



# Mount Tamalpais School

## COVID Response Plan 2020-2021

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# Letter from the Head

Dear Mount Tamalpais School Community,

Five months ago learning at Mount Tamalpais School pivoted from campus to home in support of local, national, and global efforts to stem the spread of COVID-19. What we hoped would be a short-lived, two-week hiatus expanded into the entire third trimester being conducted via our Distance Learning Program. As we prepare to launch the 2020-21 school year, we are preparing for our eventual return to campus. This document outlines the policies and procedures that will guide our safe return to in-person and on-campus instruction.

While many of these guidelines were recently finalized to align with best-practice research and policies, they are the result of months of effort and tremendous investment of time, talent, and treasure. While we believe the Mount Tamalpais School Distance Learning Program is among the most-effective for elementary education, we know that it does not meet the high bar that we all hold for the MTS education. For that reason, we are resolutely focused on our return to in-person learning. To that end, we are investing significantly to have a safe campus reopening plan. Included in this is:

- Increased staffing
  - Three additional teachers to allow for small cohorts
  - Extra janitorial services to enhance the sanitation of our campus
- Expanded and improved facilities
  - Our recently completed STEM Center, newly created classroom, and remodeled classrooms have updated HVAC systems
  - Four 900-square foot tents with solid floors to accommodate four cohorts and reduce space-sharing among student cohorts and staff
  - 22 handwashing stations
  - Fans for each classroom and Merv-13 air filters for HVAC systems
  - 180 student desks to replace tables ensuring appropriate social distancing
  - A state of the art thermal screening system for health checks
- Increased technology access
  - 100+ new iPads, laptops, and Chromebooks to minimize student sharing of devices
  - On-campus fiber internet and devices to support Hybrid Learning
- Additional safety measures
  - Monthly employee and community-accessible COVID testing

Our commitment to and investments in on-campus learning is a testament to our value for the MTS community and education. It is critical that each student and family make a similar commitment to the school. As outlined in our Commitment to a Healthy Community, we ask

everyone in the MTS community to live best-practices of health and safety both on and off-campus. Even more so this year, the success of the 2020-21 school year is a community endeavor.

While robust and detailed, this plan will, undoubtedly, evolve. We will continue to share meaningful updates to our policies as we strive to have all students safely on campus for in-person instruction. We look forward to partnering with you in the school year ahead as we work to bring learning back to our gorgeous campus.

Best,

A handwritten signature in black ink, appearing to read 'CDA', with a stylized flourish extending from the end.

Andrew Davis

# Terminology & Sources

## Terminology

- Hybrid learning: A platform for students to join in-person learning that is occurring on campus.
- Distance learning: The platform for all students in a cohort when in-person learning on campus is not available.
- Case rate: The number of new cases of COVID-19 reported over the past two weeks. Reported as number per 100,000 people.

## Sources

Our COVID-19 Response Plan is informed by a wide range of experts from:

- Marin County Public Health
- Marin County Office of Education
- The California Association of Independent Schools
- The National Association of Independent Schools
- UCSF Medical School

We have also read countless articles from these organizations and other evidence-based sources.

# Guiding Principles

## Health and Safety of Students and Employees

Our Response Plan and decision making prioritize the health and safety of our students and employees. With a scientific understanding of COVID-19 rapidly evolving, we will update this plan to incorporate relevant changes that would impact health and safety.

## Prioritize Site-Based Instruction When Safe and Permitted

We hope and plan for the return of instruction to the MTS Campus this school year. Our Response Plan - particularly as it relates to the MTS Program - is grounded in our intent to have students and teachers back on campus when safe and permitted.

## Outstanding Educational Program

Regardless of whether we are on campus or in distance learning, we are committed to offering an exceptional educational program that meets our Mission. This commitment pertains to both the academic as well as social-emotional components of our program. The three formats for learning in 2020-21 (in-person, hybrid, and distance) are outlined in greater detail in our Learning Continuity Plan.

## Agility is Essential

With so many unknowns and variables outside of our control, our Response Plan must be flexible and constantly evolving. We are committed to a response and school program that can agilely flex between site-based and distance learning.

