

# EDNA MAGUIRE ELEMENTARY SCHOOL



## REOPENING HANDBOOK



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Edna Maguire’s reopening handbook details our recommendations for a safe reopening. The recommendations are organized into the following categories.

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## Introduction

California's public schools are mandated by the Legislature to open for in-person activities to the greatest extent possible. At Edna Maguire, we are committed to reopening our school safely. The health, safety and well-being of our students, staff, and community members is our main priority.

Our [School Site-Specific Protection Plan](#) is based on guidance available at this time from many agencies, such as the Centers for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health that support and promote emerging best practices. These best practices are based on alignment with local, state, and federal guidelines in coordination with the county's Public Health Officer.

### Our Guiding Principles

- I. To maximize student and employee safety
- II. To optimize student learning
- III. To support student well-being

We all want our school to be open with all our students back in the classroom. To do this, we need collaboration from our community. Together, we need to help slow the spread of the virus. We are each other's protection. You can help by teaching your students the best practices for slowing the spread of the disease - remaining six feet apart, wearing face coverings, washing hands regularly, and avoiding gatherings. Please practice these behaviors at home so that they are not new when your child arrives at school. If your child is reluctant to follow these behaviors, please remind your child that sometimes we have to do things for the greater good of our community, and that is part of being Edna PROUD.

This Handbook will remain fluid and responsive to new information from local, regional, state, and federal agencies. This Handbook is intended to offer each community member a central location to access information during this continually evolving experience. As new decisions are made and as content is developed, it will be added to this Handbook.

The successful implementation of our reopening plan depends on the cooperation and support of our whole school community. By adhering to the safety precautions outlined in our plan, we are confident that together we can reopen safely.

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## Reopening Classrooms to In-person Learning



Edna Maguire will reopen on November 30, 2020 with a hybrid model. Children will attend either a morning or an afternoon session for 2.5 hours each day.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:25am-8:30am	Supervised Ingress				
8:30am-11:00am	<b>Cohort A</b> Core Instruction				
11:00am-11:05am	Supervised Egress				
11:05am -12:20pm	Cleaning/ Sanitizing	Cleaning/ Sanitizing	Cleaning/ Sanitizing	Cleaning/ Sanitizing	Cleaning/ Sanitizing
12:25pm-12:30pm	Supervised Ingress				
12:30pm-3:00pm	<b>Cohort B</b> Core Instruction				
3:00pm-3:05pm	Supervised Egress				

Children will have a 15-minute recess and a remote specialist class for 30 minutes each day. In grades 1-5, specialist lessons will be taught when students are not at school with their grade level cohort. In Kindergarten, students will receive Art and Library during in-person learning at school. Music and two PE sessions will occur when the students are not at school with their cohort.

Asynchronous work will be assigned in Grades 1-5 by the classroom teacher to fulfill SB98 required minutes. Kindergarten meets the minutes with in-person learning and specialist lessons.

<b>Asynchronous Minutes</b>	
<b>First Grade, Second Grade &amp; Third Grade</b>	50 minutes x 5 days per week
<b>Fourth Grade &amp; Fifth Grade</b>	60 minutes x 5 days per week

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## Extended Distance Learning



Families choosing to continue with Distance Learning will be assigned a district teacher.

Edna Maguire students will receive daily synchronous instruction with their district teacher and opportunities for independent practice during asynchronous time.

Students will receive:

- 3 hours per day for Kindergarten
- 3 hours 50 minutes per day for grades 1-3
- 4 hours per day for grades 4-5

The time will be distributed as follows:

<b>Grade Level</b>	<b>SB98 Required Minutes</b>	<b>Live Synchronous Minutes</b>	<b>Asynchronous Minutes</b>
<b>Kindergarten</b>	180	135	45
<b>1st, 2nd, 3rd</b>	230	185	45
<b>4th, 5th</b>	240	175	65

- We will ensure that students and families have the devices and connectivity necessary to participate in distance learning.
- Daily attendance and participation will be recorded. A daily engagement record noting participation in synchronous and asynchronous instruction will be kept.
- A plan for re-engaging students who are absent from distance learning for more than three school days will be developed.
- Extended Distance Learning students will remain connected to Edna Maguire in the following ways:
  - Morning announcements
  - Assemblies
  - Schoolwide ParentSquare posts

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## **Stable Cohorts**



Stable cohorts have been created to minimize the mixing of students and staff. This limits the opportunities of COVID-19 transmission and allows us to efficiently respond in the instance of a positive case.

