

COVID-19 School Site-Specific Protection Plan

School or District Site Name	
Montessori de Terra Linda, 610 Del Ganado Road, San Rafael, CA 94903	
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)	
Jaye Flynn, Head of School Mae Rodriguez, Director of Operations Kate Ferini, Business Manager Jennifer Krasowski, Director of Admissions Zarrin Atkins, Upper Elementary Teacher Alice Miller, Primary Teacher David Cullinan, President, Board of Trustees Parth Banker, Parent Katie Louderback, Parent	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Mae Rodriguez, Director of Operations, office 415-479-7373, ext. 102 cell 415-847-9344, email: mae@mdtl.org Secondary: Jaye Flynn, Head of School, office 415-479-7373, ext. 101, cell 415-342-2329, email: jaye@mdtl.org	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
August 19, 2020	
Principal or Administrator	
Name: Jaye Flynn	Title: Head of School
Email: jaye@mdtl.org	Phone Number: 415-479-7373 ext. 101

I, Jaye Flynn, 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, 20, 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.

Montessori de Terra Linda adheres to all mandates issued by Marin County, the State of California, and aligns with the Marin County Office of Education in all of our planning and coordination. MdTL constantly monitors public health orders for updates. In June 2020, we established a Return to School Committee, which oversees all aspects of returning to campus and/or distance learning for Fall 2020. The committee coordinates with the support of the Board of Trustees Executive Committee, and meets weekly to discuss new directives and input from stakeholders. The Return to School Committee is overseeing the creation of our SSSPP.

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.

Written policies articulating MdTL's policies and practices are in place regarding hand washing, face coverings, essential protective equipment, and daily health screenings. MdTL requires face coverings to be worn by all staff and students, and hand washing is routinely scheduled throughout the day, as well as required before and after many daily activities. MdTL supplied daily clean EPE to all staff. Up to date staff and student attendance is tracked in two ways: for students through Transparent Classroom, an electronic record keeping system; and by staff through a third party vendor, KYLA, also electronic.

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

Campus Safety Protocols include written policy and instructions, posted signs around campus, and routine staff training and review sessions. Parent outreach regarding policies are delivered via multiple formats including informational Zoom sessions, regular email communications, updated policy posted to school website (parent portal), as well as in the Parent Handbook. Director of Operations attended all or portions of the Joffe Pandemic Coordinator Training in June and July 2020, and will conduct health and safety training sessions for faculty and staff the week of August 24. Training is required for all faculty and staff, and will include: instruction on how to prevent the spread of COVID, how to recognize the symptoms of COVID, routine cleaning and disinfecting of classroom spaces, how to properly and safely use a face mask, and how to screen themselves for symptoms.

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).

Primary: Mae Rodriguez, Director of Operations, office 415-479-7373 ext. 102, cell 415-847-9344

Email: mae@mdtl.org

Secondary: Jaye Flynn, Head of School, office 415-479-7373, ext. 101, cell 415-342-2329

Email: jaye@mdtl.org

- 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.

Montessori de Terra Linda will follow the MCOE's [School Cleaning Schedule \(Revised 7.1.2020\)](#). Training will be provided at faculty meetings the week of August 24 by the Director of Operations, Mae Rodriguez. All bathrooms will be cleaned after yard play, after lunch, and at the end of the day. High-touch areas are cleaned before/after use. Disinfectant, cleanser, hand sanitizer, gloves, and face coverings are available in shared spaces, including classrooms. Instructional signage posted in shared offices/bathrooms.

- 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.

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

Every staff and faculty member will complete and submit a health screening upon or before arrival to school. The screening is self-administered through an app supplied by our third party COVID testing vendor, KYLA. We have updated our school's illness policy in the Parent Handbook for 2020 with an addendum regarding COVID-19 symptoms and what to do in the case that a student or a student's family member exhibits symptoms of COVID-19. Parents will be asked to consent to a screening of their children, and will administer a health screening for their children prior to, within one hour, of arrival at school each morning. The student health screening will be transmitted electronically and will be verified prior to admitting students inside school gates daily.