## Community Endeavor

A safe and successful school year will require that all members of our community - MTS families and employees - follow current and emerging public health recommendations, as well as any additional expectations set by MTS in order to maintain a healthy school environment. This is reflected in our MTS Commitment to a Healthy Community.

# Levels of Response

We have designated four levels of response. We will use these levels in communications and throughout this Response Plan.

## Level 1 – Campus Open to All Students and Employees

- Students and employees follow Campus Reopening Plan
- MTS Program is offered through In-Person Learning and Hybrid Learning for all students

## Level 2 – Campus Open to Some Students and Employees

- Some students and employees allowed on campus following COVID Response Plan
- MTS Program is offered through In-Person Learning and Hybrid Learning for grade levels allowed on campus
- MTS Program is offered through Distance Learning Plan for grade levels not allowed on Campus

## Level 3 – Campus Closed for all Students

- MTS Program is offered through Distance Learning Plan for grade levels not allowed on Campus
- Employees are encouraged to use MTS campus to conduct DLP

## Level 4 – Campus Closed for all Students and Employees

- MTS Program is offered through Distance Learning Plan for all grade levels
- Only essential MTS employees are allowed on campus

# Campus Reopening Plan

In Levels 1-3, the MTS Campus is open to various constituencies. The protocols and procedures described here are in effect throughout the 2020-21 school year.

## Response Plan Documentation and Changes

Our COVID Response Plan is and will remain available on our website until we resume normal school operations.

This plan will be regularly revised to include best practices and changes in relevant policies, laws, and guidance from Public Health at both the state and county levels. Any significant changes to the plan will be published to employees and parents/guardians via email with a revised copy of the plan updated on our website.

## Judicious & Gradual Return to Campus-Based Instruction

While we are confident in the systems outlined in this document, we intend to have our return to campus be judicious and gradual, prioritizing our youngest students first as they are the students least well served by any distance learning program. This will allow us to fine-tune our safety systems.

Our current timeline, if granted a waiver, would be:

- K-1: September 8
- 2: September 14
- 3-4: September 21
- 5: September 28
- 6: October 5

When Marin County is no longer on the watch list, we will open in-person instruction. We anticipate the soonest this might occur is October 5.

## Adjusted School Calendar

To have the most effective start to the year we have added a student orientation period.

- **Wednesday, September 2 through Friday, September 4 - Student Orientations:** Students will gather on campus in small groups to meet their teachers and collect materials for distance learning. A schedule for these days will be distributed in late August.
- **Tuesday, September 8: Formal Classes Begin**

We have increased the length of our Winter Break to allow all members of the MTS community to travel during the first week and be able to meet shelter-in-place requirements before restarting school in January. To do so, we have shortened our Thanksgiving Break and moved a Professional Day. The new school calendar is:

- November 25-27: Thanksgiving Break
- December 18: Last day of instruction.
- January 8: Tentative Professional Day
- January 11: School resumes

## Health & Safety Protocols

### Universal Precautions and Protocols

#### 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.

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.

#### Distance

All community members will observe social distancing protocols in accordance with CDC and Marin County Public health recommendations whenever possible. Classrooms, instructional spaces, common areas, and furniture will be reconfigured to maintain physical distance. Our current planning provides at least six feet of distance for teachers and five to six feet of distance for students.

#### Face covering

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 or masks with vents or valves. 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.

## Cohorts

In the elementary school, students will be in a small cohort - sizes are driven by enrollment and vary by grade. This cohort will move together and do not interact with other cohorts. They will stay together for all activities including classes, lunch, recess, and PE. When opened for in-person instruction the middle school class size will be limited to 18 and class schedules are designed to minimize student-mixing.

There is a lead teacher for each cohort. We have also greatly reduced the number of teachers that interact with a single cohort during a three-week period. At most grade levels this is three core teachers, one arts teacher, and a physical education teacher.

## Partnership in safety with families

The practices and procedures outlined in this document promote the safety of our students and employees when they are on campus. Our collective health and safety require that students and families adhere to safe practices when not on campus. This is particularly important for some of our more vulnerable community members. To this end, all students, parents/guardians, and employees will need to sign our **Commitment to a Healthy Community** before returning for in-person instruction.

## Students

### Daily screening

Parents and guardians will need to complete a daily health screen via the Parent Square app for each child that attends MTS. We ask that the screening questions be completed before the student is dropped at the campus or for school-sponsored transportation.