Students are assigned to a stable classroom cohort which allows students to consistently work together with no interaction with other cohorts on campus. These cohorts will be maintained in classrooms, during recess, and at snack time. Recess will be staggered and cohorts will be assigned a designated area on campus.

Students from classroom cohorts may also participate in individual or small group work with school staff, in addition to their work within their classroom cohorts. For this purpose, students may have contact with students and staff from outside of their classroom cohorts. Attendance in individual and small group sessions will be tracked via QR code sign-ins.

## **COVID-19 Testing Protocol**

Mill Valley School District follows Marin Public Health guidelines for essential workers. According to public health, essential school workers shall contact their own providers for COVID-19 testing. Every staff member is encouraged to be tested prior to school opening and then once every 2 months. Following initial testing, 25% of staff should be tested every two weeks to monitor viral spread in an ongoing manner. A schedule for ongoing testing has been devised.

Everyone with symptoms of COVID-19 should contact their healthcare provider. If you receive a positive test result, do not enter the school campus.

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## Essential Protective Equipment

To ensure that our school is prepared for the 2020-21 academic school year the following Essential Protective Equipment (EPE) has been purchased and/or installed on campus to minimize exposure to COVID-19.

- Disposable Face Masks for staff and students
- Cloth Face Masks for staff and students
- Humanity Shields for staff
- Touchless Thermometers
- Eyewear
- Gloves
- Outdoor Handwashing Stations
- Hand sanitizer dispenser in each classroom
- Plexiglass partitions in the school office
- Portable plexiglass partitions for each teacher and aides
- High-quality air filters
- Sanitizing spray
- Cleaning, sanitizing, and disinfecting supplies

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## Health Screening

Screening will take place to prevent symptomatic individuals from entering the school campus. Screening will include a passive screening of students, staff, and visitors using a checklist to self-identify symptoms or exposure to COVID-19.

- Parents and caregivers are required to conduct a [daily screening](#) of their child(ren) for symptoms of COVID-19 using the following checklist before leaving for school. Do not send your child to school if they exhibit any of the following:
  - Fever greater than 100.4 degrees
  - Cough, shortness of breath, or difficulty breathing
  - Chills or muscle aches
  - Congestion or runny nose
  - Sore throat
  - Headache
  - Loss of smell and/or taste
  - Nausea/vomiting or diarrhea.
  - If exposed to someone who has tested positive for COVID-19 in the last two weeks
- Parents will complete a daily screening form on ParentSquare.
- Temperature screening of all students and staff will not be a regular practice. If temperature screening is performed, contactless thermometers will be used.
- Symptomatic students and staff who report to school will be asked to return home.
- Staff will pay attention to signs and symptoms of COVID-19 in order to respond appropriately and efficiently if anyone develops symptoms during the school day.
- A symptomatic student will be kept under observation in the Isolation Room until collected by a parent or caregiver.
  - Students should be picked up within 30 minutes. Emergency contacts will be called if we are unable to reach a parent after 5 minutes.
- Designated school staff will tend to symptomatic students. Designated staff are receiving training and appropriate EPE will be utilized.
- Children with injuries will be attended to outside. Children will sit on the bench in front of the office or receive first aid in their classroom, if necessary.

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## Hand Hygiene

Hand hygiene is one of the most simple yet effective actions to prevent the spread of most respiratory viruses. Practicing frequent and proper hand hygiene, which includes the use of alcohol-based hand sanitizer or handwashing with soap and water is a critical practice to reduce the spread of pathogens and prevent infections, including the COVID-19 virus.

- Handwashing and hand sanitation will be taught as a priority.
- Students will have access to hand sanitizer and/or sinks with soap.
- Hand sanitizer is available at the entry point of each classroom.
- Hand washing stations are located throughout the campus to facilitate hand washing, including 2 portable outdoor hand washing stations.
- Age-appropriate signage is displayed to remind students to wash their hands.
- A schedule for hand hygiene will be in place. Students will clean/sanitize their hands upon entry to the classroom and at every transition. Frequent reminders to wash or sanitize hands will be given throughout the day.
- Hand hygiene will be performed prior to and after snack and recess breaks.
- Students will be taught about respiratory etiquette. Students will be reminded to sneeze or cough into their elbow, even while wearing a face covering.
- Students will be encouraged to avoid touching their face, eyes, nose, and mouth.

