

# 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.



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



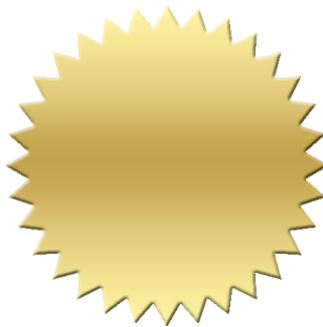
- 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

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.***

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| <br>Strawberry Point School | <b>School Site-<br/>Specific<br/>Protection Plan</b> |
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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.**