### Temperature screening

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

### 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.

### 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 hand washing 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 hand washing 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.

### Testing

Starting in January 2021, we will test half of the student body every week. In addition, students will be tested after each school break. Please refer to the MTS parent portal for current testing information.

## Employees

### Daily Screening

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

### 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.

### 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.

### 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.

### Meetings

We will conduct all-employee meetings, professional development training and education, and other activities involving employees with physical distancing measures in place, or virtually, where physical distancing is a challenge. If in-person meetings are required, we will do our best to hold those outside.

### Labor Law and Compliance

Our Director of Finance and Director of Operations are staying abreast of relevant labor laws, compliance updates, and programs available to employees. We will continue to include information for employees regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.

## Symptomatic and COVID Test Scenarios

Please note, the below scenarios are subject to change with updated quarantine periods and/or testing requirements based on CDC and/or Public Health guidelines.

### 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 required before returning to campus (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, Ariel Levin (covidresponse@mttam.org)
- Student or employee sent or stays home and contacts healthcare provider for testing. Negative test does not shorten the quarantine period.
- Employee or student quarantines in accordance with current Public Health guidelines
- 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, Ariel Levin (covidresponse@mttam.org) and Public Health
  - Employee: Information reported to Director of Finance, Joelle Dodge ([jdodge@mttam.org](mailto:jdodge@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 for time period recommended by Public Health
  - 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 quarantine period)
- Cohort: Closed for 10 days from last exposure or for other time as specified by Public Health
- Communication: Phone calls and emails to affected families/employees. Communication to full MTS community.

### 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

## 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, Ariel Levin, 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 Finance.

### Public Health Contact

Our primary point of contact for Public Health officials is our Director of Finance, Joelle Dodge (jdodge@mttam.org).

### Student/Family Reporting Process

Possible or confirmed student exposure or positive testing is reported to the COVID Safety Coordinator, Ariel Levin (covidresponse@mttam.org).

The COVID Safety Coordinator will then, as appropriate:

- Contact Public Health
- Produce lists for contact tracing
- Lead email and phone-call communications with assistance from Division Head and Head of School

### Employee Reporting Process

Possible or confirmed employee exposure or positive testing is reported to the Director of Finance (jdodge@mttam.org). Our COVID Safety Coordinator will then contact the employee for confirmation and further details.

The COVID response team will then as appropriate:

- Contact Public Health
- Produce lists for contact tracing
- Lead email and phone-call communications with assistance from Division Head and Head of School

### Communication

All communications will follow templates created by Marin County Office of Education and Marin County Office of Public Health. These templates ensure that all parties are appropriately notified without disclosing confidential information. By using these templates we will do our best to ensure confidentiality as well as FERPA and HIPPA compliance.

In terms of communications around possible and/or Communication: To affected families/employees confirmed exposure, please know that as soon as the school receives notice of possible exposure, the process of tracking and tracing will begin, AND it takes time

to work with Marin Public Health to assess data and identify the persons involved. We will communicate as recommended and as soon as possible while still following privacy laws.

### Investigation for Work-Related Factors

With any positive case, the COVID Safety Coordinator, appropriate Division Head, and Head of School will conduct a thorough analysis of school and work-related factors that could have contributed to the risk of infection. Our Response Plan will be updated as needed to prevent further cases.

### Campus Closure

We close the campus to all on-campus instruction and move entirely to distance learning if we surpass state or county guidelines currently outline as:

- Multiple cases in three or more cohorts at the school
- When at least 5% of the total number of teachers/student/staff are cases within a 14-day period
- Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

This decision will be made following consultation with a local Health Officer. The Head of School may also close on-campus instruction at his discretion with the health and wellbeing of employees and students in mind.

If closed for on-campus instruction, we will typically reopen after 14 days, in consultation with the local public health department.

## Campus Safety Measures

### Arrival Protocols

- Parents/guardians must complete the daily screening protocol via Parent Square **before** dropping their child at school or on school-sponsored transportation.
- We are using a staggered arrival system to reduce congestion and allow for drop off in a smaller unloading zone. **Siblings may be dropped at the earlier time.** Our bus service will aim to have students on campus by 8:15.
  - Grades K-2: by 8:00
  - Grades 3-5: by 8:15
  - Grades 6-8: by 8:30
- Drop Off Procedure
  - All students exit cars in front of Summit Hall (yellow arrows in the photo below).
  - On-duty adults ensure students are wearing a face covering and direct students to the hand sanitization area.

