



# **COVID-19 Prevention and Response Health and Safety Protocols**

**Marin Primary & Middle School**

**Cal/OSHA COVID-19 Safety Program (CSP)  
Documentation**



# **COVID-19 Prevention and Response Health and Safety Protocols**

## **Overview**

On March 16, 2020 site-based classroom instruction was suspended by order of the Marin County Public Health Officer in all Public and Private Schools in Marin County to help mitigate the spread of COVID-19 in the local community. All schools were forced to develop remote instruction for students, including Marin Primary & Middle School. Under the guidance of the Marin County Public Health Officer, Marin County School Guidelines (30 Point Plan) and School Site Specific Protection Plans (SSSPPs) have been developed for Marin Primary & Middle School, Programs and offices. These SSSPP's meet all requirements of and serve as the Cal/OSHA COVID Prevention Plan (CPP), and along with the COVID-19 School Guidance Checklist serve as Marin Primary & Middle School's COVID-19 Safety Plan (CSP) for In-person Instruction. All SSSPPs are consolidated and posted on the Marin Primary & Middle School website and made available to staff, students and families as required.

A copy of this entire document will be posted on the Marin Primary & Middle School website Homepage as required, and will also be included in the updated Marin Primary & Middle School Injury Illness & Prevention Program.

## **Table of Contents**

- Marin County School Guidelines – [30 Point Plan](#)
  
- [COVID-19 School Guidance Checklist](#)
  
- Marin Primary & Middle School's [School Site Specific Protection Plan](#)
  
- Marin Primary & Middle School [Consultation with Staff and Faculty](#)

# **Marin County School Guidelines**

## **A Public Health Guided Return to Site-Based Classroom Instruction**

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**Dr. Matt Willis, Marin County Public Health Officer and  
Mary Jane Burke, Marin County Superintendent of Schools**

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**Issued June 18, 2020 / Revised August 12, 2020 (#6, #7, #9 & #19)  
Revised December 8, 2020 (#8, #19 & #24)**

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate and return to site-based classroom instruction for the Fall 2020-2021 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, 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 serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan.
5. Plans are implemented for intensified cleaning and disinfecting, including training for all 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 (D) 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 Daily 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.
8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Exposure Protocols & Communication Templates](#) [Purple Tier/Stay Home Order](#) ~ [Red Tier](#) ~ [Orange Tier](#))
  - a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
  - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
  - c. A student or staff member tests positive for COVID-19.
  - 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 between 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 school wide 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. Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent 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 rooms 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 are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.
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 on school or district website and shared with all staff and families and will be updated as state and local Public Health guidance dictates.

**\*\*Please submit to [SSSPP@marinschools.org](mailto:SSSPP@marinschools.org).**

**Completed plans will be forwarded to Public Health for review.**

***\* 8.12.2020 Note:** Based on updated guidance from the California Department of Public Health (CDPH), Governor Newsom, and Marin County Public Health, site-based classroom instruction cannot resume until a waiver is granted by Public Health, which, if granted would apply to grades TK-6 only, or Marin County has been off of the state monitoring list for 14 days. During this time, teachers / staff may meet small cohorts of students (15 or fewer) onsite to onboard students to virtual learning and provide safety instruction to prepare for return to school (e.g., meet their teacher, obtain learning materials, receive hygiene instruction), and/or to participate in academic and emotional assessments. Students and staff must adhere to face covering, and physical distancing requirements described in these guidelines. While Marin remains on the CDPH county watch list, 6th grade students in schools who are granted waivers will be considered elementary school students during the waiver period.*

**12.8.2020 Note:** If applicable and helpful, schools may update SSSPP's to reflect changes in guidelines #8, #19 and #24 and additional detail on implementation. Previously approved SSSPP's do not need to be re-submitted after making these revisions.

#### **Resource Documents:**

- [August 3, 2020 California Health Officials Release Guidance on Youth Sports and Elementary School Waivers](#)
- [July 15, 2020 News Release regarding Marin County Public Health Recommendations and Guidance to Delay In-Classroom Learning](#)
- [July 17, 2020 Guidance from Governor Newsom and the California Department of Public Health](#)
- [Updated August 3, 2020: California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [July 23, 2020 Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Marin County Health and Human Services COVID-19 Surveillance Data](#)
- [Marin County Health and Human Services COVID-19 Indicators](#)
- [Marin County Office of Education: Rethinking Schools](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Blueprint for a Safer Economy](#)
- [September 4, 2020 CDPH Guidance Related Cohorts](#)
- [November 16, 2020 CDPH Guidance for the Use of Face Coverings](#)



## 2021 COVID-19 School Guidance Checklist

Date: February 1, 2021

**Name of Local Educational Agency or Equivalent:**

**Marin Primary & Middle School**

Number of schools: One

Enrollment: 315

Superintendent (or equivalent) Name: Peter McCormack, Head of School

Address: 20 Magnolia Ave

Type of LEA: Independent Private

Larkspur, CA 94939

Date of proposed reopening:

September 29, 2020

Phone Number: 415-924-2608

Email: pmccormack@mpms.org

County: Marin

Grade Level (check all that apply)

Current Tier: Purple

☒ TK ☒ K ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th

*(please indicate Purple, Red, Orange or Yellow)*

☒ 5th ☒ 6<sup>th</sup> ☒ 7<sup>th</sup> ☒ 8<sup>th</sup> ☐ 9th ☐ 10<sup>th</sup>

☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**



## **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

☒ I, Sarah Brewster, Associate Director of Administration & Special Projects, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Varies by classroom, up to standard class size, following Safety Plan

If you have departmentalized classes, how will you organize staff and students in stable groups?

Following Public Health Guidelines. Our middle school has one class per grade level, hence each grade level is considered a cohort. Each grade level/cohort is divided into two academic groups. While these groups do not mix, the entire grade has two to three designated classrooms which the groups rotate through. All spaces are well ventilated, have air purification systems, and are disinfected in between use. Each grade's designated classrooms are grouped together to reduce traffic flow and overlap during middle school passing periods. The schedule has been restructured so that all specialist schedules are on a rotating block structure to support fewer transitions in a given day and reduce the number of adults rotating through spaces each day.



If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Physical distancing, scheduled movements, follow Safety Plans. Electives are offered on a rotating block schedule, so that only one stable group participates in an elective for a set number of weeks.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Each division has clearly designated drop off and pick up locations as well as staggered drop off and pick up times for each group helping to eliminate mixing of groups. In addition each division has a designated entrance and exit for arrival at and departure from campus.

When on campus, the schedule is designed to limit the number of students that are moving around at any given time. Staff and faculty have been instructed to use exterior routes when possible when moving from one place to another on campus. Decals and tape have been placed in hallways to note that all should stay to the right while moving through the hallways.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

As noted in our COVID-19 Health & Safety Guidelines, all staff and students JK/kindergarten and above are required to wear a face covering at all times while on campus except when eating or drinking and must follow CDPH guidelines for proper wearing of face coverings, unless there is a medical or behavioral contraindication.

Students ages two through kindergarten are strongly encouraged to wear face covers. Parents provide their child/children with their own face coverings; however, MP&MS will have a supply of single use face coverings available, if needed. A stock of disposable face coverings will be in each classroom in the event that a student and/or faculty member's face covering needs to be changed. Our school nurse keeps a supply of extra masks and EPE in her office.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

HealthTrac is our mobile health screening app for staff, faculty and students. Prior to school each day, families will be asked to input a daily temperature and to complete a health form to screen for any symptoms of COVID-19 or possible

COVID-19 exposures. Staff will be asked to self-screen via HealthTrac as well. Designated staff will confirm completion of surveys using the Health Trac online dashboard prior to campus arrival. For preschool and primary students this will be done in the parking lot prior to drop off and for middle school students and staff this will be done via the app's online dashboard each morning by 7:30am. Follow up calls will be made as needed.

Dedicated isolation spaces are available for any student or staff person who exhibits COVID-19 symptoms during the school day. The nurse's office has a dedicated supply of EPE for working with symptomatic students or staff. Both isolation rooms are equipped with HEPA air purification systems.

Protocols have been written and communicated with staff and faculty on the proper procedures to follow should they or one of their students become ill.

If a staff person becomes symptomatic during the day, they will notify the nurse and their supervisor. If symptoms are consistent with possible COVID-19 infection, the staff person will be asked to immediately leave campus and to contact their healthcare provider for testing referral.

If a student becomes symptomatic during the day the school nurse will be notified and the student will be transferred to an isolation room for assessment. The parents (or a pre-designated emergency contact) will be called to immediately pick up their child, and to contact their healthcare provider. We have communicated with parents that if they are notified that their child is ill they will need to be able to pick them up within 30 minutes of notification, to limit campus exposure risk and the amount of time in isolation. All children waiting for pick-up in an isolation room will be continually monitored by the school nurse or designated staff person. Children will be able to exit the building with their parents through a door with direct outside access.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

All students and staff will wash their hands: immediately upon arrival; before and after eating snacks and lunch; after using the restroom; before and after transitioning from recess; after sneezing or coughing; and at the end of the day before leaving school. Hand washing facilities have been made available and will stay operational and stocked at all times; hand sanitizer will be provided where indoor plumbing is not readily available. Our school nurse has created age appropriate COVID-19 health and safety training presentations for our students and families. The presentations cover school arrival/departure procedures, proper

wearing of face covering, hand washing and hygiene, physical distancing, and entrance/exit routes.

