

## COVID-19 School Site-Specific Protection Plan

<b>School or District Site Name</b>	
Montessori de Terra Linda, 610 Del Ganado Road, San Rafael, CA 94903	
<b>School Type (select one)</b>	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Jaye Flynn, Head of School Mae Rodriguez, Director of Operations Kate Kerini, Business Manager Jennifer Krasowski, Director of Admissions Zarrin Atkins, Elementary Coordinator David Cullinan, President, Board of Trustees Parth Banker, Parent Katie Louderback, Parent	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Primary: Mae Rodriguez, Director of Operations, office 415-479-8190, ext. 102 cell 415-847-9344, email: <a href="mailto:mae@mdtl.org">mae@mdtl.org</a> Secondary: Jaye Flynn, Head of School, office 415-479-7373, ext. 101, cell 415-342-2329, email: <a href="mailto:jaye@mdtl.org">jaye@mdtl.org</a>	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
August 26, 2021	
<b>Principal or Administrator</b>	
<b>Name:</b> Jaye Flynn	<b>Title:</b> Head of School
<b>Email:</b> <a href="mailto:jaye@mdtl.org">jaye@mdtl.org</a>	<b>Phone Number:</b> 415-479-7373 ext. 101

I, Jaye Flynn, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature: 

Date: August, 26, 2021

## Specific Control Measures and Screenings

Please provide as much detail as possible for how you intend to implement each guideline. If you need additional space, please provide an attachment.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

Montessori de Terra Linda adheres to all mandates issued by Marin County, the State of California, and aligns with the Marin County Office of Education in all of our planning and coordination. MdTL constantly monitors public health orders for updates. Our Return to School Committee oversees all aspects of returning to campus for Fall 2021. The committee coordinates with the support of the Board of Trustees Executive Committee, and meets monthly or as needed to discuss new directives and input from stakeholders. The Return to School Committee is overseeing the creation of our SSSPP.

2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student, staff and adult attendance tracking.

Written policies articulating MdTL's policies and practices are in place regarding hand-washing, face coverings, essential protective equipment, home-based daily health screening, and COVID-19 surveillance testing. MdTL requires face coverings to be worn by all staff, students and visitors indoors; masks are optional outdoors in accordance with Marin DPH guidance, Hand washing is routinely scheduled throughout the day, as well as required before and after many daily activities. MdTL supplies clean EPP to staff. Up to date student attendance is tracked for students through Transparent Classroom, an electronic record keeping system.

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

Campus Safety Protocols include written policy and instructions, posted signs around campus, and routine staff training and review sessions. Parent outreach regarding policies are delivered via multiple formats including informational Zoom sessions, regular email communications, updated policy posted to school website (parent portal) as well as in the Parent Handbook. Director of Operations attends all weekly Public Health Liaison Meetings, and conducted health and safety training sessions for faculty and staff the week of August 16. Training is required for all faculty and staff, and will include: instruction on how to prevent the spread of COVID, how to recognize the symptoms of COVID, routine cleaning and disinfecting of classroom spaces, how to properly and safely use a face mask, and how to screen themselves for symptoms.

4. A primary and secondary point of contact are established, identified, and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will also serve as a liaison to Public Health and contact information is identified in the School Site-Specific Protection Plan. (Points of Contact listed above).

**Primary: Mae Rodriguez, Director of Operations**, office 415-479-7373 ext. 102; cell 415-847-9344  
email: [mae@mdtl.org](mailto:mae@mdtl.org)

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

Email: [jaye@mdtl.org](mailto:jaye@mdtl.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.

Montessori de Terra Linda will follow the MCOE's [School Cleaning Schedule \(Revised 7.1.2020\)](#). Refresher training will be provided at faculty meetings the week of August 16, by the Director of Operations, Mae Rodriguez. All bathrooms will be cleaned daily, High-touch areas are cleaned before/after use. Disinfectant, cleanser, hand sanitizer, gloves, and face coverings are available in shared spaces, including classrooms. Instructional signage posted in shared offices/bathrooms.

- 6. Parents, caregivers, or guardians should monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

Every staff and faculty member will complete a home symptom screening each day before arrival to school. Parents will be asked to do the same and will be provided a clear symptom to watch for list, and a clear illness policy.

- 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:*

A multi-purpose room re-designated for the 2021-22 school year for use as an isolation room. The isolation area can be accessed by parents via the north-west parking lot gate, allowing for parents to pick up of sick children without coming into contact with students or staff.

- 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, and provide options for symptomatic testing for students and staff, exposure response testing, and testing for modified quarantine. Testing students must include appropriate parental permissions obtained in advance. If a fully vaccinated individual develops COVID-like symptoms, testing is recommended. All students are required to submit a negative COVID test prior to the first day of school. All staff were tested upon returning to campus the week of August 16.

Surveillance COVID testing for all Montessori de Terra Linda elementary students will be conducted weekly or biweekly, on site, via the CDPH program for BinaxNow rapid antigen testing. Confirmatory PCR tests from the same program will also be used. Any symptomatic student of staff will be tested. Staff who request non-symptomatic periodic testing will be accommodated. At-home COVID testing for children 2-5 conducted weekly via the CADPH pilot testing program.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):

- a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
- b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- c. A student or staff member tests positive for COVID-19. Non vaccinated close contacts will quarantine. Fully vaccinated close contacts do not need to quarantine.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

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

\*see decision tree for vaccinated and unvaccinated students:

[https://www.marinschools.org/cms/lib/CA01001323/Centricity/Domain/154/MarinCOVID19\\_SchoolDecisionTree\\_2021.22\\_UNVaccinated.Eng.Span.8.17.21.pdf](https://www.marinschools.org/cms/lib/CA01001323/Centricity/Domain/154/MarinCOVID19_SchoolDecisionTree_2021.22_UNVaccinated.Eng.Span.8.17.21.pdf)

10. **Not currently applicable:** ~~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.~~

While unmasked and eating lunch, effort will be made to keep students 6' apart.