- Students sanitize hands prior to entering campus
- Students then use outdoor pathways to their homerooms (green arrows in the photo below)



## Dismissal Protocols

We are using a staggered dismissal system with the following times:

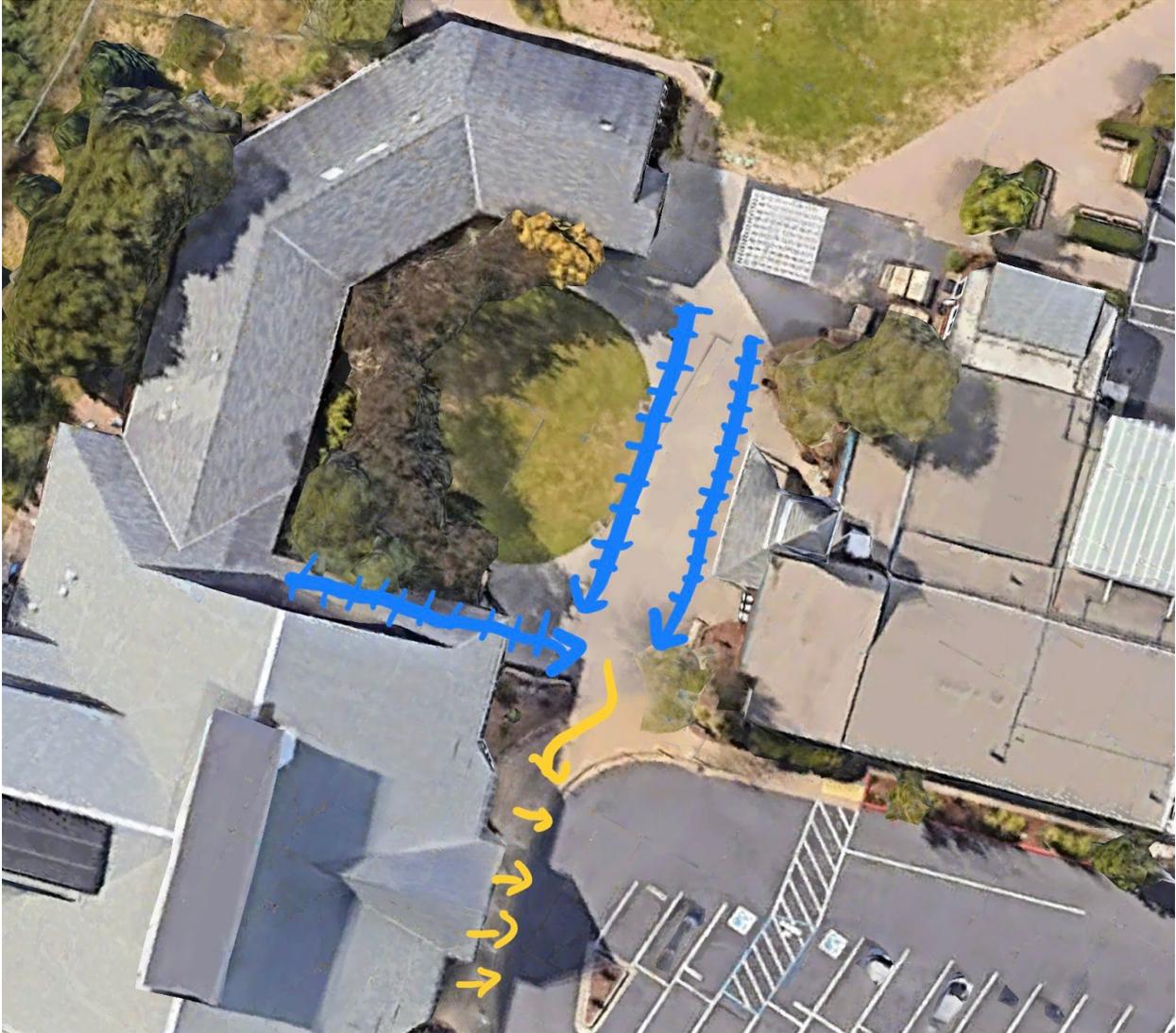
K: 2:30

1-3: 2:45

3-5: 3:00

6-8: 3:15

Students will be lined up near Summit Hall standing on designated spots (blue lines in the photo below) providing social distance and loading into cars (yellow arrows in the photo below) as they arrive. During rainy-day dismissals, the dismissal lines will form in the gym.



