

# **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.

<b>School or District Site Name</b>	
<b>School Type (select one)</b>	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
<b>Principal or Administrator</b>	
<b>Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Phone Numbers:</b>

I, \_\_\_\_\_, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

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.

- ☐ 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.

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

- ☐ 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).

- ☐ 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.

- ☐ 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. Staff should conduct daily health screening self assessment, which may be completed through an online survey. ([Sample MCOE Staff Health Screening](#))

- ☐ 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:*

- ☐ 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)

- ☐ 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.

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

- ☐ 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.

- ☐ 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.

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

- ☐ 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.

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

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

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

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

- ☐ 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.

- ☐ 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.

- ☐ 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.

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

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

- ☐ 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.



- ☐ 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.

- ☐ 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.

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

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

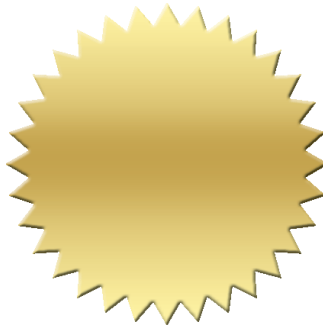
- ☐ 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

- ☐ 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.

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

	<h1>School Site-Specific Protection Plan</h1>
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## Certificate of Completion



(enter School Site Name here)

**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)

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

## **Mount Tamalpais School**

### **School Site-Specific Protection Plan Extended Answers**

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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.

#### Hand Washing

##### **From Students-Hygiene**

##### Hygiene

We have added 22 handwashing stations around campus to reduce congestion in bathrooms. Each classroom and office is also stocked with bottles of hand sanitizer.

Student hygiene practices will include:

- Hand-sanitizer or handwashing after passing through the health screening tent at arrival.
- Regular, scheduled breaks for hand sanitizing
- Hand washing
  - before and after any snack or meal
  - after coughing or sneezing;
  - after classes where they handle shared items
  - before and after using the restroom

When handwashing is not practicable, students and employees will use fragrance-free hand sanitizer. The sanitizer must be rubbed into hands until completely dry. Ethyl alcohol-based hand sanitizers will be used when available. All students under nine will use hand sanitizer under adult supervision.

##### **From Employees-Hygiene**

##### Hygiene

##### Hand washing

- before and after any snack or meal
- after coughing or sneezing;
- after classes where they handle shared items
- before and after using the restroom.

## Face Covering

### **From Universal Precautions**

Everyone on campus will be required to wear a face covering. MTS will have back up supplies on hand; families must provide masks for ongoing daily use.

Personal masks may be of any color or design, as long as any words or images are school appropriate, compliant with the student handbook, and the fit covers both the mouth and nose; minimum of 2-ply fabric, and no bandanas. Buffs or “neckies” are also not permitted.

We will provide [information](#) to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

Face coverings may only be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.

## EPE

### **From Campus Use Protocols**

- Classrooms are equipped with masks, sanitizer and paper towels, hand sanitizer, and disinfecting wipes

### **From Employee Restrooms**

- Gloves and disinfectant wipes are available in each adult restroom

## Student and Staff Attendance Tracking

### **From Contact Tracing, Communication, and Closure**

Our cohort model coupled with our student database will allow us to rapidly produce lists for possible exposure and contact tracing. Our employee-assigned workspaces as well as contact tracing form will allow us similarly to trace and contact potential exposures among employees.

Once a positive case is reported, our COVID Safety Coordinator, Joelle Dodge, will work in collaboration with Marin Public Health and Marin Health and Human Services to conduct testing, contact tracing, follow up, and evaluation. Employees will also work with our Director of Operations and Director of Finance.

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

#### **From Students-Training**

Before returning to campus, all students and parents/guardians will read and sign an acknowledgment of our Commitment to a Healthy Community. This document outlines key safety protocols for both on-campus and off-campus.

When students arrive on campus for their first day, they will receive training in safety practices and protocols. Teachers will reinforce these practices on a regular basis.

#### **From Employees-Training**

All employees will complete health and safety training on matters such as physical distancing protocols, wearing and care of face coverings, hand hygiene and personal care protocols, community care standards, signs and symptoms of COVID-19, and illness reporting requirements.

#### **From Commitment To a Healthy Community**

##### **Shelter-In-Place**

We will shelter-in-place as a family to the best of our ability for 14 days before returning to campus. During this time we will avoid group gatherings, refrain from air travel, and strictly follow all local and state regulations related to COVID-19.

On-campus we will:

- Wear a face covering at all times, unless otherwise directed
- Practice good hygiene in line with public health protocols including frequent hand washing and sanitizing
- Follow signs and protocols for movement around campus
- When possible maintain a distance of six feet between myself and any other person
- Respond cooperatively and respectfully to reminders that I follow these protocols

When not on campus we will:

- Avoid large gatherings and situations in which people are not following recommended guidelines for safety such as wearing masks and practicing physical distancing
- Use health screening applications to accurately report the results of daily personal health checks
- Pick a child up from school within two hours if they exhibit COVID-19 symptoms while at school
- Remain at home if our student experiences COVID-19 symptoms
- Follow instructions from public health and the school if someone in our family tests positive for COVID-19

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.

#### **From Cleaning and Disinfecting Protocols**

Each day and evening, additional maintenance staff will follow recommended cleaning and sanitizing protocols in line with current guidance from health authorities. Special attention will be given to classroom surfaces, bathrooms, water filling stations, door handles, shared objects, tabletops, door handles, and high traffic areas.