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

We have identified a primary and secondary point of contact both of whom will serve as liaisons to Public Health. Our primary point of contact is Rose Wolf, our school nurse, and our secondary point of contact is Sara Sullivan, MD, our Health & Safety committee Chair. They have both attended the liaison training provided by Public Health and provided their contact information to all school constituents. All information related to COVID-19 symptoms, potential exposures, or testing is to be directed first to our Public Health Liaison and school nurse, Rose Wolf, [rwolf@mpms.org](mailto:rwolf@mpms.org). Our Public Health Liaisons will follow Public Health Guidelines surrounding contact tracing and reporting in the event of a confirmed positive COVID case.

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum:   6+  feet

Minimum:   6  feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

We have redesigned all of our spaces throughout our campus to ensure at least 6ft of distance between students and 6ft of distance between students and teachers. To achieve this, we have:

- Purchased single desks and spaced each desk 6ft apart in classrooms.
- Posted signage around our campus to promote physical distancing vigilance.
- Placed decals / tape at our drop-off and pick-up points to help visually enforce six feet of distance between individuals.
- Scheduled staggered arrival, departure, recess, and lunch times to ensure physical distancing between cohorts.

- Recess and lunch time have been staggered and yard space has been designated for each cohort to limit the number of students in a given area, allowing for physical distancing as practicable.
- We have created out-door learning hubs for all classes to work in.

Finally, prior to the return to campus, all students were taught the importance of physical distancing during their age-appropriate "Returning to Campus" training module. This important mitigation strategy has been reiterated by staff and faculty to our students regularly through virtual assemblies and in real time as needed.

✘ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Our school nurse, leadership team, and facilities manager held a live Zoom health and safety training session for all staff and faculty prior to our return to campus. The training covered information on COVID-19 including transmission and symptoms, practices necessary to keep our community safe, physical distancing, proper wearing of face coverings, EPE, and hand hygiene. A separate training was held for all staff and faculty that covered cleaning, sanitizing, and disinfecting protocols, schedules, and the proper use of cleaning, sanitizing, and disinfecting products. All faculty and staff were required to attend the training session or confirm with our school nurse completion of viewing the recorded training sessions.

Staff training updates have been presented throughout the year, as responses to COVID-19 and information evolve. Further division specific training has been conducted during regularly scheduled weekly Zoom division meetings. Our school nurse attends these meetings to relay any new and emerging COVID-19 health and safety protocols as well as to address any concerns and questions that teachers have.

Our school nurse has created age appropriate COVID-19 health and safety training presentations for our students and families, to help them know what to expect when they returned to campus. The presentations cover school arrival/departure procedures, proper wearing of face covering, hand washing and hygiene, physical distancing, and entrance/exit routes. COVID-19 health and safety training modules for students were conducted by teachers via Zoom, prior to the students' first day back on campus. Additional training based on updated health and safety guidelines has regularly occurred for students during virtual assemblies.

In addition we have invited parents to Zoom town halls to discuss updates to our health and safety guidelines and have shared our COVID-19 Health & Safety Guidelines weekly through our weekly newsletter.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Every one to two weeks

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Testing is available to all students exposed to confirmed positive COVID positive. Voluntary weekly asymptomatic pooled testing is offered for K through 8 students. Researching options to continue asymptomatic student testing through the end of the school year.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Following Public Health Guidelines.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☐ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: No Labor Organization (see below)

Date: \_\_\_\_\_

☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Return to campus Parent Zoom Town Hall

Date: August 20, 2020

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

We have regularly consulted with our staff and faculty during Zoom staff and faculty meetings and division meetings around our plans and intention to bring teachers and students back to campus through the waiver process. A survey was conducted on August 7, 2020 to gauge our staff and faculty comfort level returning to campus for in person learning. The survey was reviewed by the leadership team and concerns and questions were addressed either directly or in subsequent staff meetings. Staff and faculty with personal health issues have been accommodated to the extent possible, either through extra mitigation practices on campus or through remote work.

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Marin. County has certified and approved the CRP on this date: September 18, 2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)





## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

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.

Our task force to safely reopen our campus consists of our leadership team:

- Head of School
- Division Directors
- Director of Finance and Operations
- Director of Enrollment Management and Diversity Initiatives
- Associate Directors of Communications and Marketing, Development, Administration and Special Projects, and Learning Resources
- Digital Learning and Innovation Coordinator

The leadership team meets twice weekly to share any updated guidelines provided by Public Health, to review and provide feedback on health and safety measures that have been implemented and to make changes as needed. Information is shared with and feedback is sought by this committee from staff and faculty.

The leadership team will utilize a document control tracker ([Attachment A](#)) to log stakeholder comments and any changes to Public Health Guidelines and how comments/changes were addressed and/or incorporated into the SSSPP. This document will be located at the front of the SSSPP.