Younger siblings will be dismissed with their older siblings. The younger sibling will either go with their class to dismissal and then return to homeroom, or remain in homeroom until the later dismissal time. Our bus service will depart after the 6-8th grade dismissal.

### Campus Use Protocols

#### Indoor Air

- Doors and windows will be kept open and fans used to the greatest extent practicable.
- We have replaced all air filters with MERV 13 filters or better. We plan to change these filters every three months.

#### Indoor Classrooms

- Classrooms with external doors (15/16 indoor classrooms) will use those doors as the primary points of entry and exit.

- Classroom doors will be left open to the greatest extent practicable to reduce touched surfaces.
- Furniture will be placed to ensure social distance and easy cleaning and arranged in a way that minimizes face-to-face contact
- Classrooms are equipped with masks, sanitizer and paper towels, hand sanitizer, and disinfecting wipes
- Teachers will develop procedures for turning in assignments that minimize contact

### Outdoor Spaces

We are in the process of procuring four large (~900 square foot) event tents with sides and wood floors that will be used as classroom spaces. In these spaces:

- Tent doors and sides will be kept open and fans used to the greatest extent possible
- Furniture will be placed and kept to ensure social distance

We are also creating a number of other informal learning environments. In these spaces:

- Furniture will be placed to ensure social distance and effective cleaning

### Campus Movement

When possible, all movement between classrooms and offices is done outside, using exterior doors. 15 of our 16 indoor classrooms have dedicated exterior doors. On rainy days, or if instructed by a teacher, student groups can move down an interior corridor on the right side in a single file line. We will start the year with interior hallway traffic patterns marked on the floor or wall. We have also strategically placed the classrooms used by cohorts to minimize the distance traveled between classrooms. The result is a system that dramatically reduces close contact and mixing of cohorts.

We have also installed distanced markers on the ground in areas where students might line up before entering a classroom.

### Student Restrooms

- Access: All students will have access to restrooms as needed. Teachers of younger students will also schedule times for students to use restrooms other than between classes.
- Safety:
  - One way traffic through the bathroom where possible (enter through exterior door and exit through interior door)
  - Maximum occupancy signs and distanced waiting spots are posted outside of bathrooms
  - Bathrooms are well-stocked with paper towels and soap
  - Lids have been added to toilets
  - We are closing urinals closer than 4 feet

- Restroom doors will be left open and fans used to the greatest extent practicable
- We are reallocating our janitorial services to increase the frequency that bathrooms are disinfected
- We have also installed 22 handwashing stations around campus to reduce congestion in bathrooms.

### Employee Restrooms

- Lids have been added to toilets
- Gloves and disinfectant wipes are available in each adult restroom
- Everyone should take responsibility for using a toilet seat cover, cleaning, and disinfecting before and after each use, including wiping down handles and knobs and sink area after washing hands.

### Adult Common Areas

Offices and interior common areas have posted maximum occupancy signs. It is important that everyone adheres to these signs.

### Water fountains

Water fountains are closed, but bottle fillers remain open. We ask that students bring a reusable water bottle to campus each day.

### Recess

During recess, students may only play and socialize within their assigned cohort. Recess times in the Lower and Middle Schools will be staggered to reduce large groups on the playground and field at once and to prevent mixing between cohorts. Grade levels will be assigned a designated area of the playground which will rotate throughout the year to offer variety. Students will be asked to wash their hands before and after playing outside.

### Student Materials & Belongings

Students will share materials and supplies as little as possible. To support this, we will provide separate, individually labeled boxes or cubbies for each student. Each classroom is stocked with disinfecting wipes so that a teacher may wipe down materials if they need to be shared.

We will help keep each child's belongings separated throughout the day and strive to have their belongings taken home each day to be cleaned.

