

# 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

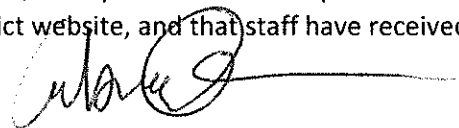
### Checklist Indicating Complete Application

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



<b>School or District Site Name</b>	
Park School	
<b>School Type (select one)</b>	
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Aubrey O'Connor, Principal Beth Fogel, Administrative Assistant Francisco Hernandez, Custodian Carlos Mendoza, Custodian Heather Mathews, PTA President Andrea Dunn, Teacher	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Aubrey O'Connor, <a href="mailto:aconnor@mvschools.org">aconnor@mvschools.org</a> , 415-389-7700 Nicole Reyherme, <a href="mailto:nreyherme@mvschools.org">nreyherme@mvschools.org</a> , 925-864-3768	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
9/4/20	
<b>Principal or Administrator</b>	
<b>Name:</b> Aubrey O'Connor	<b>Title:</b> Principal
<b>Email:</b> <a href="mailto:aconnor@mvschools.org">aconnor@mvschools.org</a>	<b>Phone Number:</b> 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 1<sup>st</sup> grade: enter/exit campus at Catalpa Gate and enter/exit classrooms through classroom external doors. 2<sup>nd</sup> 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. 3<sup>rd</sup> grade: enter/exit building at the front door. 4<sup>th</sup> grade: enter/exit campus at Elm Gate, and enter/exit building through the West Wing entrance. 5<sup>th</sup> 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.

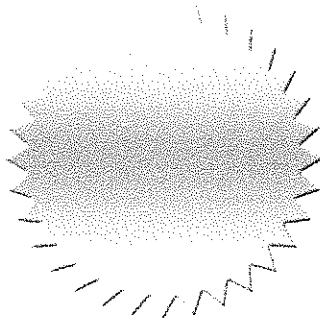
Parent volunteers and other non-essential visitors are not be permitted on campus. Essential workers have been instructed on all health and safety guidelines and are required to comply with all health and safety guidelines. All school entrances will be locked, and visitors will be required to check in 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><b>PARK SCHOOL</b> MILL VALLEY</p>	<h2>School Site-Specific Protection Plan</h2>
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# Certificate of Completion



(enter School Site Name here)  
Park School

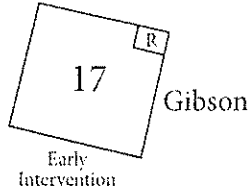
**has completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:**

(enter School Site or District website here)  
[www.mvschools.org](http://www.mvschools.org)

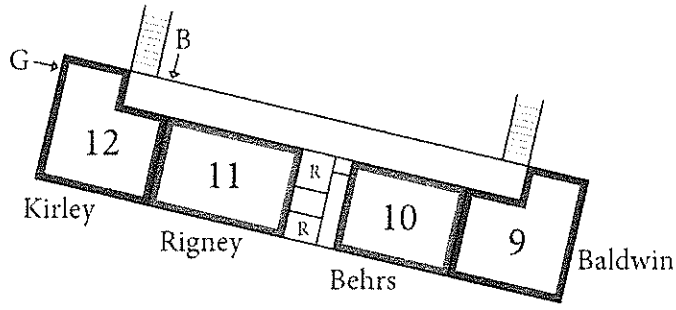
**This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.**

