grounded?
- 46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
- 47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
- 48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
- 49. Are circuit breakers labeled to indicate what equipment is served by each?
- 50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

COMMENTS

APPENDIX E

FACILITY SAFETY INSPECTION CHECKLIST

MILL VALLEY SCHOOL DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N / A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of MSDSs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the Cal / OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are all fire exits clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |

FIRE SAFETY (continued)

- | Yes | No | N / A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

ELECTRICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are all plugs, cords, panels, and receptacles in good condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
|--------------------------|--------------------------|--------------------------|---|

MECHANICAL SAFETY (continued)

- | Yes | No | N / A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal / OSHA permit? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Are potable water, soap, and towels available for hand washing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are excessive noise levels adequately controlled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Is an approved first aid kit available and its location known to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired? |

HAZARDOUS MATERIALS / PERSONAL PROTECTION

Yes	No	N / A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Are chemicals stored to prevent spills?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Are carcinogens handled safely to reduce employee exposure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Are chemicals inventoried with copies provided to the Personnel Office?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54. Is hearing protection suitable for the hazards warranting protection available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

COVID-19 Prevention Program (CPP)

Mill Valley School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: 1/26/21

Authority and Responsibility

Dr. Kimberly Berman, Superintendent, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Performed Heating and Ventilation Inspection throughout all District sites ensuring all mechanical equipment was in working order and maximized outside air into the space through increased ventilation and opening of exterior windows and doors.

In addition, we created and implemented our COVID-19 School Site-Specific Protection Plan (SSSPP) Guidance at all District sites. The plans were created by a multidisciplinary Task Force at each site and are reviewed as needed. The district had previously held Task Force meetings throughout June, July, and August for school stakeholders. Each site has a Task Force that will monitor and adjust the plan based on input from all stakeholders. The plan was shared with all stakeholders and with the school community and is posted on the district website.

Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

On behalf on their unit members, the Mill Valley Teachers' Association (MVTA) ensures that the District adheres to the current COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), California Department of Industrial Relations Division of Occupational Safety and Health (Cal-OSHA), and Marin County Health and Human Services (MHHS).

Additionally, employees are expected to report unsafe conditions or work issues related to COVID-19. In the interest of workplace health, any employee may report, in writing, any unsafe condition in the working environment or work issue related to COVID-19 to the immediate supervisor and/or designated COVID-19 point person either at the site or for the District

Regarding training, all staff members participated in mandatory trainings, and were offered additional training (noted by the asterisk*):

Coronavirus Awareness

Coronavirus: Cleaning and Disinfecting your Workplace

Coronavirus: Managing Stress and Anxiety*

Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings*

Coronavirus: Preparing Your Household*

Bloodborne Pathogen Exposure Prevention

IPM for Teachers and Staff

Employee Screening

We screen our employees by:

Employees complete a daily health screening prior to entering a school or district office site. The form screens for symptoms of COVID-19 and close contact with someone who has COVID-19. Face coverings must be worn by all staff members on our school sites both indoors and outdoors.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

District staff completed Coronavirus awareness training to be able to identify possible concerns. Also, Custodial and Maintenance staff have completed the following courses:

Coronavirus Awareness

Cleaning and Disinfecting Your Workplace

Coronavirus: Preparing Your Household

In addition, the district performed heating and ventilation inspections and repairs throughout all District sites, ensuring all mechanical equipment was in working order, and maximized outside air into the space through increased ventilation and opening of exterior windows and doors.

Controls of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Placing visual cues such as signs and physical distancing floor markers to indicate where employees and others should be located or their direction and path of travel
- Installing plexiglass shields in offices
- Closing offices to visitors
- All students' desks are physically spaced for distance between each student and staff member.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are available to staff and students as needed. Both disposable and cloth face coverings as well as face shields and humanity shields were available to every staff member.

Individuals are not permitted to enter district buildings without an adequate face covering.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Individuals in our buildings regularly maintain six feet of distance. If a situation where distance cannot be maintained occurs, individuals are using other PPE and maintain as much distance as possible. N-95 or KN-95 masks are available upon requests for all employees.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- HEPA Air Purifiers have been provided for all classrooms and offices
- MERV-13 air filters have been installed at all sites and will be inspected and replaced regularly
- In each classroom, one external door and one window or two windows will be open
- Heating and Ventilation Inspections and repairs throughout all District sites were performed, ensuring all mechanical equipment was in working order. Outside air into the space was maximized through increased ventilation and opening of exterior windows and doors.
- Heating and Ventilation preventative maintenance and filter changes are scheduled every four months at our school sites.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Custodians regularly clean high-touch surfaces and restrooms
- Sani-Q, a food-safe sanitizer, is available in all classrooms and offices

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Following the Centers for Disease Control and Prevention (CDC) guidelines, the classroom or workspace will be disinfected 24 hours after the person who tested positive was last present.

Classrooms or work areas' frequently-touched surfaces will be cleaned, including but not limited to:

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- keyboards
- toilets
- faucets and sinks

After disinfection is completed, the space is safe to use.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

Work materials are currently not shared, and when they must be shared, they are sanitized.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

Alcohol-based hand sanitizer has been provided in classrooms and work spaces. Signs have been placed in restrooms to recommend hand washing frequently with soap and water for at least 20 seconds.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

The district has on-site testing available for staff two times per week during their work hours. Staff may either make an appointment or walk-up for testing anytime between 7:30 am - 5:00 pm.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

If a staff member is symptomatic, they should refrain from entering school sites and should report to their supervisor.

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Mill Valley School District has assigned quadrants to staff members for regular surveillance testing. At-home mail-in testing has also been offered. On-site testing has been available weekly in our district regularly since in December 2020. Testing is also available through staff members' health care provider.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Through Keenan SafeSchools Training, all Mill Valley employees were offered training in the following:

- Coronavirus Awareness
- Coronavirus: Cleaning and Disinfecting your Workplace
- Coronavirus: Managing Stress and Anxiety
- Coronavirus: CDC Guidelines for Making and Using Cloth Face Coverings
- Coronavirus: Preparing Your Household
- Bloodborne Pathogen Exposure Prevention
- IPM for Teachers and Staff

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

Mill Valley School District staff members receive sick and personal necessity leave. Additionally, they may access other leave opportunities including providing medical leaves to those with serious medical conditions. Prior to December 31, 2020, employees had access to FFCRA.

- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Dr. Kimberly Berman

Title of Owner or Top Management Representative

Signature

Date

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person Conducting the Evaluation:

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection: Julio Arroyo

Work Location Evaluated: All District sites

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of Person Conducting the Investigation: Jessica Goode

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	
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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Additional Consideration #3

COVID-19 Prevention in Employer-Provided Housing - Not Applicable

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

Additional Consideration #4

COVID-19 Prevention in Employer-Provided Transportation to and from Work - Not Applicable

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.