



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	
Brandeis Marin	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Peg Sandel, Head of School Bev Boorman, Director of Operations Michelle Baumert, Office Manager Armando Pacas, Custodian Alla Krel, Chief Financial Officer	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Michelle Baumert, mbaumert@brandeismarin.org, 415-713-7399 (cell) Secondary: Zane Wiley, zwiley@brandeismarin.org, 415-298-1322 (cell)	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
August 24, 2020	
Principal or Administrator	
Name: Dr. Peg Sandel	Title: Head of School
Email: psandel@brandeismarin.org	Phone Number: 415-472-1833 (work) 510-504-6125 (cell)

I, Peg Sandel, 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: August 24, 2020



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.

The Brandeis Marin Task Force worked throughout the summer to develop, support and implement all aspects of the school's Site Specific Protection Plan. The Task Force talks regularly to adjust the plan based on changes in the guidelines, new scientific research and input from stakeholders. Task force members work with other teams such as the Parent Association leadership, the Educational Program team, and the janitorial service to be sure all protocols are understood and implemented.

- 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.

The school's Reopening Plan and COVID-19 Health and Safety Plan outline our comprehensive health and safety practices and protocols. We have installed 4 outdoor hand washing stations and supplied every classroom with hand sanitizer. We have a 3 month supply of PPE (face masks, gloves, face shields, etc.) for all students and staff members on hand. We have an attendance tracking system in our student information system which is integrated with our learning management system.

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

All faculty and staff were trained on the health and safety protocols on Tuesday, August 11. All protocols and training videos are available in a shared Google Folder entitled "COVID Health and Safety Documents" that is available to all faculty and staff members. Families and students received our reopening document and we held several town hall meetings via Zoom to answer questions and solicit feedback. All families and students will be trained through videos and a Zoom town hall session immediately prior to the return to in person learning. Students will also have in person training when they are on campus.



- 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).

Our school has a primary and a secondary point of contact for health and safety. These liaisons will work directly with families when questions or concerns arise about practices, protocols and when there is a potential exposure. These liaisons will also serve as a point of contact with public health officials should there be a potential exposure in our community. They will be trained by public health to serve the school community in this capacity.

- 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.

The school has implemented an intensified cleaning and disinfecting schedule of all spaces (classrooms, workrooms, restrooms, etc.) and all surfaces (desks, doorknobs, copiers, etc.). The cleaning schedule has been shared with all staff in the COVID-19 Health and Safety Plan. Every classroom has a sanitation station with cleaning supplies and additional PPE, as well as hand sanitizer. Sanitation stations are also posted around the school. Custodians clean the restrooms 3 times a day and there is a deep clean at the end of each day by our janitorial service. We have a 3 month supply of cleaning supplies and PPE in stock currently.

- 6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. [\(MCOE Staff Health Screening\)](#)

During the summer we created and implemented a daily health screening form for all staff using the template provided by Marin County Office of Education. We are using the CDC template for the home-based student health screening form so we can monitor our students for symptoms of infectious illness. We are working with SchoolPass (a secure online app) to conduct all health screening for students and staff once we begin school.



- 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 classroom just across from the front office is our designated isolation area. This room is large (489 sq ft) and will not be used for any other programmatic purpose. In this room, students who wait to be picked up can be isolated from students and staff members, while monitored by our front office staff. Additionally, this isolation room is just steps away from the front door of the school so a sick student does not need to walk through the school in order to exit the building.

- 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

The school is working with a private COVID testing vendor called Kyla to provide testing to all staff once a month. Testing will begin the week prior to the start of in person learning.

- 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):
 - 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Brandeis Marin is following the Marin County Public Health Protocols and Communication Templates for communication, contact tracing and testing in case a student or staff member exhibits COVID-19 symptoms, answers yes to the health screening questions, tests positive for COVID-19 or comes into close contact with someone who tests positive.



- 10. Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

The physical space of the school has been arranged to maintain a minimum of 4 ft distance between students and 6 ft distance between adults and students. This includes student desks arranged 4 ft apart and a teacher's area designated in each classroom with markings on the floor to maintain 6 ft distance. Markings have been placed on the ground as well. Room occupancy has also been indicated on each doorway so physical distancing may be maintained.

- 11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

Our school is small and each grade has fewer than 35 students. In grades K-5, there is one class per grade and no class has more than 21 students. Standard class sizes range from 12-21 students. Each grade/class is a stable cohort. Each grade/class has a primary cohort teacher (the general studies teacher) plus a Jewish studies and Hebrew teacher. The grades do not mix. Each class cohort has a designated recess and lunch time and separate entrances to prevent the mixing of cohorts.

- 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.

As in the lower school, each grade in our middle school has fewer than 35 students. Each grade is a cohort. The grade level cohort is divided into different class groupings to accommodate academic leveling and differentiation. Teachers teach in multiple cohorts and attendance is taken each period. There is no mixing of cohorts in the middle school. As in the lower school, each grade cohort has a designated recess and lunch time and each grade has two dedicated classrooms that are not shared with other grades, as well as a dedicated outdoor learning space.



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

In all classrooms, student desks are arranged facing forward and staggered, so no student is sitting directly in front of another student. All desks are spaced 4 ft apart and 6 ft from the teacher's area. Desk placement is indicated with a marker on the floor and the teacher space is also indicated with marker on the floor. These floor markings will help to keep desks in their physically distanced space.

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.

Each faculty member has an individual schedule for each week. Schedules do not change. Some teachers visit and instruct in more than one classroom cohort. Teachers take attendance in our online learning management system each period, including their own attendance. Strict attendance records will be maintained to document who visited a classroom each day. All faculty, staff and students are required to wear an appropriate face covering and maintain physical distance at all times. Our school will be using only internal substitute teachers this year as much as possible.