11. **Not currently applicable:** ~~For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.~~

At Montessori de Terra Linda students will be generally separated by program level, but allowed to mix among other students from the same program level. Some mixing across program level is allowed with detailed records kept for such encounters in the event contact tracing is needed.

12. **Not currently applicable:** ~~For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.~~

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

13. **Not currently applicable:** ~~Where practicable, desks are arranged facing forward to minimize face to face proximity between students.~~

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

14. School staff are permitted to visit and instruct more than one classroom group and must document/record visits to classrooms that are not identified as their primary classroom, following face covering guidance and **Not currently applicable:** must adhere to physical distancing protocols.

Staff who work in more than one classroom (Elementary Specialty Instructors, Primary support staff, and before and aftercare staff) will record daily logs as to what students they are with and in which locations around campus.

15. **Not currently applicable:** ~~Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.~~

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

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

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

16. **Not currently applicable:** ~~Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.~~



- 17. **Not currently applicable:** ~~Congregate movement through hallways will be minimized as much as practicable~~
- 18. **Not currently applicable:** ~~Large INDOOR gatherings (i.e., school assemblies) are currently prohibited; large outdoor gatherings are permitted.~~

In 2021-22 Montessori de Terra Linda will not plan or schedule any indoor assemblies however outdoor events will be permitted with masks.

- 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.

Montessori de Terra Linda assess indoor air quality and implement strategies that increase the amount of outdoor air brought into our buildings, optimizing current HVAC systems with MERV 13 filtration, and supplements with portable air cleaners in every room. Additionally, keeps windows and other sources of natural ventilation open to the greatest extent possible. In the event of poor air quality the updated School Air Quality Recommendations will be followed.

- 20. **Not currently applicable:** ~~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.~~

Mixed class free play on the yard and at the Terra Linda Rec Center is permitted. Students will wear masks outdoors.

- 21. **Not currently applicable:** Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

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

22. Meals will be served in classrooms or outside and with seating charts, as much as possible. **Not currently applicable:** Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.

Where possible students will eat their lunch outdoors. When indoor lunch takes place, students will either be 6' apart, or detailed seating charts will be recorded for any needed contact tracings purposes.

23. **Not currently applicable:** ~~Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.~~

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

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

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. Young preschool age students are gently encouraged to wear face covering and are supported as they gain comfort with this.

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

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

One-on-one training and instruction will be provided to all staff following CDC, and health department guidelines during the week of August 16. All students will receive ongoing instruction and practice, which will include instructions on properly wearing a mask, and teachers and support staff will work to establish norms that align with all safety protocols. Parents will receive written communications regarding proper use and care for face coverings. Faculty will instruct students in proper use of face coverings during orientation days, the week of August 31.

26. **Not currently applicable:** ~~Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled cubbies~~

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

27. **Not currently applicable:** ~~Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.~~

28. **Not currently applicable:** ~~Use of privacy boards or clear screens will be considered as much as practicable.~~

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

- 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines and any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

All non-essential visitors, including parent volunteers, will be allowed on campus for limited purposes. MdTL will attempt to schedule all maintenance and facilities projects outside of school hours where practicable. Essential visitors who must come to campus while school is in session will complete the same screening protocols that staff and faculty complete each day, and adhere to all campus health and safety guidelines are required to be fully vaccinated. Parents will be permitted to pick up sick children from the isolation room administrative doors, adhering to all safety guidelines and directives from the Director of Operations.

- 30. All eligible students and staff should get vaccinated as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public. (Note: State Public Health Order for vaccination requirement is anticipated).

Montessori de Terra Linda policy for 2021-22 school year is that all staff must be fully vaccinated; as of August 16, 2021 100% of staff are fully vaccinated. Staff were all tested once the week of August 16, and thereafter are not required to be tested for COVID unless they become symptomatic. Students will be tested either weekly or biweekly as a part of our surveillance strategy. Only 6<sup>th</sup> grade students who turn 12 year of age during the school year are eligible for vaccination; their families are encouraged to get students vaccinated as soon as they are eligible.

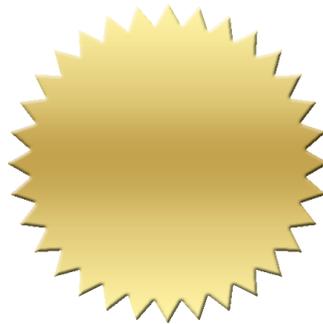
- 31. Other School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance (pending).
- 32. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

MdTL's SSSPP (Draft 1) was completed on August 12, 2020, and was posted on campus. The next school plan (Draft 2, August 21, 2020) was posted to our website and in the front office, and was shared with parents via email on August 24, 2020. The current SSSPP (Final version) will be posted to our school website on September 3, 2021 and new versions will be updated on the website when changes are implemented.

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

	<h2 style="text-align: center;">School Site-Specific Protection Plan</h2>
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# Certificate of Completion



Montessori de Terra Linda

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

[www.mdtl.org](http://www.mdtl.org)

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