- 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:

A learning specialist office has been re-designated for the 2020-21 school year for use as an isolation room. The isolation area can be accessed by parents via the north-most administrative entrance to the school, allowing for parents to pick up of sick children without coming into contact with students or staff.

- 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)

COVID testing for all Montessori de Terra Linda staff will be conducted monthly (1/2 tested one week, and the other ½ tested the following week), on site, using a third party vendor, KYLA.

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 student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - A student or staff member tests positive for COVID-19.
 - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Montessori de Terra Linda will follow [Marin County Public Health's protocols](#) for the scenarios outlined above, and we have adapted Marin Department of Public Health's templates for our community. Summary:

Scenario 1 - Student or staff sent home. Contact Healthcare provider/Public health for testing. Cohort OPEN.
Communication: no action needed.

Scenario 2 - Student or Staff: Report information to administration, sent home to quarantine. Contact Healthcare provider/Public Health for testing. Cohort OPEN.
Communication: Letter to household member or contact w/C19+.

Scenario 3 - Student or Staff: Report information to administration, families of students and staff: quarantine and contact Healthcare provider/Public Health for testing. Cohort CLOSED for 14 days from last exposure.
Communication: Phone call and letter of confirmed C19+ in cohort.

Scenario 4 - Student of Staff: May return to cohort 3 days after symptoms resolve, however, must continue isolation if contact with C19+ family member. Cohort OPEN
Communication: to families and staff regarding negative test Cohort member.

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.

In all indoor classroom spaces as well as outdoor areas used for learning and play, students will be arranged to maximize physical distancing, with at least six feet or more between student work spaces whenever possible, and at least 4 feet of distance in all cases. We have offsite storage rental facilities and have removed all non-essential classroom furniture and equipment to maximize indoor space and physical distancing.

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.

At Montessori de Terra Linda, each elementary classroom contains mixed grade levels and will all be stable cohorts of students throughout the 2020-2021 school year. Cohorts will not mix on campus. Currently, grades 1-3 cohorts will be under 18 students, and grades 4-6 will have a maximum 20 students in a classroom cohort. We have opened an additional early childhood classroom to reduce cohort size to 15 and under, and four out of five EC classes are mixed-age (four Primary rooms with ages 3-6, encompassing preschool and kindergarten-age students, and one toddler classroom of 2-3-year-old children) which also has allowed us to have siblings attend in the same room/cohort.

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 school wide mixing of students and staff.

N/A – MdTL does not enroll middle or high school students; our programs are preschool – 6th grade only.

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

In both indoor classrooms and outdoor areas, students are arranged as much as possible to face the teacher and at 6-foot physical distancing whenever possible, and always at least 4 feet of physical distancing.

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 order to maximize the stability of each cohort, MdTL has arranged assigned one teacher and either one or two assistants to each classroom such that no adult will have to instruct or supervise any class other than their assigned classroom. Contingency plans for when substitutes teachers are needed are in place, and we have assigned two staff as in-house subs. Teachers will be tracking using sign in sheets, their locations in every classroom. Specialist teachers and substitutes will document each class they teach, time of day taught, and each classroom in which they teach, and will always practice physical distancing and wear appropriate face covering.

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

Early Childhood (Primary) Program students will enter campus at either the Front Gate, or Side Gate at staggered times.

Grades 1-3 (Lower Elementary) students enter via their front/exterior door of classrooms from Del Ganado Rd.

Grades 4-6 (Upper Elementary) students enter "Service Gate and Labyrinth Gate" at staggered times and walk to exterior doors of classrooms located in the elementary garden.