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## Face Coverings

Cloth face coverings are a critical preventive measure and may help reduce the spread of COVID-19 when they are used by people in public settings. According to current State guidelines, anyone over 2 years old is asked to wear a face covering.

A face covering is a covering made of cloth, fabric, or other soft or permeable material, without holes. It should cover the nose, mouth, and chin. Any mask that incorporates a one-way valve is not a proper Face Covering under Marin's Facial Covering Public Health Order and is not to be used. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face.

**Face coverings that adhere to Marin Department of Public Health Guidelines are required to be worn properly at all times by all individuals on the school campus, indoors or outdoors. The exceptions are for eating, drinking water, and permitted mask breaks. No “gaiter”-type face coverings.** This applies to all students grades K-5, all administrators, and any visitors on campus over the age of 4.

- Students will use face coverings provided from home. If families are unable to provide a face covering, school staff will assist in providing one.
- For mask breaks, eating, and drinking water: These activities may *only* be done outside. General rule: You must be seated to have your mask off for these activities. If you stand, you must have your mask on.
- Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing a face covering. This must be verified in writing from a medical professional, member of the school IEP team, or the school counselor.
- Staff who work with students who are not required to wear masks will be given more comprehensive PPE and will receive multiple sets of PPE per day.
- Staff may use face coverings provided from home or use a Humanity Shield provided by MVSD.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with face coverings when in the classroom to further reduce the risk of transmission.



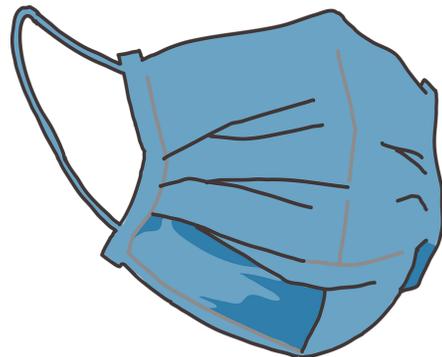
- Teachers may consider using a Humanity Shield during phonological instruction to enable students to see the teacher's mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.
- Students will learn the reason for and proper use of a face covering, including procedures for putting on, taking off, and storing their face covering (i.e. during snack times).
- Office staff and teachers will maintain a supply of disposable masks (adult and child size) in the event that a student or staff member requires a replacement during the school day.

### **MASK BREAKS**

- Students who need a break from their face mask may do so with teacher permission provided social distancing is maintained. Teachers may schedule mask breaks. All mask breaks will be taken outdoors while maintaining social distancing, **not** indoors.
- If a student refuses to wear a face covering, the following steps will be taken:
  - 1) The teacher will remind the student to put the mask on.
  - 2) The teacher will ask the student to put the mask on and explain reasons for wearing a mask.
  - 3) The student will be asked to move to a safe space outdoors to take a mask break.
  - 4) If refusal to wear a mask continues, the site administrator will be notified and work with the student.
  - 5) The parent/caregiver will be contacted to collect their child from school.

### [Face Covering Resources](#)

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## Physical Distancing

Physical distancing is a measure to prevent the spread of a contagious disease between people. Physical distancing reduces the likelihood of close contact that may lead to transmission. Physical distancing guides, such as tape, paint, or chalk on floors, grass or sidewalks, and signs on walls, will be used to ensure that staff and children remain at least 4-6 feet apart.

### Classrooms

- Classroom furniture is arranged facing forward so that students can sit 5-6 feet apart, where practicable.
- Tape is positioned on classroom floors to delineate a safe distance of 5-6 feet, where practicable.
- Weather permitting, classes may take place outside to promote physical distancing and provide fresh air.

### Hallways

- The 3rd and 4th-5th grade hallways are directionally marked for travel. 4th and 5th grade students will use the hallway for entering and exiting their classrooms, and to access bathrooms. 3rd grade students will use the hallway to access bathrooms.
- Kindergarten, first, and second grade hallways will not be in regular use by students. Exterior doors will be used for entering and exiting classrooms, and for outdoor travel to bathrooms.

### Office

- Signs are positioned on the floor to indicate physical distance.

### Large Gatherings

- Large gatherings will not be held in the foreseeable future.
- Virtual activities will be pursued in lieu of assemblies, field trips, events etc.

### Recess and Snack Breaks

- Every student needs time to run, play, and laugh with their peers. Health and safety guidelines will be followed to create play areas for cohorts of students to enjoy recess safely before returning to class.
- To limit the risk of transmission and to maintain physical distancing, recess and snack breaks will be assigned to designated areas.
- Students in each cohort will wear colored wrist bands to help identify themselves as belonging to that cohort.
- The field and yard will be zoned for cohort use.