In addition to the leadership team, the school has also designated a COVID-19 Health & Safety committee, which consists of the head of school, the associate director of administration & special projects, the school nurse, the school counselor, the board chair, and other members of the board and parent body that have expertise in healthcare, disaster response, and communications. This committee meets formally every two weeks, with members being available to analyze and advise the leadership team on federal, state and local COVID-19 response guidelines.

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. Describe below:



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

Our COVID-19 Health & Safety Guidelines ([Attachment B](#)) describe health and safety practices and protocols before school, upon arrival and departure, on campus, and in the classroom. In addition, the guidelines describe the use of a mobile health screening app HealthTrac to track student and staff attendance. These [guidelines](#) were updated October 23.

A link to our COVID-19 Health & Safety Guidelines has been included in our weekly email communication with faculty, staff and parents since August 3, 2020 and is posted on our school's website.

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

Staff training: Our school nurse, leadership team, and facilities manager held a live Zoom health and safety training session for all staff and faculty. The training covered information on COVID-19 including transmission and symptoms, practices necessary to keep our community safe, physical distancing, proper wearing of face coverings, EPE, and hand hygiene. A separate training was held for all staff and faculty that covered cleaning, sanitizing, and disinfecting protocols, schedules, and the proper use of cleaning, sanitizing, and disinfecting products. These training sessions were recorded and shared with all staff and faculty along with the accompanying slide decks ([Attachment C-1](#) and [C-2](#)). All faculty and staff were required to attend the training session or confirm with our school nurse completion of viewing the recorded training sessions.

Staff training updates will be developed and presented throughout the year, as responses to COVID-19 and information evolve. We have scheduled further division specific training to be conducted during regularly scheduled weekly Zoom division meetings. Our school nurse will attend these meetings to relay any new and emerging COVID-19 health and safety protocols as well as to address any concerns and questions that teachers have.

Our school nurse has created age appropriate COVID-19 health and safety training presentations for our students and families, to help them know what to expect when they return to campus. The presentations cover school arrival/departure procedures, proper wearing of face covering, hand washing and hygiene, physical distancing, and entrance/exit routes. COVID-19 health and safety training modules for students will be conducted by teachers via Zoom, prior to their first day back on



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

campus. These practices will continually be modeled and reinforced by all staff and faculty on campus.

In addition we have invited parents to Zoom town halls to discuss our health and safety guidelines and have shared our COVID-19 Health & Safety Guidelines weekly through our weekly newsletter.

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).

We have identified a primary and secondary point of contact both of whom will serve as liaisons to Public Health. Our primary point of contact is Rose Wolf, our school nurse, and our secondary point of contact is Dr. Sara Sullivan, Chair of our health and safety committee. They have both attended the liaison training provided by Public Health and provided their contact information to all school constituents. All information related to COVID-19 symptoms, potential exposures, or testing is to be directed first to our Public Health Liaison and school nurse, Rose Wolf, [rwolf@mpms.org](mailto:rwolf@mpms.org).

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.

Our director of finance & operations and facilities manager have created cleaning, sanitizing and disinfection schedules (Attachment D) for all classrooms, offices, and shared spaces on our campus. These schedules are posted in each space and identify all items in any given space that need cleaning, sanitizing, and disinfecting as well as how often and by whom each should happen. Every classroom and office space is supplied with cleaning and sanitizing products. These are regularly checked and restocked as needed by our facilities manager. Additional cleaning products and EPE are stored onsite and the inventory is monitored.

All staff and faculty responsible for cleaning, sanitizing and disinfecting classrooms, offices, and shared spaces attended a live Zoom training session led by our facilities manager and school nurse. The training covered enhanced cleaning, sanitizing and



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

disinfection protocols, including the safe and proper use of cleaning supplies. The session was recorded and shared along with the presentation deck (Attachment C) with all staff and faculty.

Additionally, we have hired a janitorial service to disinfect all bathrooms and common high touch surfaces twice daily. At night, our janitorial service will clean and disinfect all classrooms and indoor spaces.

Our director of finance & operations and facilities manager are in regular communication with our janitorial service to ensure that best practices are consistently followed.

6. Health screening for students and staff are conducted daily for symptoms and history of exposure (links: [Daily Health Screening for Students](#) and [Daily Health Screening for Staff](#), and [QR Code Check-In System Instructions](#)).  
Updated:

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 questionnaire.

HealthTrac is our mobile health screening app for staff, faculty and students. Prior to school each day, families will be asked to input a daily temperature and to complete a health form to screen for any symptoms of COVID-19 or possible COVID-19 exposures. Staff will be asked to self-screen via HealthTrac as well. Designated staff will confirm completion of surveys using the Health Trac online dashboard prior to campus arrival. For preschool and primary students this will be done in the parking lot prior to drop off and for middle school students and staff this will be done via the app's online dashboard each morning by 7:30am. Follow up calls will be made as needed.