### Cleaning & 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.
- All staff will be trained in the appropriate use of wipes and sprays they are asked to use.

## Program Limitations

Gatherings larger than a single cohort are currently prohibited. This includes school assemblies.

We will discontinue activities where there is an increased likelihood of transmission from contaminated exhaled droplets such as band and choir practice and performances. Though currently not planned, if we do allow singing, it will only take place outdoors with proper distance between students.

## Campus Visitors

In an effort to minimize the risk of exposure, we are adhering to Marin County Public Health guidelines to minimize visitors on campus only to essential visitors, such as repair and delivery workers. Parent volunteers and tutors will not be permitted on campus in compliance with this guideline. Parents will be permitted on campus only in cases of emergency. We will not have admissions tours during the school day. Any visitors will be required to adhere to all health and safety guidelines.

Additionally, we will not be holding large in-person gatherings in compliance with state and local Marin guidelines. All large events will be broadcast via Zoom or YouTube.

## Lunch, Snack, and Food Service

Given the uncertainty about our ability to offer in-person instruction coupled with our inability to have parent volunteers on campus, we will not offer food service on campus.

All students will bring their own snacks, lunch, and refillable water bottle to school. Students and employees will eat snacks and lunchtime meals in designated outdoor spaces and/or classrooms during inclement weather.

## Transportation

MTS is working to offer a limited transportation program this year. We are prioritizing families for whom transportation services are essential for enrollment at school and will fill remaining seats with students for whom transportation is important, but not essential.

Following guidelines from the California Department of Education and in partnership with our bus service provider, First Student, we have developed the following safety protocols:

- Capacity is reduced and follows a zig-zag pattern with a row between each student/household. This allows for 10-12 students/households.
- Siblings can sit next to each other, closer than the requisite 6 feet of distance.
- The bus is loaded from back to front so students are not passing each other in the aisles
- Students are given assigned seats
- Drivers and students wear face coverings at all times
- Windows will be kept fully or partially down as allowed by weather conditions
- All students will have to have completed the MTS health screening process before boarding the bus and are asked to use hand sanitizer before boarding the bus
- The busses will be sanitized by First Student in compliance with CDE regulations
- The driver will wipe down hand-rails and any other high touch surfaces regularly

## Overnight and Field Trips

For health and safety purposes as well as logistics in light of these unpredictable times, we have canceled off-campus trips during the pandemic, at least for the first semester. This includes our middle school outdoor education program. We will evaluate rescheduling the 8th grade trip for spring if we feel we can do so safely.

## Aftercare

We hope to offer a limited aftercare program for families for whom such care is essential to enrolling at the school. Aftercare will be conducted in grade-level cohorts and billed on a trimester basis. Drop-in aftercare will not be available.

## Community Organization Use

The MTS Campus is closed at this point for use by community organizations such as non-MTS teams or Scouts. We will reevaluate this decision once Marin County is off the State Monitoring List.

# Learning Continuity Plan

## In-Person Learning

Our goal is to maximize safely the number of on-campus learning days for our students. While we are proud of the quality of our distance learning, we know that the academic, as well as social-emotional wellbeing of our students, is better served on campus.

This year we have significantly changed our daily schedule, teaching assignments, and room use to minimize COVID-19 risk. The fundamentals of those changes are outlined here for each division.

### Lower School

Each grade level is divided into two stable cohorts. This cohort remains together throughout the school day. Each cohort meets with a limited number of teachers and moves between a very small number of classroom spaces utilizing established travel routes to further reduce exposure risk.

### Core Classes

	K	1	2	3	4	5
Humanities	Julia Esser*/ Whitney O'Keefe*	Elliot Hayne*	Aileen Markovitch	Megan Kuykendall*	Rachel Olmanson*	Talia Rhodes*
STEM	Julia Esser/ Whitney O'Keefe	Anastasia Radeva	Anastasia Radeva*	Suzanne Beard	Suzanne Beard*	Trisha Cahill*
Math	Julia Esser/ Whitney O'Keefe/ DJ Thistle	Robin Davis*	DJ Thistle*	Jennifer Adams*	Kevin Markovitch	Kevin Markovitch

\* Denotes homeroom teacher leading SEL blocks in morning and afternoon.

