



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

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

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

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

Tools for Developing Your School Site-Specific Protection Plan

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

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

2. School Specific Best 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	
Strawberry Point	
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)	
Kimberley Russell - Principal Cathy Wilmoth - Admin Assistant Kristina Putalik – Teacher Victor Mendoza-Cruz - Custodian Ale Petterson – Parent Ines Gonzalez Lehman - Parent Danae Gamble - Parent	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Kimberley Russell - krussell@mvschools.org 415-389-7660 Secondary: Erin Conklin - econklin@mvschools.org 415-389-7700 ext. 7713 District-wide – Jessica Goode – jgoode@mvschools.org 415 389-7700 ext. 7745	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
3/24/21	
Principal or Administrator	
Name: Kimberley Russell	Title: Principal
Email: krussell@mvschools.org	Phone Number: 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: 3.29.21



Specific Control Measures and Screenings

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

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

A multidisciplinary Task Force has been established. Regular SSSPP Task Force meetings have been scheduled. Meetings will occur then fortnightly. Additional meetings will be scheduled as needed. 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 are 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](#). Stable group reports have been developed to support contact tracing, if necessary.

- 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 a district appointed administrator 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, and continue to attend weekly meetings hosted by the Rethinking Schools Taskforce. Any questions or concerns and potential exposures should be reported to: Kimberley Russell.

Primary: Kimberley Russell - krussell@mvschools.org 415-389-7660
 Secondary: Erin Conklin - 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, the office and shared spaces will be cleaned and sanitized daily by the custodian.

- 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, if necessary.

Bathrooms will be cleaned/disinfected twice a 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.

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.

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

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:

The isolation area is situated in the Conference Room, adjacent to the office. Designated staff are trained to utilize additional EPE and care for students in the isolation room. 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 of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month, unless fully vaccinated. This may include testing of students with appropriate parental permissions obtained in advance. If a fully vaccinated staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Staff testing will be consistent with Marin County Health and Human Service guidelines. Staff who are not fully vaccinated have been assigned to quadrants and participate in testing on a monthly basis. We are committed to adding an additional layer of safety through surveillance testing for our Mill Valley Learners., Families can sign up for surveillance testing in slots based on their last name, alphabetically.

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 by Tier](#)):
 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. Fully vaccinated school staff or student with no COVID-like symptoms do not need to quarantine following an exposure.
 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. Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.

Staff will implement spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate. Tables/desks are positioned 3 - 6 feet apart. Markings on the floor and signage will demarcate spaces of 3-6 feet.

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

Stable classroom groups 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.

Limited mixing may occur for such classes as RAMP and EL. Seating charts will be created and attendance taken daily.

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

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 will be spaced 3-6 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 group, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom.

[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 group, using as many entrances/exits as feasible.

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.

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

Arrival – All students will arrive between 8:00am and 8:15am and congregate by class in a designated area on socially distanced markers until met by their teacher. The gates will be opened at 8:00am and the students will be supervised until the teacher arrives. Students will enter through an assigned gate (Four gates will be utilized).

Recess – Areas of the campus will be scheduled and designated to specific classroom groups. Recess will be staggered.

Lunch – Families may send their child with a packed lunch or order a Choicelunch online. Choicelunch meals will be delivered daily and packaged with each child's name. Lunches will be delivered to each classroom to avoid any form of gathering. Two outdoor 30-minute picnic style staggered lunches will occur daily. Students will be assigned to specific eating areas to maintain stable groups.



- 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 classroom group. Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible.

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. If used, outdoor playground/natural play.

Limited playground equipment will be provided for stable groups and cleaned after use. Play Structures may be used by stable groups.



- 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 outside or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Families may send their child with a packed lunch or order a Choicelunch online. Choicelunch meals will be delivered daily and packaged with each child's name. Lunches will be delivered to each classroom to avoid any form of gathering. Two 30-minute outdoor picnic style staggered lunches will occur daily. Each child may bring a towel/mat to sit on to eat their lunch, but this is not required. Children will be spaced six feet apart in a designated area outside to eat their lunch. All students will be seated while eating. We are adopting a pack in, pack out approach. It is recommended that students bring a hat/cap to wear during lunch.

In the event of inclement weather, children will eat outside under the covered areas located around the campus, as practicable. However, there may be occasions when students need to eat indoors. Every effort will be made to utilize unoccupied spaces to spread students out so that they are 6 feet apart whilst eating.

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

Hands will be washed/sanitized upon entry to the classroom. Handwashing stations will be situated around the campus. 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 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.

Face 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-5, 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, and how to ensure a proper fit.

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.

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
- Stable groups 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.

- 27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

Student's belongings will be separated from others' and placed in individually labeled containers for use in class. However, when sharing is necessary, books and materials should be wiped with a sanitizer napkin when transferring from one student to another.

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

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. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

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 \(SSSPP\)](#) outlining the above measures is completed, posted and updated on school or district websites as a component of their COVID Safety Plan (CSP) and shared with all staff and families. Schools should update SSSPPs as state and local Public Health guidance changes.

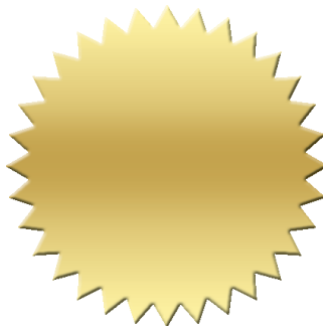
The School Site-Specific Protection Plan will be shared with all stakeholders. It will be posted on the school website and updated when necessary.

****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.**



YOUR LOGO HERE	School Site-Specific Protection Plan
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Certificate of Completion



(enter School Site Name here)

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