

## **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, or post the 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 symptoms of COVID-19;
  - 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 Practice**

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	
Old Mill Elementary School	
School Type	
Traditional/Alternative Public	
School Task Force Members and Positions (i.e. teachers, custodians, secretaries, paras, parents, students, administration)	
Jason Matlon, Principal Lynn Frazier, Administrative Assistant Talia Kaye, Teacher Heather Miller, Instructional Aide Heather Barriatua, Parent Michelle Godard Terrell, Parent Geoff Flint, Parent	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Jason Matlon; <a href="mailto:jmatlon@mvschools.org">jmatlon@mvschools.org</a> ; 415-389-7727 Michele Rollins; <a href="mailto:mrollins@mvschools.org">mrollins@mvschools.org</a> ; 415-389-7705 Tertiary: Erin Conklin - <a href="mailto:econklin@mvschools.org">econklin@mvschools.org</a> 415-389-7700 ext. 7713	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
4/2/2021	
Principal or Administrator	
Name: Jason Matlon	Title: Principal
Email: <a href="mailto:jmatlon@mvschools.org">jmatlon@mvschools.org</a>	Phone Number: 415-389-7727

I, Jason Matlon, 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: *Jason Matlon*

Date: 4/2/21

## Specific Control Measures and Screenings

**The District will follow CDPH requirements and MHHS guidance for the distancing of student workstations.**

**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 biweekly. 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, gloves, protective eyewear, cleaning, sanitizing and disinfectant supplies and thermometers. Staff can collect equipment as needed. Hand sanitizer has been installed in all classrooms and offices. All staff members have been supplied with a Humanity Shield. Hand washing posters are placed by all sinks. Face coverings will be worn by all children, staff and visitors on the school campus (per MHHS Guidelines). This applies to all students grades K-8, all administrators, and any visitors on campus over the age of 2.

Barriers have been installed in the front office and teachers have plexiglass shields for working with children. MERV 13 filters and handwashing stations have been installed. Student attendance will be taken daily using Aeries. Staff will sign in each day when they enter the campus. Cohort records will be updated daily to support contact tracing, if necessary. Principal Matton will share the protocol for addressing students and others who are not in compliance with the face covering requirements in the week prior to the start of in-person (hybrid) learning.

**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 will serve as the primary and secondary points of contact to liaison with Public Health. All points of contact attended the Public Health School Liaison Training conducted on August 27 and September 3, 2020. Any questions or concerns and potential exposures should be reported to Jason Matlon.

Primary: Jason Matlon; [jmatlon@mvschools.org](mailto:jmatlon@mvschools.org); 415-389-7727

Secondary: Michele Rollins; [mrollins@mvschools.org](mailto:mrollins@mvschools.org); 415-389-7705

Tertiary: 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.**

Bathrooms will be cleaned/disinfected twice a day. Classrooms and offices will be disinfected/sanitized daily. Classrooms and offices will be sanitized by classroom teachers and Admin Assistants. Staff members each have a spray bottle filled with Sani-Q. Staff will be trained how to clean, sanitize and disinfect classroom spaces, high touch areas and surfaces in accordance with Public Health and CDC recommendations. Classrooms will be supplied with paper towels for surface wipe-down, as needed. 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. Parents, caregivers, or guardians should be strongly encouraged to monitor symptoms of infectious illness every day through home-based symptoms 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 Room A, adjacent to the front door. Designated staff are trained to utilize additional EPE and care for students in the isolation room. It will be disinfected between uses.

**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 who are not fully vaccinated have been assigned to quadrants and participate in testing on the schedule below.

Quadrant 1

October 26-30, 2020

January 4-8, 2021

March 8-12, 2021

May 10-14, 2021

Quadrant 2

November 9-13, 2020

January 18-22, 2021

March 22-26, 20201

May 24-28, 2021

Quadrant 3

November 30-December 4, 2020

February 1-5, 2021

April 12-16, 2021

June 7-17, 2021

Quadrant 4

December 14-18, 2020

February 22-26, 2021

April 26-30, 2021

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.

Beginning February 1st, 25% of students will test each week.

<p>Quadrant 1 (Last Name A-E) Testing Dates</p> <ul style="list-style-type: none"><li>● February 1 - 5</li><li>● March 1-5</li><li>● March 29-April 2</li><li>● April 26-30</li><li>● May 24-28</li></ul>	<p>Quadrant 3 (Last Name M-S) Testing Dates</p> <ul style="list-style-type: none"><li>● February 16-19</li><li>● March 15-19</li><li>● April 12-16</li><li>● May 10-14</li><li>● June 7-11</li></ul>
<p>Quadrant 2 (Last Name F-L) Testing Dates</p> <ul style="list-style-type: none"><li>● February 8-12</li><li>● March 8-12</li><li>● April 5-9</li><li>● May 3-7</li><li>● June 1-4</li></ul>	<p>Quadrant 4 (Last Name T-Z) Testing Dates</p> <ul style="list-style-type: none"><li>● February 22-26</li><li>● March 22-26</li><li>● April 19-23</li><li>● May 17-21</li></ul>

\* Consult your healthcare provider at any time to request testing if you are symptomatic.