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

Front Door Entrance - All teachers and staff, as well as middle school students, will enter through the Brandeis front entrance. Lost and Found Entrance - Third, Fourth and Fifth grade students will enter here. Exterior Rodef Entrance - Kindergarten, First and Second grade students will use the side entrance and enter classrooms from their rear outside door. Movement through hallways will be single file with 6 ft distancing in Lower and Middle School. Changing of classes and bathroom breaks will be staggered with a designated time slot for each class. Signs in hallways reinforce these protocols.

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

We have staggered arrival times for our 175 students in grades K-8. K-5 will arrive from 7:45-8:00am and grades 6-8 will arrive from 8:00:8:15am. Lower school will have two recess periods - 1st LS recess will be from 10:00-10:15 and 2nd LS recess will be from 10:15-10:30. Lower school will also have two lunch periods - 1st LS lunch will be from 11:50-12:20 and 2nd LS lunch will be from 12:20-12:50. Middle school will have two recess periods - 6/7th grade recess will be from 10:35-10:45 and 8th grade recess will be from 10:45-10:55. MS lunch will be staggered from 12:30-1:25.



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

All hallway movement will be single file. Hallways are marked with 6 ft distance and signs indicate single file passage. Access to the outdoor Swig field for recess and lunch will be through the following doors: Middle School will enter and exit to/from Swig Field through the JCC doors for recess and lunch. Third, Fourth and Fifth grades will enter and exit to/from Swig Field through the door near the kindergarten class (at the base of the staircase) for recess and lunch. Kindergarten, First Grade, Second Grade will each use the doors in their classrooms to enter and exit Swig Field for recess and lunch.

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

The school is not going to hold any in person large gatherings. All community events of any size will be held on Zoom.

- 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.

Each class has a dedicated outdoor space for learning. We installed outdoor pop-up tents with tables and chairs for every grade (two per grade for middle school classes and one per grade in lower school). Students and teachers can use this space to learn whenever they wish. The outdoor field has been divided into two designated zones for play and recreation that will be delineated with movable barriers. There are four hand washing stations located on the Swig field. Kindergarten and first grades each have a dedicated outdoor play space, in addition to their outdoor learning space.

- 20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

The school's custodial staff will clean all playground equipment after each use, according to our cleaning schedule. Equipment such as balls will be dedicated to a cohort for a two-week period of time and then cleaned before being given to a new cohort to use. Our two play structures are dedicated to kindergarten and first grade only to use. The kindergarten and first grade cohorts each has its own play structure and play space.



- 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.

The school shares a gym with the Jewish Community Center which is currently closed due to Public Health directives. We will not be using the gym at all this year. Multi-use rooms such as our art studio and learning resource room will be cleaned and sanitized between uses and are set up to support physical distancing between students and between the teacher and students.

- 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.

The school will be not providing a lunch program this year. Lunch will be eaten outside in our outdoor classroom spaces. No sharing of food will be allowed. Students will be physically distanced and separated by cohort. Faculty and staff members will have a dedicated outdoor space for them to eat lunch.

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

Each grade has a schedule for hand washing. In general, these are the designated times for hand washing: Upon arrival - Before recess - After recess - Before lunch - After lunch - Before and after PE - When moving to a new classroom - When new manipulatives/materials are introduced (for example, in art or science) - After bathroom breaks - Before dismissal

- 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.

All students and staff will be required to wear an approved face covering while at school. Special consideration will be given students with a medical or behavioral contraindication. The school will maintain a supply of disposable face coverings for students and staff to use when needed. All staff and faculty have been trained in how to properly wear a mask. Students will be trained when they are on campus for in person learning.



- 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.

Training was conducted on August 11th for all faculty and staff members. Links to training videos have been made available to all staff in an online folder. Students will be given training by their teachers/advisors once they are back on campus for in person learning. Links to training videos will be made available to all students on our learning management system. Our Athletics Director will also be going over the protocol for face coverings in PE classes.

- 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.

Each student has a separate individually labeled box for all school supplies. Classroom supplies will not be shared by students as much as possible. This includes manipulatives, toys, sports equipment, art supplies, and all other learning materials. Sports equipment will be thoroughly cleaned and sanitized in between use by different cohorts. Use will be for a two week period.

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

Each student has been provided either an iPad (grades K-3), a Chromebook (grades 4 and 5), or a bring your own Chromebook device (grades 6-8). We have devices available for middle school students who do not have a Chromebook or are unable to purchase one. Students will not be allowed to share devices at all. Sharing of clothing, books and other learning materials will be avoided as much as practicable.



- 28. Use of privacy boards or clear screens will be considered as much as practicable.

A clear screen has been installed in our front office. Additional clear screens or privacy boards will be installed as needed elsewhere around the school.

- 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

We communicated with parents that we will not be able to permit parent volunteers, tutors or other visitors to campus this year. One-on-one aides to students with documented disabilities are considered essential workers and they will be permitted on campus and required to adhere to all health and safety guidelines. They will be included in our once a month COVID testing and be required to complete the health screening form for staff. Any vendors who must visit campus (for repairs, for example) will be required to adhere to all health and safety guidelines. Records will be kept for all visitors to campus.

- 30. 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.

This Site-Specific Protection Plan is posted to our school website and has been shared with all employees, community members and stakeholders. A copy is also kept at our front desk in case anyone needs to review it.

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



School Site-Specific Protection Plan

Certificate of Completion



(enter School Site Name here)

Brandeis Marin

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

(enter School Site or District website here)

www.brandeismarin.org

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