If a student or staff member reports any symptoms of COVID-19 via the pre-screening tool, they will be asked to remain at home and to notify the school nurse for further instructions. Per Public Health, symptomatic students and staff



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

members must consult with their physician to rule out COVID-19, either by an alternate diagnosis note or documentation of a negative COVID test.

To return to campus, symptomatic students and staff members must also show symptom improvement for 24 hours, and be fever free without medication, prior to returning to school.

If a student or staff member reports a close contact to someone who has tested positive for COVID-19, they will be asked to self-quarantine for 14 days and to notify the school nurse. For all potential close contact exposures, the Marin County Department of Public Health will be notified and will provide guidance on testing protocols and contact tracing notifications on a case-by-case basis.

If a student or staff member reports a positive COVID-19 test result, they will be asked to self-isolate for 10 days and to notify the school nurse. For all positive COVID cases, The Marin Department of Public Health will be notified and will provide guidance on testing protocols and contact tracing notifications on a case-by-case basis

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:

We have a full time school nurse on staff who has experience and expertise in infection control techniques and protocols. The nurse's office is located within our main office and includes a treatment space for standard first aid and nursing care. Two additional rooms have been converted to dedicated isolation spaces available for any student or staff person who exhibits COVID-19 symptoms during the school day. The nurse's office has a dedicated supply of EPE for working with symptomatic students or staff. Both isolation rooms are equipped with HEPA air purification systems.

Protocols have been written and communicated with staff and faculty on the proper procedures to follow should they or one of their students become ill.

If a staff person becomes symptomatic during the day, they will notify the nurse and their supervisor. If symptoms are consistent with possible COVID-19 infection, the staff person will be asked to immediately leave campus and to contact their healthcare provider for testing referral.



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

If a student becomes symptomatic during the day the school nurse will be notified and the student will be transferred to an isolation room for assessment. The parents (or a pre-designated emergency contact) will be called to immediately pick up their child, and to contact their healthcare provider. We have communicated with parents that if they are notified that their child is ill they will need to be able to pick them up within 30 minutes of notification, to limit campus exposure risk and the amount of time in isolation. All children waiting for pick-up in an isolation room will be continually monitored by the school nurse or designated staff person. Children will be able to exit the building with their parents through a door with direct outside access.

The nurse will wear appropriate protective equipment when interacting with symptomatic individuals including gown, gloves, KN95 mask, and face shield. Isolation rooms will be fully disinfected between use. Plans have been developed to convert outdoor space to overflow isolation if needed.

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)

To start the school year we have contracted with Agile Force to conduct surveillance testing of our staff and faculty prior to our return to campus. Our current plan is to have Agile Force conduct onsite surveillance COVID-19 testing for all staff and faculty following the outlined timeline for testing provided by Public Health. As we explore the best mitigation strategies for our community, we have leveraged the contacts of our parent body to enter into conversations with multiple testing vendors who provide full community testing solutions. We will review these solutions and reassess our testing strategies moving forward.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (Marin County Public Health Protocols & Communication Templates for each scenario):
  - A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above.
  - A family member or someone in close contact with a student or staff member test 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 any of the reasons scenarios a, b or c.





## Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)

As noted in Section 6 of this SSSPP, if a student or staff member reports any possible symptoms of COVID-19, they will be asked to remain at home and seek medical assessment from a physician.

**More common symptoms** include:

- fever greater than 100.4F,
- chills,
- cough,
- sore throat,
- shortness of breath,
- difficulty breathing,
- loss of taste or smell,
- headache,
- diarrhea,
- nausea/vomiting.

Students or staff exhibiting any one of these **more common symptoms** will be asked to quarantine at home with the rest of their household members (including siblings) until cleared by a doctor's note with an alternative diagnosis, or by providing documentation of a negative COVID test.

**Less common symptoms** include:

- new onset congestion,
- body aches,
- fatigue or lethargy.

Students or staff exhibiting any of these **less common symptoms** will need to be evaluated by their healthcare provider to determine if testing is needed or the school must receive communication from the healthcare provider that the student may return to school (e.g., doctor's note, fax, phone call). Family members and siblings DO NOT need to stay home or quarantine for less common symptoms.

Additionally, sick students and staff members should remain home until they have shown 24 hours of symptom improvement and are fever free without medication.

Please reference the Marin County COVID-19 Safety - [Decision Tree for Schools](#) for details on the Public Health symptom surveillance pathways.



## Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)

Should exposure to COVID-19 occur in our school community, MP&MS will follow the Marin County Public Health Protocols and the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School/Classroom Setting based on the County's current Tier designation. As such, our exposure protocol will include the following:

- When a household member or someone in close contact with a student or staff member tests positive for COVID-19, our school nurse will complete the Template Communication Letter (Household Member w/ C19+) and through email will notify all families of students and staff members of the cohort to. The student and/or staff member whose household member has tested positive will be advised to contact their physician and/or Public Health to determine testing requirements and will have to quarantine for 10 days. The cohort and school will remain open.
- When a student or staff member tests positive for COVID-19, our school nurse, head of school and/or division directors will call all families of students and all staff members associated with the cohort to report that a student or staff member in the cohort has tested positive. After the calls have been made, the school nurse will send a follow-up email of the completed Template Communication Letter (Confirmed C19+ in Cohort) to all families and staff members of the cohort. Students and staff will be required to quarantine for 10 days from date of last known contact. The classroom will remain closed for 10 days from the last exposure but the school will remain open.
- When a student or staff member tests negative for COVID-19 after exhibiting symptoms they may return to school after 24hours of symptom improvement and fever free without medication.

When a student or staff member tests negative for COVID-19 after a confirmed close contact to a confirmed COVID case, they are **still required to quarantine for a full 10 days** before returning to school. Notification to families and staff of a negative test will be considered if prior awareness of testing within the cohort, and will be sent by the school nurse using the Template Communication Letter (Negative Test Cohort Member). The school and classroom will remain open.



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

We have also included a link to the Marin County Public Health Protocols and the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School/Classroom Setting update regularly based on Marin County's Tier designation on our COVID-19 Health & Safety Guidelines webpage and have familiarized our parent community with these protocols.

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.

We have redesigned all of our spaces throughout our campus to ensure at least 6ft of distance between students and 6ft of distance between students and teachers. To achieve this, we have:

- Purchased single desks and spaced each desk 6ft apart in classrooms.
- Posted signage around our campus to promote physical distancing vigilance.
- Placed decals / tape at our drop-off and pick-up points to help visually enforce six feet of distance between individuals.
- Scheduled staggered arrival, departure, recess, and lunch times to ensure physical distancing between cohorts.
- Recess and lunch time have been staggered and yard space has been designated for each cohort to limit the number of students in a given area, allowing for physical distancing as practicable.
- We have created out-door learning hubs for all classes to work in.

Finally, prior to the return to campus, all students will be taught the importance of physical distancing during their age-appropriate "Returning to Campus" training module.

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

Our primary school has one class (cohort) per grade level. Each grade is divided into two half-groups, each of which is assigned two primary teachers. The cohorts have a designated classroom space. Specialist teachers rotate through cohorts on a rotating block schedule. Outdoor classroom spaces are also being utilized to allow



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

cohorts to receive instruction from specialist teachers. Arrival, departure, recess and lunch times ([Attachment E](#)) have been staggered for each primary school cohort. Each cohort has designated outdoor space, bathrooms, hand washing stations and entrances and exits.

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. Describe below:

Our middle school has one class per grade level, hence each grade level is considered a cohort. Each grade level/cohort is divided into two academic groups. While these groups do not mix, the entire grade has two to three designated classrooms which the groups rotate through. All spaces are well ventilated, have air purification systems, and will be disinfected in between use. Each grade's designated classrooms are grouped together to reduce traffic flow and overlap during middle school passing periods. The schedule has been restructured so that all specialist schedules are on a rotating block structure to support fewer transitions in a given day and reduce the number of adults rotating through spaces each day.

Student attendance is tracked each day using our LMS, Blackbaud and adult attendance on campus is tracked using an attendance tracker in Google sheets. Any adult that visits a classroom that is not their designated daily teaching space will sign into the classroom visitor log. Each classroom has a visitor log and pens used to sign into the space will be sanitized between use. Visitor logs will be regularly collected and filed in the front office.

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

All indoor classrooms ([Attachment F](#)) have desks arranged 6ft apart from each other and outdoor classrooms will have student spaces arranged and clearly marked to ensure 6ft of distance between students and between students and the teacher.

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



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

We have created and posted visitor attendance rosters in each classroom. All staff and faculty (that are not the designated teacher in that space) have been asked to sign in with their name, the day and time on the room attendance roster when they visit the room for longer than 15 minutes. These rosters will be collected by the front office staff and filed. They will be available for the school liaisons to reference and share with Public Health in the event of a positive COVID-19 case.

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

Each division has clearly designated drop off and pick up locations as well as staggered drop off and pick up times for each cohort ([Attachment G](#)) helping to eliminate mixing of cohorts. In addition each division has a designated entrance and exit for arrival at and departure from campus:

- Preschool students will use the doors at the north entrance of the preschool building adjacent to the parking lot
- Primary students will use the gate adjacent to the parking lot
- Middle school students:
  - 5th and 7th grade will use the main gate on Magnolia Avenue
  - 6th and one-half of 8th grade will use the southern gate on Magnolia Avenue
  - One-half of eighth grade will use the Redwood Presbyterian Church entrance

When on campus, the schedule is designed to limit the number of students that are moving around at any given time. Staff and faculty have been instructed to use exterior routes when possible when moving from one place to another on campus. Decals and tape have been placed in hallways to note that all should stay to the right while moving through the hallways.