\* If you have a positive test result, contact your principal immediately. Do not enter our campuses.

**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):**

- 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. Fully vaccinated school staff or students with no COVID-like symptoms do not need to quarantine following an exposure.**
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.**

Old Mill School will follow the County Public Health protocols that are broken into four scenarios and use the communication templates provided. The poster is displayed in the school office. Old Mill will utilize letter templates provided by the Marin County Office of Education and Marin County Public Health Department

**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.

Student workspaces will be positioned 3 feet apart. Markings on the floor will demarcate spaces of 3-6 feet, and traffic patterns, where necessary.

**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 classroom teacher. Recess and lunches will be scheduled and areas will be demarcated to prevent mixing of classroom groups. These groups will be maintained in classrooms, recess, and snack times.

**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.**

Not applicable to Old Mill Elementary School.



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

Tables will be arranged facing forward. One student will sit at each table 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.**

Sign-in via QR Code is required by all visiting staff and adults before entering each instructional space. Staff who visit and/or instruct in more than one classroom will follow Public Health guidance. Staff not assigned as the primary cohort teacher shall primarily use virtual methods of instructing or interacting with the student cohort, as practicable.

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

Signage will be placed at each entry point indicating class groups. Markings and arrows on the ground will show direction, routes and social distancing.

Students in Kindergarten will line up on socially distanced dots outside the exterior classroom doors on Throckmorton Ave. At the end of the day, Kindergarteners will exit through these same exterior classroom doors. Students in 1st and 2nd grade will enter school through the main, front door of Old Mill on Throckmorton Ave, and then proceed to the upper yard where they will line up on socially distanced dots. At the end of the day, 1st and 2nd graders will exit via the same doors that they entered. Students in 3rd grade will enter and exit school through the upper gate on Lovell Ave. Students in 4th grade will enter School through the Lower Gate on Old Mill Street, and at the end of the day will exit through the doors at the lower end of Throckmorton Ave. Students in 5th grade will enter and exit through the Lower Gate on Old Mill Street.

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

**Arrival:** All students will arrive between 8:15 and 8:30am and must gather in their designated class waiting area until entering the buildings at 8:30am. Students will not be allowed free play on the yard between their arrival point on campus and their designated gathering areas. Socially-distanced markers will be placed 6 feet apart on the asphalt or concrete at each designated gathering and waiting area for each student in the cohort.

**Recess** – Areas of the campus will be cordoned off for specific classes and schedules devised for grade levels.

**Lunch**– Outdoor lunch tables and the Blacktop will be used for lunch.

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

Students will travel from place to place by exiting through exterior doors and traveling outside. When necessary, students will travel indoors where hallways are marked with tape and arrows for one-way movement.

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

Acknowledged. Large gatherings will not occur.

**19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. 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.**

Classroom windows and doors will remain open when practicable. Outdoor instructional spaces will be identified and labeled on a school campus map. Staff may reserve outdoor instructional spaces on a shared site calendar. Portable air purifiers will be placed in instructional spaces and be kept running when people are present.

**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 areas only need routine maintenance.**

Classes will be assigned to play structures. Students will wash hands or use hand sanitizer before and after using any play structure. Play structures will also be sanitized daily by custodial staff.

**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.**

Designated outdoor learning areas, via reservation on a shared electronic calendar, will be available for teachers to utilize.

**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 while eating.

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

Each classroom is equipped with a sink and soap. Each classroom teacher will develop routines and provide time for all students and staff to wash their hands, regularly.

**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. 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. 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.

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

Yes.

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

Yes. Each classroom is provided with a plexiglass screen to further protect staff and students from each other during one-on-one instruction and assessments.

**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 fully vaccinated.**

Non-essential visitors will be limited. All visitors must sign in at the main office. All visitors 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. There will be no parent volunteers in classrooms at this time. Parent volunteers will help ensure COVID-19 safety protocols are followed during ingress and egress times.

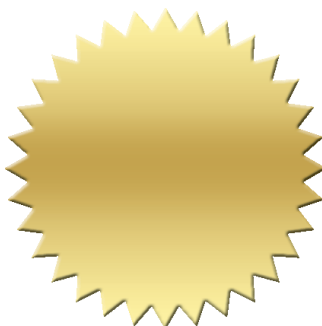
**30. A School Site-Specific Protection Plan (SSSPP) outlining the above measures is completed, posted and updated on school or district websites as a component of their COVID Safety Plan (CSP) and shared with all staff and families. Schools should update SSSPPs as state and local Public Health guidance 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.**

<p><b>Old Mill Elementary School</b></p>	<p><b>School Site-Specific Protection Plan</b></p>
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**Certificate of Completion**



**OLD MILL ELEMENTARY 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:

<https://www.mvschools.org/Page/156>

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