- Cohorts will remain distanced from each other, and will not be permitted to mix.
- During recess or class group activities, physical distancing will be encouraged within the cohort.
- Weather permitting, snack breaks will be outside.

### **Restrooms**

- Children will be encouraged to use the restroom during their cohort recess time but will be allowed to go as needed.
- Each grade level will have a designated bathroom. Kinder classrooms have their own bathrooms. The first and second grades will use the bathrooms in their buildings. Third graders and one fourth grade class (Room 37) will use the downstairs student bathrooms. The remaining two fourth grade classrooms and the fifth grade classrooms will use the upstairs student bathrooms.
- Physically distanced markers are positioned outside the restrooms for students who are waiting to enter. In larger bathrooms, a maximum of 2 students at a time may enter the restroom.
- Students will call into the bathroom, “Is anyone in there?” If no one replies, the student may enter. If only one student replies, “I’m one!” the student may enter. If a second student replies “Me too!” the student must wait their turn in the hallway on a socially distanced dot.

### **Ventilation**

Ventilation is one of a number of Public Health guidelines that we have implemented to mitigate the risk of exposure for students and staff during the 2020-21 school year. Current research indicates that airflow influences the transmissibility of COVID-19. Therefore, properly installed and maintained Heating, Ventilation and Air Conditioner (HVAC) systems are critical to ensuring healthy indoor air quality. The HVAC systems at Edna Maguire have been evaluated and upgraded to deliver clean air and dilute potential contaminants.

- High-efficiency MERV-13 air filters have been installed and will be replaced bi-annually.
- Outdoor space has been identified and will be utilized for classroom activities. The Edna campus has designated outdoor learning spaces that teachers can utilize using a calendar reservation system. Please send your child with a layer and a hat for outdoor use.
- At least one operable window and an exterior door, or two or more operable windows will be opened when safe to do so.
- Each classroom will have a portable HEPA air purifier.

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## Cleaning and Sanitizing

- All classrooms will be sanitized between the first and second cohort and after the second cohort leaves for the afternoon.
- The office and shared staff spaces will be sanitized at the end of each day.
- Staff will ensure that there is adequate ventilation when using sanitizing products.
- Each classroom and workplace will have access to a cleaning solution (Sani-Q) to spray light switches, door knobs, desk surfaces, shared objects and any other high touch surfaces.
- All classrooms will be disinfected daily.
- Bathrooms will be cleaned/disinfected twice a day, between cohorts and at the end of the school day.
- The Isolation Room will be closed off and not used until after cleaned and disinfected after use. If feasible, 24 hours will pass before cleaning and disinfecting.

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## Ingress and Egress

Edna Maguire has an open campus with many entry points. Once students enter the campus, they are to proceed directly to their designated waiting area. At travel chokepoints, all foot traffic will follow directional markings. Students may not travel through another cohort's waiting area on the way to their own waiting area. Each student will be assigned a marked spot to wait with others in their cohort. Cohort waiting areas are adjacent to classrooms and entry doors, and are distanced from each other. Drivers are to remain in their vehicles when dropping off or picking up students at Car Line. When in-person drop-off or pick-up is needed, only a single parent or caregiver may pick up or drop off their child from their designated waiting spot outside their classroom.

Parents and designated caregivers *may not* gather on campus for socializing during ingress and egress periods, or at any time during the school day. Parents or caregivers of younger students picking up a student in-person may wait on their children's designated and socially-distanced waiting spots, only within 5 minutes of the dismissal bell (10:55 and 2:55), and must wear a facemask at all times.

Upon arrival, students will be met by their teacher at their cohort's designated waiting area. Teachers will walk students into their classrooms at 8:25 and 12:25, maintaining social distancing. Cohort waiting areas are under cover of roofs and eaves. In the event of a rainy day, please ensure your children are wearing raincoats and hats. Teachers will open their classroom doors early if possible.

## Tardy Students, Early Pick-up, and Late Pickup.

Students arriving after 8:30 and 12:30 must report to the front office, sign-in, and pick up a tardy slip to present upon entry to their classroom.

Authorized adults picking up children must report to the main office. Stop outside the door, signal for attention, and inform Leslie or Alison (at the front desks) of whom you are picking up. Your child will walk to the office to meet you. Adults may not pick up children during the school day by going directly to classrooms.