# Park Elementary

## 2020-21



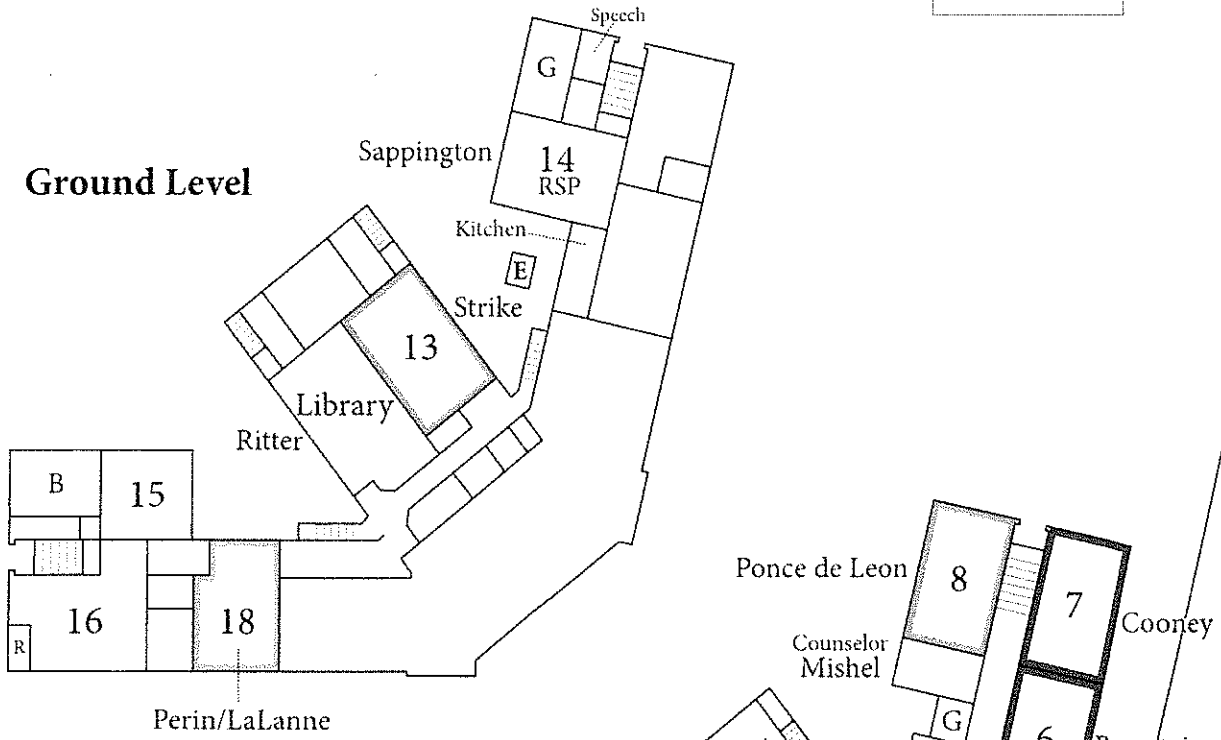
Playground



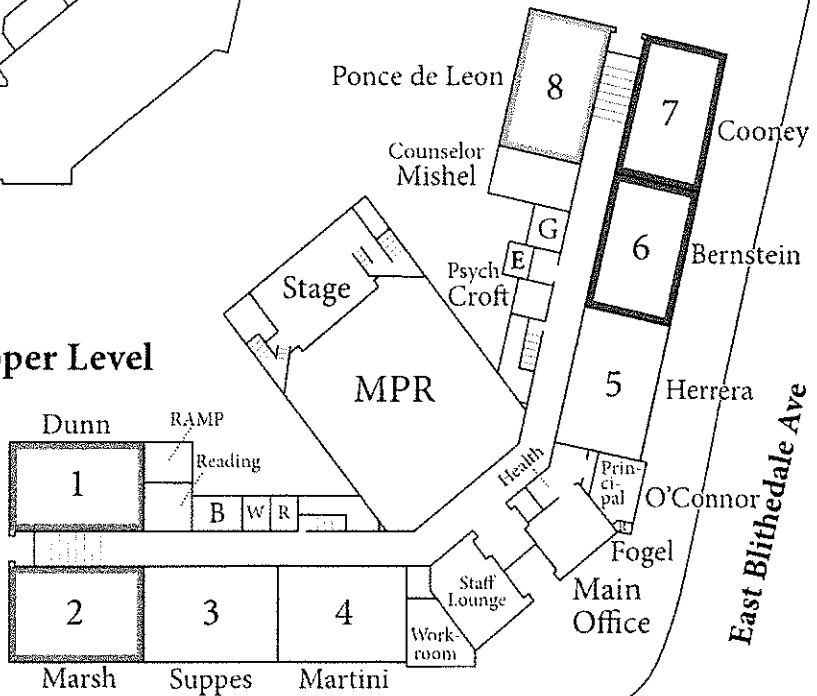
**KEY:**

	TK/Kinder
	1st Grade
	2nd Grade
	3rd Grade
	4th Grade
	5th Grade
	Art/Music

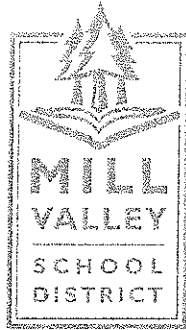
Ground Level



Upper Level



Elm St



## 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.