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

MP&MS has created a staggered arrival and departure schedules ([Attachment G](#)) and recess and lunch schedules ([Attachment E](#)) for all cohorts to prevent mixing of cohorts. Yard space has been assigned by area to prevent overlap of grades at PE or recess, including designated areas for outdoor lunch spaces for middle school.



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

School personnel have been identified to oversee arrival and to confirm completion of the health screening questionnaire.

If a student is not able to be dropped off during their designated arrival time, the parent will call the front office and a previously identified staff or faculty member will meet the student outside at the designated drop off location to confirm the completion of their health screening prior to coming on campus and joining their cohort. Attendance will be updated for these students by our front office coordinator.

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

Preschool and primary school intend to reduce classroom transitions by rotating teachers rather than utilizing student rotation. In middle school, groups within a grade level will move between spaces that will be disinfected between each group. Decals and/or tape will clearly mark direction of movement in hallways, thereby assisting with the flow of student movement when necessary. In addition, staff members will monitor hallways and escort cohort changes when possible to ensure steady flow of students with no congregation in hallways.

All staff and faculty have been asked to limit movement through interior hallways and to use exterior routes when possible.

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

All assemblies and multi-cohort gatherings will be held virtually until we are informed by Public Health that we can safely gather in large groups.

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.

MP&MS has an eight acre campus with an abundance of outdoor space including a baseball field, basketball court, amphitheater, and outdoor garden center. These spaces will be utilized to maximize our space for instructional purposes. We have purchased two pavilions, three 10X20 walled pop up tents, one 13 x 13 pop up tent, and sail cloth shades for our art deck to provide shade and weather protection for our outdoor instructional areas.





## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

Our preschool classes are using these newly covered outdoor spaces for their specialist classes - library, Spanish, garden, music and PE. Preschool teachers are also utilizing outdoor spaces for other learning activities as much as possible on an informal basis as the weather and schedule permits.

Primary specialists (Spanish, library, music) will utilize newly purchased tents, courtyard pavilions and existing outdoor deck space for instructional purposes. These spaces minimize surface touching and maximize airflow, and will be cleaned between cohorts. They will be disinfected at night by our janitorial staff.

Our fifth graders have moved to classroom spaces that have direct access to outdoor areas including a covered deck. Sixth grade has the entire interior of our middle school building including two large classrooms with many large windows. They will use the amphitheater and garden when available. Seventh and eighth graders will alternate using the pavilion in the middle school courtyard for humanities, Spanish, math and art. For science they will alternate using our science lab and outdoor education center. Our eighth graders will have classroom space in Fellowship Hall in the Redwoods Presbyterian Church across the street from our main campus which includes an outdoor courtyard and access to Centennial Park. All interior spaces and high touch surfaces inside and out will be cleaned and sanitized throughout the day and disinfected between cohorts as well as every night by our janitorial staff.

In order to maximize fresh air flow from outdoors to indoors, windows will be kept open and fans will be placed in front of the windows to increase fresh air exchange OR window air conditioners will be set to outside air exchange to increase fresh air exchange. Additionally, each classroom will contain a portable high-efficiency air cleaner.

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.

An outdoor playground rotation schedule has been created (Attachment E). Within this schedule, each cohort has a designated space for outdoor activities and recess. All students will sanitize their hands prior to the use of equipment and at the end of their time on the playground before returning to their classrooms. The cohorts will utilize the same space every day for a week before rotating to the next space, to



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

allow adequate time between cohorts sharing spaces/play structures. Designated teachers and janitorial staff will sanitize all high touch areas daily.

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.

All spaces on campus have been audited for potential use for classroom spaces to support physical distancing. Classrooms have been reassigned based on the number of students in each class to ensure at least 6ft between students and between students and teachers. Non-classroom spaces such as our MPR, projects lab, art and music rooms have been converted into classroom spaces (Attachment F).

We have also rented the Fellowship Hall in the Redwood Presbyterian church adjacent to the school which will be used for seventh and/or eighth grade classes. As described in Section 5 of this SSSPP, all indoor spaces throughout our campus and the rooms in the church will be cleaned throughout the day according to schedules posted in each space. Additionally at night, our janitorial service will disinfect all common spaces and those used as classrooms.

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

MP&MS does not have a cafeteria and traditionally students have eaten their snacks and lunches inside or outside of their classroom. MP&MS will continue to have students eat their snacks and lunches in their assigned classrooms or outside, weather permitting. MP&MS will also continue to use School Foodies as its hot lunch service provider. School Foodies has provided us with their health and safety protocols. They will use an exterior route to deliver the pre-ordered, individually packed and labeled lunches to a food warmer that is in a covered open air area. Lunches will be transferred into labelled bags and delivered to each classroom by a staff person.