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

EC (Pre-Primary & Primary) Program Schedules - See Appendix A

Elementary Daily Schedules - See Appendix B

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

- For most of our campus, there are predominantly exterior entries and only 1 classroom only has exclusively interior hallways shared by students. Most MdTL classrooms, offices, and bathrooms are accessed via outdoor breezeways.
- 6-foot social distancing markers are placed along the exterior pathways and breezeways, as well as outside bathrooms and at the front and side gates.
- Signs are posted as reminders to maintain social distancing, wear mask coverings, and hand wash often.
- One-way direction markers will be placed in the breezeways indicating that traffic may only move in a single file in one direction, where necessary.

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

Montessori de Terra Linda will not plan or schedule any assemblies or in-person gatherings in 2020.

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.

Throughout the day, cohorts will be scheduled to use all the outdoor spaces at staggered times to prohibit exceeding cohort limits and to ensure there is adequate time for cleaning in between usage of shared space. In addition to our campus outdoor spaces, our elementary classrooms utilize the outdoor areas at Terra Linda Recreation Center at 670 Del Ganado Road by arrangement with San Rafael Parks and Recreation, and all safety protocols are in place while using outdoor park facilities.

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.

For the EC and Upper Elementary classes, there will be assigned dedicated and clearly marked outdoor areas that extend their classrooms into outdoor areas. For common play areas, one cohort will be allowed to use the play areas and structures at a time, and these surfaces will be cleaned between uses. For Lower Elementary classes, cordoned off lawn areas will be utilized. All elementary classes will take turns utilizing open space at the Terra Linda Rec Center.

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.

MdTL has access to two large multipurpose rooms on a rental basis at the Terra Linda Rec Center, as well as the Sanctuary at Christ Presbyterian Church, which is adjacent to our Education Building, and these will be used as needed.

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.

N/A Montessori de Terra Linda does not have a cafeteria, and meals will be eaten in classrooms per standard operating procedures, or outdoors where practicable.

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

Each cohort has a designated hand-washing station. Students and faculty will be required to wash their hands, including but not limited to, the following times:

- upon arrival at school*
- after coughing and/or sneezing
- at the beginning of lunch before eating
- after bathroom use
- other regular intervals as arranged by each cohort

*Teachers and students will be permitted to use alcohol-based hand sanitizer in lieu of soap and water when indoor plumbing is not readily available (e.g. in outdoor classrooms)

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 MdTL school faculty and staff will wear cloth face masks and / or [Humanity Shields by Rapid Response PPE](#) when in classrooms and on campus. Preschool and kindergarten students will be given lanyards to connect their face masks so that when eating lunch or taking a “mask break” in designated and distanced locations, they will not need to set their mask down on any surfaces. Preschool and younger elementary students will be supported in properly wearing face coverings unless there is a medical or behavioral contraindication. All staff and students will be supported with instruction in proper use and handling, unless there is a medical or behavioral contraindication. Special attention will be paid to finding times in the day and isolated places on campus where children can safely take a break from their face coverings.

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.

One-on-one training and instruction will be provided to all staff following CDC, and health department guidelines during the week of August 24. All students will receive ongoing instruction and practice, which will include instructions on properly wearing a mask, and teachers and support staff will work to establish norms that align with all safety protocols. Parents will receive written communications regarding proper use and care for face coverings. Faculty will instruct students in proper use of face coverings during orientation days, the week of August 31.

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 will have individually labeled classroom supplies that will not be shared with other children, and will be stored in individual cubbies and/or containers. Shared toys and sports equipment will be minimized. When it is necessary to share equipment (e.g. swings on the playground), the equipment will be cleaned before and after use. The Montessori system of education has many hand-on materials and manipulatives, and as such, MdTL has established protocols for cleaning and disinfecting each material between use among children.

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

Children will rarely, if ever, need to use electronic devices and will never share clothing. For books or other games or learning aids, no sharing without proper cleaning disinfecting in between uses will be allowed.

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

Clear screens and privacy boards will not be used in outdoor spaces. Montessori de Terra Linda will assess indoor spaces in our offices and classrooms where privacy boards and clear screens could be practicable, but have instead opted to reconfigure these spaces to maximize physical distancing and minimize occupancy. We will continue to update our spaces in response to updated data and research.

