



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

# **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 reopen your school or school office and prompts you to "fill in the blank"



**Tam Valley Elementary School**  
 350 Bell Lane  
 Mill Valley, California 94941  
 tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

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>
Tam Valley Elementary
<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>
Laura Myers - Principal Stacy Woolley - Admin Assistant Linda Brune – Teacher Robin Alderson – Teacher (Mary Scrivner– Teacher) Adam Sanchez - Teacher Carlos Avalos - Custodian Em Lieginger - Parent Kathryn Krischer - Parent
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>
Primary: Laura Myers - <a href="mailto:lmyers@mvschools.org">lmyers@mvschools.org</a> 415-389-7731 Secondary: Julie Harris - <a href="mailto:jharris@mvschools.org">jharris@mvschools.org</a> 415-389-7700
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>
03/09/21
<b>Principal or Administrator</b>



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

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

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

Signature:

Date:**9/17/2020**

A handwritten signature in black ink, appearing to read "Laura Myers", written inside a rectangular box.



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

## Specific Control Measures and Screenings

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

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

A multidisciplinary Task Force has been established and SSSPP Task Force meetings have been held. A walk through and meeting is scheduled September 18th. Additional Task Force meetings have been scheduled on a biweekly basis until 11/30/2020. 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.

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

2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

A Health and Safety Station that includes EPE is located in the office and will be replenished on a regular basis. Available EPE includes: Hand sanitizer, masks, face shields, gloves, protective eyewear, sanitizing spray (Sani-Q), disinfectant supplies and thermometers. Staff can collect equipment as needed. Hand sanitizer has been installed in all classrooms and offices. All staff members have been supplied with a Humanity Shield. Hand washing posters are placed by all sinks. Face coverings will be worn by all students, staff and visitors on the school campus (per MHHS Guidelines). Plexiglass shields or sneeze guards have been installed in the front office and teachers have plexiglass shields for working with children. MERV 13 filters have been installed and handwashing stations have been purchased. Student attendance will be taken daily using Aeries. All staff are being provided the



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

opportunity to receive a COVID 19 vaccination.

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

Staff will participate in Keenan Trainings for the use of Sani-Q, Coronavirus, Cleaning and Disinfecting your workplace prior to the start of in-person instruction. Staff will receive training throughout the year if updated guidance from Public Health is released. Age and developmentally appropriate training for students, such as teaching children to wear a mask correctly, avoid touching their face, hand washing etc. will occur in the classroom from the teacher.

4. A primary and secondary point of contact are established, identified, and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will also serve as a liaison to Public Health and contact information is identified in the School Site-Specific Protection Plan. (Points of Contact listed above).

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

5. Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

The campus will be cleaned and disinfected throughout the day and between cohorts.

- All cleaning solutions provided by the district are EPA approved for use in classrooms. 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
- 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.
- Staff will ensure that there is adequate ventilation when using these products.

Custodial staff will disinfect:

- Bathrooms twice a day, between cohorts and at the end of the school day.
- The Isolation Room. It will be closed and not used until cleaned and disinfected. If feasible, 24 hours will pass before cleaning and disinfecting.
- High touch areas such as door handles, copy machines, and other flat surfaces throughout the day.
- and refill Sani-Q bottles 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.

Students and staff are advised to monitor for symptoms of infectious illness through home-based symptom screening. 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.

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:*



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

The isolation area is situated in the room marked "Counselor" in the main office. A First Aid station is set up in the nursing area.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Staff testing will be consistent with MDHHS guidelines. Staff who are not fully vaccinated have been assigned to quadrants and participate in testing on the schedule below. We are committed to adding an additional layer of safety through surveillance testing for our Mill Valley Learners. By signing up to participate, families have the opportunity to receive targeted email reminders for surveillance testing in slots based on their last name, alphabetically. Quadrants and testing dates are listed below.

MVSD provides weekly COVID-19 testing opportunities via partnership with PMH Laboratories. Starting April 7, 2020 PMH will be outside the gym at MVMS on Wednesdays from 7:45 - 4:30. Families may [sign up for appointments](#), walk-up for testing, or seek testing through medical providers.

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.

Tam Valley Elementary will follow the County Public Health protocols that are broken into four



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

scenarios and use the communication templates provided. The poster is displayed in the school office and Principal's office. Letters are prepared. Laura Myers and Stacy Woolley will have copies of the communication for each scenario.

Additionally, the staff will use the [COVID-19 Safety - Decision Tree for Schools](#) if a child becomes symptomatic at school.

10. Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Staff will implement spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate. There will be three (3) to six (6) feet between all student workspaces, and six (6) feet between all educator and student workspaces, and between all employee workspaces.

