

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

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

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - If you have COVID-19 symptoms, do not enter the facility;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear face coverings, as appropriate; and
 - Do not shake hands or engage in any unnecessary physical contact.

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

Tools for Developing Your School Site-Specific Protection Plan

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

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to 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	
Park School	
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)	
Aubrey O'Connor, Principal Beth Fogel, Administrative Assistant Francisco Hernandez, Custodian Carlos Mendoza, Custodian Heather Mathews, PTA President Andrea Dunn, Teacher Robin Franz, Parent Lucy Imwalle, Parent	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Aubrey O'Connor, aconnor@mvschools.org , 415-389-7700 Nicole Reyherme, nreyherme@mvschools.org , 925-864-3768	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
10/20/20	
Principal or Administrator	
Name: Aubrey O'Connor	Title: Principal
Email: aconnor@mvschools.org	Phone Number: 415-389-7700

I, Aubrey O'Connor , 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:

Specific Control Measures and Screenings

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

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

A multidisciplinary Task Force has been established, and is collaborating on the development of the plan. Regular SSSPP Task Force meetings have occurred beginning October 5. Additional meetings are scheduled as needed. SSSPP is a standing agenda item to discuss with staff. The Task Force monitors and adjusts the plan based on input from all stakeholders. The SSSPP is shared with all staff members and families, and is 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 is replenished on a regular basis. Available EPE includes: Hand sanitizer, masks, gloves, face shields, sanitizing wipes, 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 are worn by all children, staff and visitors on the school campus (per MHHS Guidelines). Barriers have been installed in the front office and teachers have plexi-glass shields for working with children. MERV 13 filters in each classroom, outdoor canopies and handwashing stations have been installed. Staff have “go bags” to take out to recess and supervision duty that contain additional EPE equipment. Student attendance is taken daily using Aeries. Staff signs 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](#)

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

Staff participated in Keenan Trainings for the use of Sani-Q, Coronavirus, Cleaning and Disinfecting their workplaces 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. is provided in the classroom from the teacher.

Families have received instructions on protocols relating to mask wearing, hand washing, passive health screening and for systems on campus, such as ingress and egress, bathroom protocols, etc. Assembly videos on these topics have also been made available.

- 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, Aubrey O'Connor, and district appointed admin, Nicole Reyheme, respectively, serve as the primary and secondary points of contact, and have attended the Public Health School Liaison Training conducted on August 27, 2020. Any questions or concerns and potential exposures should be reported to: Aubrey O'Connor.

- 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 are sanitized daily. The office and shared staff spaces are sanitized at the end of each day.

- All cleaning solutions provided by the district are EPA approved for use in classrooms.
- Each classroom and workplace has access to gloves, 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. Goggles are available to those that request them.
- Teachers have a checklist of surfaces to clean with Sani-Q between each cohort, including but not limited to light switches, door knobs, desk surfaces, shared objects, and any other high touch surfaces.
- All classrooms are cleaned daily.
- Bathrooms are cleaned/disinfected twice a day, between cohorts and at the end of the school day.
- The Isolation Room is closed off and not used until cleaned and disinfected after use.
- 48 hours passes before cleaning and disinfecting any room where a positive individual was present.

Classrooms and offices are sanitized by classroom teachers and instructional assistants as described above.

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 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.

[\(MCOE Staff Health Screening\)](#)

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:

Staff and students are required to stay home if sick. Students exhibiting symptoms during the school day stay in Room C until picked up. Room C is a small counseling office that is only used as an Isolation Area at this time.

- 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff who have regular 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 MDHHS guidelines. Staff who are not fully vaccinated have been assigned to quadrants and participate in testing on the schedule below. We are committed to adding an additional layer of safety through surveillance testing for our Mill Valley Learners. By signing up to participate, families have the opportunity to receive targeted email reminders for surveillance testing in slots based on their last name, alphabetically. Quadrants and testing dates are listed below.

Quadrant 1: May 10-14, 2021 Quadrant 2: May 24-28, 2021 Quadrant 3: April 12-16, 2021 June 7-17, 2021
 Quadrant 4: April 26-30, 2021

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):
 - 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.

Park School follows 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. Aubrey O'Connor and Beth Fogel 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 implements spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate. Student seating is positioned 3-6 feet apart. Markings on the floor and signage 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 are established with a primary classroom teacher.
Recess is scheduled and areas are demarcated to prevent mixing of stable classroom groups. These groups are maintained in classrooms, recess and snack times.

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

N/A

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

Where practicable, tables are arranged facing forward. Other seating arrangements based on age and developmental need are arranged so that students face in the same direction where practicable.

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

In person visits to classroom cohorts are limited where practicable, and staff not assigned as the primary cohort teacher primarily use virtual methods of instructing or interacting with the cohort. QR Code access is required by all staff to enter each classroom. QR codes are 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 follow Public Health guidance. Staff who interact/instruct individual students track these interactions on attendance logs.