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

All non-essential visitors, including parent volunteers, will not be allowed on campus. MdTL will attempt to schedule all maintenance and facilities projects outside of school hours. Essential visitors who must come to campus while school is in session will complete the same screening protocols that staff and faculty complete each day, and adhere to all campus health and safety guidelines. Parents will be permitted to pick up sick children from the isolation room via the administrative doors, adhering to all safety guidelines and directives from the Director of Operations.

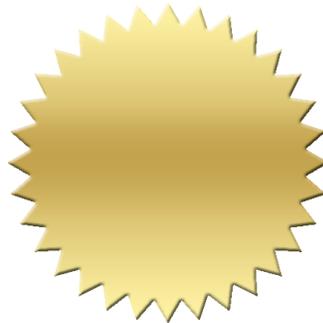
30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

MdTL's SSSPP (Draft 1) was completed on August 12, 2020, and was posted on campus. The current school plan (Draft 2, August 21, 2020) is posted to our website and in the front office, and will be shared with parents via email on August 24, 2020.

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



Certificate of Completion



Montessori de Terra Linda

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:

www.mdtl.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.

Appendix A

EC (Pre-Primary/Primary) Daily Schedule

	Sequoia (Drop off & Pick up at Main Gate: Del Ganado)	Maple (Drop off and Pick up at Parking Lot Gate)	Aspen (Drop off and Pick up at Parking Lot Gate)	Pine (Drop off and Pick up at Main Gate: Del Ganado)	Acorn (Drop off and Pick up at Main Gate: Del Ganado)
Morning Arrival	8:10-8:20	8:10-8:20	8:25-8:35	8:25-8:35	8:45-8:55
AM Break	10:00-10:10	9:40-9:50	9:50-10:00	9:30-9:40	10:15-10:25
AM Playtime	10:15-10:40	10:45-11:10	11:15-11:40	9:45-10:10	9:15-9:40
Assistant Break	11:15-11:45	11:15-11:45	11:30-12:00	11:15-11:45	N/A
Lunch	11:00-11:30	11:40-12:10	12:00-12:30	11:45-12:15	11:30-12:00
Noon Pick up	11:50-12:00	11:50-12:00	12:00-12:10	12:00-12:10	12:00-12:10
Head Teacher Break	12:45-1:30	12:00-12:50	12:10-1:00	1:00-1:45	12:00-12:45
Support Break	1:30-2:00	1:00-1:30	1:00-1:30	-----	-----
PM Playtime	12:55-1:25	12:20-12:50	1:30-2:00	2:05-2:35	-----
Afternoon Pick up	2:50-3:00	2:50-3:00	3:05-3:15	3:05-3:15	2:50-3:00
Aftercare Playtime (Sandbox & Grass Only)	3:20-3:50 M,W,F	4:15-4:45 M,W,F	3:30-3:50 T,Th	4:15-4:45 T,Th	-----

Appendix B

Elementary Daily Schedule

	Bay Laurel (Drop off and Pick up at Outer Classroom Door along Del Ganado)	Redwood (Drop off and Pick up at Outer Classroom Door along Del Ganado)	Willow (Drop off and Pick up at Labyrinth Gate Gate)	Cypress (Drop off and Pick up at Main Gate-Del Ganado)
Morning Arrival	8:00-8:10	8:10-8:20	8:00-8:10	8:25-8:35
Lunch	11-11:30	11:40-12:10	12:00-12:30	11:45-12:15
Recess	12:45-1:30	12:00-12:50	12:10-1:00	1:00-1:45
PE / Art	1:30-2:00	1:00-1:30	1:00-1:30	-----
Garden/ Nature	12:55-1:25	12:20-12:50	1:30-2:00	2:05-2:35
Dismissal	3:00-3:10	3:00-3:10	3:10-3:20	3:10-3:20
Aftercare Dismissal	3:20-3:50	4:15-4:45	3:30-3:50	4:15-4:45