



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.

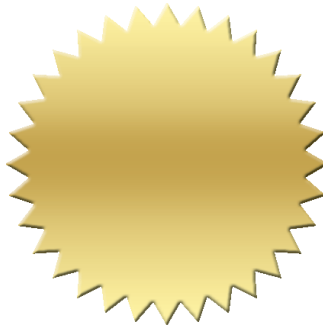
Task force will meet regular to review the plan and it will be shared during staff meetings, posted on the front door, and available on our website.



****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.