11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

Stable classroom cohorts have been established with a primary cohort teacher.

Recess will be scheduled and areas have been 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





**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

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

There will be three (3) to six (6) feet between all student workspaces, (6) feet between all educator and student workspaces and between all employee workspaces. The District, in partnership with the Teachers' Association, will maximize the classroom spaces for the furthest distance.

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

School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness.

QR Code access is required by all staff to enter each workspace. QR codes will be displayed on classroom doors or in the window so that staff can record entry to each classroom. Laura Myers and Stacy Woolley will be added as collaborators to classroom teacher's Classroom Access form.

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

Multiple points of entry and exits will be utilized:

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

**No interior hallways will be utilized for student ingress or egress.**

Dots have been placed outside each exterior classroom door to indicate 4-6 foot distancing for each cohort.

Markings and arrows on the ground will show direction, routes, and social distancing.

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



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

**Arrival** – The school campus will operate at 100% capacity. All students will arrive at the same time through the drop off circle. Students will meet on their dots by their exterior classroom door maintaining social distancing. Teachers will meet their class by the outside door and then enter the classroom.

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

**Lunch** – Lunch will be served.

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

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

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

No gatherings of multiple cohorts, such as assemblies, performances and other special events will be permitted.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

Outdoor space for instructional purposes will be identified for each learning cohort to prevent mixing. Windows will be open in classrooms (weather permitting) and MERV 13 air filters have been placed in workrooms and offices without windows, and all classrooms.

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.



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

Play structures will be open.

21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

Non-classroom space such as the Multi Purpose Room will be considered to support physical distancing, but the staff will work together to minimize this possibility as TV's MPR is limited in space.

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

Lunch will be served. Families must order Choicelunch online. Snacks and drinks will be prepackaged.

- Weather permitting, meals will be eaten outdoors, while maintaining social distance of at least 6 feet apart.
- Students will sit on mats on the blacktop, separated by cohorts.
- Students will sanitize their hands before and after eating

Campus water fountains have been shut off to help reduce virus transmission. Students should bring a full water bottle from home each day.

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

Two handwashing stations will be placed on the playgrounds. Classroom teachers will develop routines and a schedule with their class. Hand washing posters have been displayed by all bathroom



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

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.

Face masks are required to be worn properly at all times by all individuals on the school campus, indoors or outdoors. This applies to all students grades K-8 all staff, and any visitors on campus over the age of 2, unless exempted.

- 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.
- Staff may use face coverings provided from home and use a Humanity Shield provided by MVSD.
- Teachers will maintain a supply of disposable masks in the event that a student or staff member needs a replacement during the day.

Students who need a break from their face mask may do so with teacher permission provided social distancing is maintained outdoors, **not** indoors.

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.



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

Staff training on correct use of face coverings has been provided. Students will be taught how to wear a face covering in an age appropriate and developmentally appropriate manner. Staff will receive Face Shields. <https://coronavirus.marinhhs.org/masks#correctly>

26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.

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

- Student's belongings will be separated from others' and placed in individually labeled containers for use in class.
- 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.
- Play structures are now open and are not required to be sanitized between cohort use.

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. After use, books will be placed in an area identified as "used" and left for three days before being put back into circulation.

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

Each member of staff has a movable plexiglass screen to use at their discretion e.g. one-on-one assignments with students, assessments, when physical distancing between students and staff may



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

be challenging etc.

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

Non-essential visitors will be limited. Student drop-off and pick-up will be at the entrance of the school. All visitors will need to call the office for entry. A sign with the telephone number will be posted on the front door. All visitors will be required to check in using the QR Code Check-In System. All visitors, except for those under the age of 4, are required to wear a mask at all times and adhere to social distancing. Parents are required to make an appointment to meet with a teacher. This may be in person or virtually depending upon the teacher's preference. Vaccinated parents will be allowed to sign-up for volunteer jobs on campus.

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.**

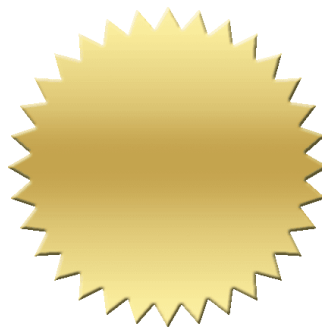


**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

	<h1>School Site-Specific Protection Plan</h1>
---	---

# Certificate of Completion



Tam Valley Elementary

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



**Tam Valley Elementary School**  
350 Bell Lane  
Mill Valley, California 94941  
tel (415) 389-7731

[www.mvschools.org/om](http://www.mvschools.org/om)

<https://www.mvschools.org/tv>

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