



Old Mill School
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Marin County Schools COVID-19 Safety Plan Guidance and Template 2021-22 School Year

Guidance for Developing Your School Site Specific Safety Plan (SSSPP) / COVID-19 Safety Plan (CSP)

1. Maintain and update a Multi-disciplinary Task Force formed during prior school year (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this COVID-19 Safety Plan who will meet regularly, will seek and gather input from stakeholders, and will monitor Public Health Information to help adjust and implement 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 [Marin County Schools Health and Safety Guidelines](#) as a guide for conducting your assessment.
3. Develop and finalize your CSP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own CSP 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 Marin County Public Health Officer.
5. Finalize your CSP to distribute widely to staff and families, and post on your school website, encouraging input, suggestions and questions. 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. CSPs should be updated if protocols shift under the direction of Public Health.
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; stay home if sick
 - Wear face coverings indoors; and
 - Practice good hand hygiene.

Tools for Developing Your COVID-19 Safety Plan (CSP)

1. COVID-19 Safety Plan 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 COVID-19 Safety Plan (CSP). It contains all of the standard content already written for you to apply the Health and Safety Guidelines to your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your CSP. 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.

*** This COVID-19 Safety Plan has been developed with significant opportunity for public comment and input over the course of the 2020-21 School Year. Ongoing and additional public comment is welcome and encouraged for any future revisions by contacting a site administrator and/or one of the Public Health and Safety Liaisons identified on the CSP. Any comments, questions or concerns may also be forwarded to the Marin County Office of Education’s Rethinking Schools Task Force at rapidresponse@marinschools.org.



School or District Site Name	
Old Mill	
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)	
Jason Matlon- Principal Lynn Frazier- Admin Assistant Talia Kaye– Teacher John Selix- Teacher Heather Barriatua– Parent Michelle Godard Terrell- Parent Gregory Mayor- Custodian	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Jason Matlon- jmatlon@mvschools.org 415-389-7727 Secondary: Erin Conklin - econklin@mvschools.org 415-389-7700 District-wide – Erin Conklin - econklin@mvschools.org 415-389-7700	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
3/14/22	
Principal or Administrator	
Name: Jason Matlon	Title: Principal
Email: jmatlon@mvschools.org	Phone Number: 415-389-7727

The above Principal/Administrator certifies that all staff and parents have been provided a copy of this CSP, which is posted on the school/district website, and that staff have received training as described in this CSP.

Signature:

Date: 8.4.21



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. Monthly SSSPP/CSP Task Force meetings will be scheduled. The Task Force will monitor and adjust the plan based on input from all stakeholders. The SSSPP/CSP will be shared with all staff members and families, and will be posted on the school website. The plan will be updated a minimum of every six months.

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 attendance tracking of students and all adults.

A Health and Safety Station that includes EPE is located in the office and will be replenished on a regular basis. 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 properly-fitted and worn by all children, staff and visitors on the school campus following the guidance related to the Mitigation Strategy Continuum. 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. Classroom seating charts will be maintained to aid contact tracing.

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 regarding safety practices and protocols. 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. (COVID-19 Safety Plan).

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 August 4th, and continue to attend weekly meetings hosted by the Rethinking Schools Taskforce. Any questions or concerns and potential exposures should be reported to: Jason Matlon

Primary: Jason Matlon- jmatlon@mvschools.org 415-389-7727

Secondary: Erin Conklin - econklin@mvschools.org 415-389-7700

5. Plans are implemented for intensified cleaning and disinfecting, including training for all 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 daily by the custodian. All cleaning solutions provided by the district are EPA approved for use in classrooms. Bathrooms will be cleaned/disinfected twice a day.

Staff will have access to cleaning supplies and essential protective equipment to clean high touch areas and surfaces during the day, if necessary.

6. Parents, caregivers, or guardians should monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

Families are advised to monitor students for symptoms of infectious illness through home-based symptom screening. Staff will conduct daily health screening assessments. Staff and students who are sick are required to stay home.



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.

An isolation area is identified for students who begin to exhibit symptoms during the school day. The isolation area is situated in the school office. Designated staff are trained to utilize additional EPE and care for students in the isolation area. A First Aid station is set up by the isolation area along with a bed.