Specifically:

- Each evening all campus spaces will be professionally cleaned and disinfected using cleaners on the approved EPA List “N”.
- Throughout the day janitorial staff will wipe down surfaces of bathrooms, water filling stations, door handles, and other high touch areas.
- Throughout the day teachers and staff will wipe shared materials, tabletops, and other high touch areas in classrooms and offices with disinfectant wipes and sprays provided in each space.
- All products will be kept out of children’s reach and stored in a space with restricted access.
- Custodial staff and any other workers who clean and disinfect the school site will be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. We will also
- All staff will be trained in the appropriate use of wipes and sprays they are asked to use.

#### **From Student Restrooms**

We are reallocating our janitorial services to increase the frequency that bathrooms are disinfected

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. Staff should conduct daily health screening self-assessment, which may be completed through an online survey.

#### **From Universal Precautions - Daily Screening**

MTS will track health, attendance, and campus visits for all students and adults. The school will use the most up-to-date guidance from Marin Public Health to guide the screening process and requirements for coming to campus each day. Current screening questions include:

- Have you been in close contact with someone with a positive COVID test?
- Do you or anyone you live with have a temperature of 100.4 or greater?
- Are you experiencing any of the following: Cough, fever, chills, muscle aches, loss of smell, loss of taste, vomiting, diarrhea
- Record your temperature
- Have you been fever-free and free of respiratory symptoms for 72 hours without the use of symptom-reducing medication?

If a family has not completed the daily screening form or answered affirmatively to any of the questions, that student will be removed from the cohort as soon as is practicable and held until confirmation with parents/guardians.

#### **From Employees-Daily Screening**

Employees and any other adults on campus will complete a daily health screening process using an online survey.

#### **From Students - Temperature Screening**

We also plan to use a thermal screening system for all students as they enter the campus. That system will then be located near the front-office, the only point of entry onto campus once the school day begins. If a student or adult shows an abnormal temperature on that system, we will conduct a second temperature check using a separate thermometer.



Students who have a fever or other COVID symptoms will be quarantined on campus until a parent/guardian is able to pick them up.

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 permission obtained in advance. (Identify testing vendors, if applicable)

**From Employees-Testing**

We are currently planning to test all employees at the start of the school year. At a minimum, we will follow current requirements from Marin Public Health and Marin County Office of Education regarding continued testing. Our current plan is to conduct monthly surveillance testing for all employees with results available in less than 72 hours.

Our current testing firm and another are available for further testing associated with school-based COVID-19 cases, exposures, or outbreaks, following the recommendations of Marin County Public Health.

As testing technology changes, we will look to update this policy to comply with or exceed safety standards issued by Marin County.

Agile Urgent Care is our current testing vendor.

**From Students-Testing**

We do not currently plan to COVID test students. If directed by public health, we may include testing of students with appropriate parental permission obtained in advance.

## 9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios

### From Symptomatic and COVID Test Scenarios

#### 1. Symptomatic Student or Employee

- Scenario: Student or employee exhibits COVID-19 symptoms or answers “yes” to health screening questions or has a temperature of 100.4 or above
- Actions:
  - Student or employee is sent home or stays home
  - Testing or evaluation by a doctor is recommended (if positive see Scenario 3, if negative see Scenario 4)
- Cohort: remains open
- Communication: Family is advised to contact a physician. No community communication.

#### 2. Family Member or Close Contact Tests Positive

- Scenario: Family member or someone in close contact (close contact is defined as a person who is <6 feet from a case for >15 minutes) tests positive for COVID-19
- Actions:
  - Information reported to COVID Safety Coordinator, Joelle Dodge ([jdodge@mttam.org](mailto:jdodge@mttam.org))
  - Student or employee sent or stays home and contacts healthcare provider for testing. Negative test does not shorten the 14 day quarantine period.
  - Employee or student quarantine for 14 days from last exposure
- Cohort: remains open
- Communication: Cohort notified of a known case

#### 3. Positive Test

- Scenario: Student or employee tests positive for COVID-19
- Actions:
  - Students: Information reported to COVID Safety Coordinator, Joelle Dodge ([jdodge@mttam.org](mailto:jdodge@mttam.org)) and Public Health
  - Employee: Information reported to COVID Safety Coordinator, Joelle Dodge ([jdodge@mttam.org](mailto:jdodge@mttam.org)) and Director of Operations, Rosie Nicolini ([rnicolini@mttam.org](mailto:rnicolini@mttam.org))
  - Isolate case and exclude from school for 10 days from symptom onset or test date
  - Identify contacts, quarantine & exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious

- Disinfection and cleaning of classroom and primary spaces where case spent significant time. When practicable we will wait 24 hours before cleaning and disinfecting to reduce risk.
- Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)
- Cohort: Closed for 14 days from last exposure or for other time as specified by Public Health
- Communication: Phone calls and emails to affected families/employees

#### 4. Negative Test

- Scenario: A student or employee tests negative for COVID-19 after any of the reasons in scenarios 1, 2, or 3.
- Actions: Student or employee may return to cohort three days after symptoms resolve. However, they must continue to isolate if in contact with COVID-19 positive family member.
- Cohort: remains open
- Communication: To affected families/employees

### **From Contact Tracing, Communication, and Closure**

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Once a positive case is reported, our COVID Safety Coordinator, Joelle Dodge, will work in collaboration with Marin Public Health and Marin Health and Human Services to conduct testing, contact tracing, follow up, and evaluation. Employees will also work with our Director of Operations and Director of Finance.

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

### **From Students - Hygiene**

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  - before and after using the restroom

When handwashing is not practicable, students and employees will use fragrance-free hand sanitizer. The sanitizer must be rubbed into hands until completely dry. Ethyl alcohol-based hand sanitizers will be used when available. All students under nine will use hand sanitizer under adult supervision.

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.

**From Universal Precautions – Face Coverings**

Everyone on campus will be required to wear a face covering. MTS will have back up supplies on hand; families must provide masks for ongoing daily use.

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