**Students whose guardians are late picking them up will be sent to the seating areas outside the main office to await pickup.**

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## Shared Equipment

Students will be discouraged from sharing objects that are difficult to clean or disinfect.

- Student's belongings will be separated from others' and placed in individually labeled containers for use in class.
- Students will have individual art, P.E., and music kits for specialist classes.
- Cohorts will have limited shared equipment that is easy to clean and disinfect between use.
- Systems will be developed for books and electronic devices.
- Shared playground equipment will be limited in favor of physical activities that require less contact with surfaces and allow for greater physical distancing. Cohorts will not share equipment with other cohorts, and any common equipment will be sanitized with Sani-cue after each use.
- All play structures are closed to student use during the school day until further notice.

## Visitors and Volunteers

To reduce the number of interactions on campus, visitors will be limited. Parents are not permitted to visit or volunteer in classrooms. Parents and caregivers will have limited access to the front office and are restricted from other areas of the school campus except during ingress and egress times (AM cohort: 8:20-30, 11:00-11:05. PM cohort: 12:20-12:30, 2:55-3:05).

For access to the office, check in first 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.

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## Nutrition and Cohort B Choice Lunch

Schools are essential to meeting the nutritional needs of children with many consuming up to half their daily calories at school.

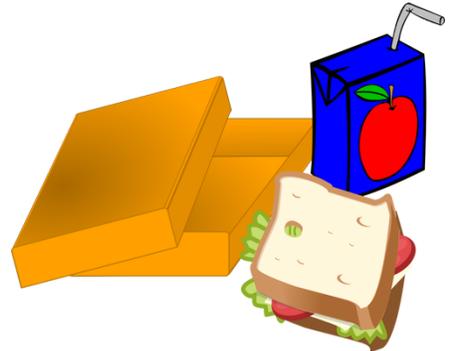
Families may purchase Choicelunch online that can be collected from school on a daily basis. Meals for the whole week are individually pre-packaged.

Cohort A can collect meals from 11:00-11:10, to eat off campus.

Cohort B may collect Choicelunch meals at 11:40 and eat them in a supervised lunch at the MPR lunch tables. This supervised lunch is only for Cohort B students who receive Choice Lunch meals. All other students should eat lunch at home.

- Meals will be eaten outdoors in the MPR eating area while maintaining social distancing of at least 6 feet.
- Students will wash their hands with soap and water for 20 seconds after eating.
- Tables and benches will be disinfected after use.

All other lunches are to be eaten at home.



## Snack and Water Bottle

Students will eat their snack during recess. Snacks need to be brought from home. Students need to be able to open snacks independently e.g. vegetables, fruit, goldfish in a container, or a bar. We are adopting a pack in, pack out approach. **No snack trash will be collected on campus. It must all go home with your children.**

Students are to bring a filled water bottle, labelled with their name, in their backpack for designated water breaks. Drinking fountains will be disabled in order to reduce the possibility of virus transmission.

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# Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Principal Leo Kostelnik, the Public Health Liaison, will adhere to the following Marin County Public Health Protocols. [Return to Table of Contents](#)

**Mill Valley School District  
Protocols for COVID-19 In Our Schools**



Scenario	Action
<b>1</b> A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.	<ul style="list-style-type: none"><li>• Report information to administrator, send home</li><li>• Contact Healthcare provider/Public Health for testing (recommend testing)</li><li>• If positive, see Scenario #3; If negative, see Scenario #4</li><li>• <b>School/Classroom OPEN</b></li></ul>
<b>2</b> A family member or someone in close contact with a student or staff member tests positive for COVID-19.	<ul style="list-style-type: none"><li>• Report information to administrator, send home, quarantine for 14 days</li><li>• Contact Healthcare provider/Public Health for testing (recommend testing)</li><li>• <b>School/Classroom OPEN</b></li></ul>
<b>3</b> A student or staff member tests positive for COVID-19.	<ul style="list-style-type: none"><li>• Report information to administrator, send home, isolate as per Public Health</li><li>• Families of Students and Staff: quarantine and contact Healthcare provider/Public Health for testing</li><li>• <b>Classroom CLOSED for 14 days from last exposure</b></li><li>• <b>School remains OPEN</b></li></ul>
<b>4</b> A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.	<ul style="list-style-type: none"><li>• May return to school 24 hours after symptoms resolve</li><li>• 14 day quarantine required for close contact with COVID-19 positive case</li><li>• <b>School/Classroom OPEN</b></li></ul>