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

Kindergarten – 2nd grade: enter/exit campus at Catalpa Gate and enter/exit classrooms through classroom external doors. 3rd – 5th grade: enter/exit campus at Elm Gate; Room 13 class enter/exit at classroom external door and Room 8 class enter/exit building at the rear door by kitchen. 3rd and 5th grade: enter/exit building through the East Wing entrance. 4th Grade: enter/exit building through West Wing entrance.

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

All students arrive within a ten minute window before the start of the instructional day. They line up on spaced dots by classroom to prevent mixing. All students enter and exit through assigned Gates and building entrances. Recess periods for classes are staggered throughout the school day, and areas are designated to specific cohorts. Teachers and staff share responsibility for supervising students during ingress/egress periods and recess.

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

Students only enter the hallway to place and retrieve their back packs and use the restroom. One child at a time from each cohort is allowed to enter the hallway during instructional periods. Cubbies are not shared, and backpacks are spaced appropriately. Staff may use the hallways walking on the right-hand side. Hallways are marked with directional arrows.

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

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

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

Outdoor tables, the school garden and umbrellas as needed, are available for teachers to use as outdoor classroom space, and use is scheduled to ensure that groups stay intact during outdoor instruction. Classroom doors and windows are open as much as possible. Teachers clean any outdoor areas used between groups.

- 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.

Limited playground equipment is provided for group use. Play structures are used under adult supervision and groups are maintained.

- 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 is considered to support physical distancing e.g. auditorium.

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

EDL families may purchase a to-go Choicelunch online that can be collected from school on a Monday. Meals for the whole week are individually pre-packaged for collection between 10:30am-12:30pm.

Choicelunch lunch is individually packaged and delivered to classrooms for in-person students.

- Weather permitting, meals are eaten outdoors, picnic style in a designated play area, while maintaining social distance of 3-6 feet apart or sanitize before and after eating.
- Tables and benches are disinfected after use.

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

Hands are washed and/or sanitized upon entry to the classroom and at every transition. A handwashing station has been placed on the blacktop. Classrooms have sinks and students may also use outside restrooms and the garden sink if supervised.

Classroom teachers have developed routines and a schedule with their class. Hand washing posters are displayed by all sinks.

- 24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

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

- All students will use face coverings provided from home. If families are unable to provide a face covering, school staff will assist in providing one.
- Staff may use face coverings provided from home and use a Humanity Shield provided by MVSD.
- Teachers will maintain a supply of disposable masks in the event that a student or staff member needs a replacement during the day.
- Students who need a break from their face mask may do so with teacher permission provided social distancing is maintained outdoors, **not** indoors.
- Parents and staff have been provided the following Face Mask Non-Compliance Plan:
 - Ask student to replace mask
 - If student refuses or seems distressed, staff will offer student a “mask break” outside the classroom (staff members can supervise while maintaining social distancing guidelines, or call the office for supportive personnel to supervise the “mask break”
 - If a student refuses a “mask break,” or refuses to reapply a mask, student will be removed from the classroom and supervised by other staff members or administrators for an extended break
 - If a student continually refuses a mask, family, staff and administrator will meet to determine next steps

- 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.

All staff and students have received training regarding the reason for and proper use of a face covering. Students have been taught how to wear a face covering in an age appropriate and developmentally appropriate manner. Many great resources are available online such as Sesame Street and Review wearing a mask 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 have individual desk drawers, cubbies or containers to store learning materials. Recreational materials are assigned to individual groups.

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

Devices, books, games and learning aids are assigned to individual students as practicable. Where not practicable, devices are cleaned. Clothing is not shared.

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

All teachers have been provided plexiglass screens for use in the classroom or other instructional areas. A plexiglass barrier has been installed in the office. Teachers also have the option of using plastic dividers on student desks where practicable.

- 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.

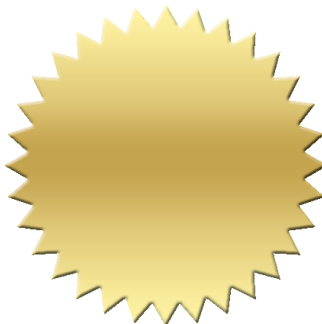
Non-essential visitors will be limited. Volunteers are limited to outdoor spaces for activities such as supervision car line, ingree/egress and recess. Essential workers have been instructed on all health and safety guidelines and are required to comply with all health and safety guidelines. All school entrances are locked, and visitors are required to check in at the office to be approved for entry. All visitors are required to wear a mask at all times and adhere to social distancing and handwashing/sanitizing protocol.

- 30. A [School Site-Specific Protection Plan](#) 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.

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

	<h2 style="text-align: center;">School Site-Specific Protection Plan</h2>
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Certificate of Completion



<p>(enter School Site Name here)</p> <p>Park School</p>

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:

<p>(enter School Site or District website here)</p> <p>www.mvschools.org</p>

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