8. All schools should be enrolled in the California COVID-19 K-12 Schools Testing Program. Schools and districts will partner with Public Health to ensure equitable access to testing (including testing to exit isolation and quarantine and test to stay [TTS]). Testing of students must include appropriate parental permissions obtained in advance. If a vaccinated or unvaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

School based COVID-19 testing will be consistent with Marin County Health and Human Services guidelines. Any individuals who are experiencing symptoms of COVID-19 should seek advice and testing through their medical professional.

9. All schools should follow updated California Department of Public Health (CDPH) COVID-19 Public Health Guidance for K – 12 Schools. Isolation can end after day 5 if fever free for > 24 hours without the use of fever-reducing medicine, symptoms resolving, and negative COVID test on day 5. Marin County Public Health protocols, including modified quarantine and test to stay (TTS), should be followed. (link: Isolation and Quarantine Guidance)

Old Mill will follow the County Public Health protocols and use the communication templates provided. Letters are prepared. Jason Matlon and Lynn Frazier will have copies of the communication.

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.



Not currently applicable. Seating charts and attendance records will be maintained by teachers.

- 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.

Not currently applicable

- 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 school wide mixing of students and staff.

N/A

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

Not currently applicable

- 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 cohort.

Not currently applicable

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

Not currently applicable

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



Not currently applicable

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

Not currently applicable

- 18. **Updated:** Large gatherings (i.e., school assemblies) are allowed indoors and outdoors. Participants and attendees must follow current [CDPH Guidance for Face Coverings](#). For indoor [mega-events](#) with 1000 or more people, schools and event operators using school facilities must follow CDPH requirements for [mega-events](#).

Applicable

- 19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **Applicable:** 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. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.

Not currently applicable (use of outdoor space is maximized for instructional purposes).

Classroom doors and windows will be open as much as possible when it is safe to do so. Each classroom has a portable air filter. MERV 13 filters have been installed in each classroom and will be utilized. Old Mill 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 playgrounds/natural play areas only need routine maintenance.

Not currently applicable



- 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.

Not currently applicable

- 22. Meals will be served outside as much as possible. **Not currently applicable:** Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.

Applicable – Meals will be served outside as much as possible. Students will eat at the lunch tables.

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

N/A Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school, for example, before eating and before returning to the classrooms after out of class activities. Hand washing posters are displayed by all sinks.

- 24. **Updated:** Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and other respiratory illnesses. Face coverings are strongly recommended to be worn indoors for all staff and students, regardless of vaccination status. Face masks are not required outdoors as the risk of transmission is low in most outdoor settings.

Applicable.

Teachers and the main office 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 outside with teacher permission.



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.

Not currently applicable

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

Not currently applicable

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

Not currently applicable

29. Non-essential visitors, including parent volunteers will be limited. 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 vaccinated and boosted (if eligible).

Non-essential visitors will be limited. All visitors to school campuses, including volunteers, must be fully vaccinated. Student drop-off and pick-up will be at the gate and parents will not be permitted beyond the designated drop-off area. 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 are required to sign in at the school office. All visitors are required to wear a mask at all times. Outdoor classroom volunteers are allowed (e.g. Garden) and must be prearranged.



30. All eligible students and staff should get vaccinated or boosted (if eligible) as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website and updated on a monthly basis. Vaccination status of individual students and staff will not be made public.

MVSD will comply with all Public Health Orders regarding vaccinations. Our Human Resources department will be responsible for any required vaccination verification and data collection. All required reportable data will be posted on the District website by October 1, 2021.

31. **Updated:** Other School related youth activities (i.e., student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH and Marin County Public Health guidance, includes CDPH requirements for [mega-events](#). Spectators will be able to attend all indoor events. Marin County Public Health encourages all spectators to get vaccinated or boosted (if eligible).

Old Mill will follow updated CDPH guidance.

32.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.

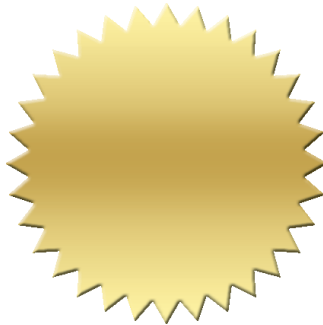
The School Site-Specific Protection Plan will be shared with all stakeholders. It will be posted on the school website and updated when necessary.

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



	<p style="text-align: center;">School Site-Specific Protection Plan/CSP</p>
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Certificate of Completion



Old Mill

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

<https://www.mvschools.org/site/Default.aspx?PageID=1180>

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