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

As outlined in our COVID-19 Health & Safety Guidelines, all students and staff will wash their hands: immediately upon arrival; before and after eating snacks and



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

lunch; after using the restroom; before and after transitioning from recess; after sneezing or coughing; and at the end of the day before leaving school.

The majority of our classrooms have sinks. In addition, a combination of outdoor sinks and portable handwashing stations have been purchased and are being installed throughout our outdoor areas. Each cohort has been designated a bathroom and a hand washing facility. The bathrooms and handwashing stations will stay operational and stocked at all times; hand sanitizer will be provided where indoor plumbing is not readily available and additionally as needed.

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.

As noted in our COVID-19 Health & Safety Guidelines, all staff and students 1st grade and above will be required to wear a face covering at all times while on campus except when eating or drinking and will follow CDPH guidelines for proper wearing of face coverings, unless there is a medical or behavioral contraindication. Students ages two through kindergarten are strongly encouraged to wear face covers. Parents will provide their child/children with their own face coverings; however, MP&MS will have a supply of single use face coverings available, if needed. A stock of disposable face coverings will be in each classroom in the event that a student and/or faculty member's face covering needs to be changed. Our school nurse keeps a supply of extra masks and EPE in her office.

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.

Our school nurse and teachers will familiarize students on proper use of face coverings, including instruction to minimize touching of face coverings, in our "Returning to Campus" training modules. Teachers have been instructed on the proper procedures for helping students, as needed, with their face coverings. Strategies for mask training with younger students, utilizing developmentally appropriate approaches, to encourage mask wearing by students have also been presented.



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

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 classroom space has been audited to ensure that those items that are not easily cleaned and/or disinfected have been removed. The use of shared items will be limited and cleaning and sanitizing protocols and schedules have been set for these items.

Every student has a labeled cubby where they can store their items. As practicable, students have been provided with individual supplies and manipulatives.

Sports equipment for each cohort has been designated and will be disinfected between cohort use.

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

Our school has a one-to-one electronic device plan for all junior kindergarten through eighth graders. These devices were distributed to students at the beginning of the school year for distance learning and will continue to be used throughout the remainder of the school year. All preschool and primary classrooms have individually labeled cubbies where students can store their backpacks, jackets and extra clothing and face coverings. Teachers will monitor for physical distancing when students need to access their cubbies and lockers.

Our dedicated librarians have assessed how they can safely provide books to students and classrooms. They are taking into consideration all health and safety guidelines while developing these protocols.

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

As an added layer of protection we have installed plexiglass on our front office coordinator's desk in our main office where all essential visitors will be required to check in.

We are working with individual teachers in preschool, primary and middle school around the need of clear privacy boards in their classrooms and offices and will



## **Marin Primary & Middle School School Site-Specific Protection Plan (Written Documentation)**

continually assess daily practices and our spaces to determine if we should introduce privacy boards into our classroom spaces.

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

As outlined in our COVID-19 Health & Safety Guidelines and conveyed in our Zoom town halls, we will be limiting access to campus this year to include only those individuals who are essential workers or who are needed on campus for emergency situations.

All vendors, community members, and visitors will be required to use the entry door by the middle school/front office and sign in at the front desk. Anyone staying on campus for more than 15 minutes will be required to complete a health screening form including temperature check. All visitors must wear a face covering on campus.

30. This 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.

Our School Site-Specific Protection Plan which outlines the above measures is completed and has been posted to our website and shared with our stakeholders via email. We will continually review and update our COVID-19 health and safety practices based on our experiences on campus as well as to comply with any changes to Public Health Guidelines. Upon approval by Public Health our SSSPP certificate will be posted at all of our campus entrances.



## **MP&MS Return to Campus Staff & Faculty Consultation**

Information regarding our initial consultation with staff and faculty is included in our approved waiver application.

To reiterate, we have regularly consulted with our staff and faculty during Zoom staff and faculty meetings and division meetings around our plans and intention to bring teachers and students back to campus through the waiver process. A survey was conducted on August 7, 2020 to gauge our staff and faculty comfort level returning to campus for in person learning. The survey was reviewed by the leadership team and concerns and questions were addressed either directly or in subsequent staff meetings. Staff and faculty with personal health issues have been accommodated to the extent possible, either through extra mitigation practices on campus or through remote work.

Since our return to in person learning we have continued to implement all updated health and safety guidelines. We regularly communicate and train our staff and faculty on these new health and safety guidelines. Staff and faculty are encouraged to bring any concerns to leadership and our school nurse. We consult with and check in regularly with all staff and faculty to quickly address concerns and challenges.