### Co-Curricular Classes

- PE: Students meet for physical education classes outside or in the gym during inclement weather.

- Arts: Students see one arts teacher (visual art, drama, music, movement) for a three-week period.
- Language: Both Spanish and Mandarin teachers will Zoom into the classroom with another teacher physically present or meet students in outdoor classrooms.
- Library: Lisa will Zoom into the classroom and be running an online book checkout process.

### Middle School

Each grade level is divided into two cohorts. While these groups will largely remain stable - not mixing with one another - students will mix between cohorts for advisory, math and world language classes. Grade levels, however, will not mix.

Each cohort meets with a limited number of teachers and moves between a very small number of classroom spaces to further reduce exposure risk.

### Core Classes

	6	7	8
<b>English</b>	Isaac Jacob-Gomez* (Humanities)	Michael Sullivan*	Michael Sullivan
<b>History</b>		Marianne Kabir	Marianne Kabir*
<b>Math</b>	Rob Potter, Dave Baker	Rob Potter, Dave Baker, Jennifer Adams	Rob Potter, Dave Baker*, Nick Wilsey
<b>Science</b>	Trisha Cahill	Toni Brand*	Toni Brand
<b>World Language &amp; Learning Support</b>	Barbara Guariello Gerry Guariello Vivian Dai Maria Pevzner	Barbara Guariello Gerry Guariello* Vivian Dai Maria Pevzner	Barbara Guariello* Gerry Guariello Vivian Dai Maria Pevzner

\* Denotes advisor.

### Co-Curricular Classes

- PE: Students meet for physical education classes outside or in the gym during inclement weather.
- Arts: Students see one arts teacher for a three-week period.

### Hybrid Learning

During in-person learning, we will offer a hybrid learning option for students who are unable to attend school in person. The hybrid program will allow students to remain at home if they are mildly symptomatic without missing out on significant parts of the program.

More details about Hybrid Learning will be detailed in our upcoming addendum.

## Distance Learning

If we are not able to offer in-person learning at a given grade level, we will move to our Distance Learning Program (DLP). This year, our DLP daily schedule will more closely mirror that of our revised, on-campus schedule to allow for a smooth transition between in-person and distance learning. We have been reading research-based best practices for each student's developmental level and will be working with the feedback from teachers and parents to further optimize our Distance Learning Program as we head into the upcoming school year.

More details about Distance Learning will be provided in our upcoming addendum.

# MTS Commitment to a Healthy Community

Coronavirus (COVID-19) is an extremely contagious disease that spreads easily through person-to-person contact and may be spread by persons who are not exhibiting any symptoms. While MTS in no way warrants that COVID-19 infection will not occur through students attending in-person classes, the School has outlined on and off-campus guidelines in our COVID Response Plan and Commitment to a Healthy Community to best protect the health and wellbeing of our students.

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As members of the MTS community, we are committed to the health and safety of our entire community. To that end, we will act in a responsible manner at school and away from school. We agree to abide by all behaviors, policies, procedures, and orders related to COVID-19 implemented by federal, state, county, and school officials.

## 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

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, including limiting contact with students and faculty outside of your designated cohort -
- 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

## Off-Campus & At Home

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 until they have satisfied the School's requirements for returning to campus

- Inform the School immediately if the Student or anyone with whom the Student has had close contact is confirmed or suspected to have COVID-19 and remain at home until satisfying the School's requirements for returning, which will be based on then-current guidelines of the CDC and/or state and local public health officials
- Follow instructions from public health and the school if someone in our family tests positive for COVID-19

## Influenza Immunization

We understand that MTS strongly recommends all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community
- Reduce the demands on healthcare facilities
- Decrease illnesses that cannot be readily distinguished from COVID19 and would, therefore, trigger extensive measures from the school and public health authorities.

We understand that the School may need to limit access to and/or close the campus for indefinite periods in response to COVID-19-related circumstances. In the event of such a closure, the School will strive to continue its educational program remotely to the extent practicable. We will ensure that our student continues to comply with School policies and applicable laws relating to COVID-19 during any campus closure.

We understand that this Commitment to a Healthy Community is integral to the success of our in-person instruction and that if not followed, we may be asked to shift to hybrid or distance learning. Significant violation of this Commitment may also lead to removal from the School.