

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

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

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train all staff and essential visitors.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it, or post the Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - Not enter the facility with any symptoms of COVID-19;
 - Maintain the minimum physical distancing as detailed in below Guidelines;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear face coverings, as appropriate; and
 - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the Marin Recovers website.

Tools for Developing Your School Site-Specific Protection Plan

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

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County’s Public Health Officer.

2. School Specific Best Practice

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

School or District Site Name	
District Office	
School Type	
Traditional/Alternative Public	
School Task Force Members and Positions (i.e. 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) James Capen, Systems Administrator	
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:	
3/31/2021	
Principal or Administrator	
Name: Dr. Kimberly Berman	Title: Superintendent
Email: kberman@mvschools.org	Phone Number: 415-389-7705

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

Signature: Dr. Kimberly Berman

Date: 3/31/21

Specific Control Measures and Screenings

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

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

A multidisciplinary Task Force has been established. Regular SSSPP Task Force meetings have been scheduled. Meetings will be scheduled as needed. The SSSPP will be shared with all district office stakeholder and with the school community 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 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.

Staff has participated 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 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).

Jessica Goode, HR Director, 415-389-7745 will serve as the primary point of contact and Dr. Kimberly Berman, Superintendent, 415-389-7705 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.

6. Health screening for students and staff are conducted as advised and updated by Public Health. Parents, caregivers, or guardians should be strongly encouraged to monitor symptoms of infectious illness every day through home-based symptoms screening, and staff should conduct daily health screening self-assessment.

Staff is required to do a passive screening before entering the school campus. Staff should answer “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 of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month, unless fully vaccinated. This may include testing of students with appropriate parental permissions obtained in advance. If a fully vaccinated staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Staff testing will be consistent with MDHHS guidelines.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates for each scenario by Tier](#)):

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

The MVSD 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 district office. The District Office will utilize letter templates provided by the Marin County Office of Education and Marin County Public Health Department

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

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

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

Not applicable for district office - no students are present

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

Not applicable for district office - no students are present

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

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

Sign-in via QR Code is required by all visiting staff and adults before entering the office space. Staff who visit and/or instruct in more than one classroom will follow Public Health guidance.

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

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 mixing of classroom groups.

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.

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

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

Not applicable.

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.

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

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

Not applicable

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.

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

Face coverings are required to be worn properly at all times by all individuals on the school campus, indoors and outdoors. This applies to the district office staff and any visitors on campus over the age of 2.

- 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 proper use of face coverings which will include instruction to minimize touching of face coverings, and how to ensure a proper fit.

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>

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.

Yes. Staff will not share devices or other materials unless sanitized before and after use.

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

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. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

Non-essential visitors will be limited. The district office is open by appointment only. All visitors will need to call the office for

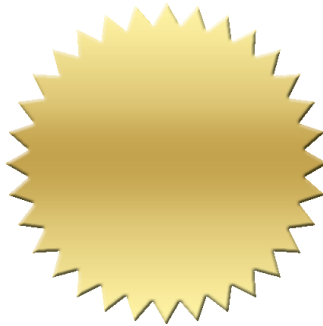
entry. A sign with the telephone number will be posted on the front door. All visitors will be required to check-in using the QR Code Check-In System. All visitors, except for those under the age of 2, are required to wear a mask at all times and adhere to social distancing.

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

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

<p>District Office - MVSD</p>	<p>School Site-Specific Protection Plan</p>
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Certificate of Completion



District Office MVSD

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.