



School or District Site Name: MARIN ACADEMY

School Type: Private

Public Health Liaisons and Contact Information

1. Brett Laronde, Primary COVID-19 Coordinator blaronde@ma.org 415-482-3317
2. Aaron Gill, Secondary COVID-19 Coordinator agill@ma.org 415-482-3292
3. Karen Jacobsen, [kjacobson@ma.org](mailto:kjacobsen@ma.org) 415-482-3203

School Multi-Disciplinary Task Force Members and Positions

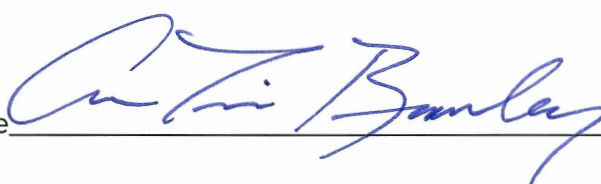
1. Travis Brownley, Head of School
2. KaTrina Wentzel, Academic Dean
3. Stella Beale, Dean of Faculty
4. Trent Nutting, Director of Strategic Engagement
5. Lynne Hansen, Dean of Students
6. Brett Laronde, COVID-19 Coordinator
7. Karen Jacobsen, Assistant to Head of School
8. Justine Clifford, Director of Communications
9. Michael Joyce, CFO
10. Francesca Johnson, Director of HR
11. Alejandro Higareda, Interim Director of Operations

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on: February 15, 2022

Principal or Administrator

Travis Brownley, Head of School travis@ma.org 415-482-3203

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

Signature 

Date 3/29/2022

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

A Task Force has been established to develop and support this School-Site Specific Protection Plan (SSSPP), which meets regularly to monitor and adjust the plan based on input from all stakeholders. This COVID-19 Coordination group led by the Head of School meets regularly. Input and advice from members of the Marin Academy (MA) community are routinely sought. Parent and student surveys are conducted as needed and include questions regarding health and safety. The SSSPP is a fluid plan and will adjust based on applicable state and local Public Health Orders.

2. Health and safety practices and protocols are in place, including handwashing, appropriate face coverings, access to essential protective equipment, and up-to-date attendance tracking of students and adults.

Access to essential personal protective equipment, including disposable surgical masks, gowns, non-sterile gloves, and face shields are provided and available to students and employees at Marin Academy. Access to handwashing stations/bathrooms, hand sanitizing stations, and face coverings of various types are available widely on campus in multiple locations. N95s and Medical grade surgical masks are available to employees at Marin Academy. Employees and Students are encouraged to voluntarily use N95, KN95, KF 94s as needed based per CDPH and CAL-OSHA recommendations. Medical grade and non-medical grade face masks are available to both students and employees. Up to date student and staff attendance is maintained daily. There is a third coordinator who will be responsible for maintaining up-to-date information about student and teacher attendance by classroom and advisories. Current contact information of all employees and students is also maintained.

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

All staff members have received training on health and safety practices and protocols and it will be reinforced before a return to classroom instruction. All students and families receive training and instruction. Instruction is provided through, but is not limited to, handouts, posted protocols, and videos. If needed or requested, in-person training will be provided by the COVID-19 coordinators, Interim Director of Operations, HR Director, Dean of Faculty, Dean of Students, or Academic Dean. A resource board for both employees and students is separately maintained by the Director of Communications, the COVID-19 Coordinator, and the Director of Human Resources. Regular updates of health and safety practices and protocols are shared weekly with Employees through regular email. A COVID-19 web page lists employee and family resources.

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. (COVID-19 Safety Plan)

As listed above, the primary and secondary COVID-19 Coordinators have thoroughly reviewed the comprehensive school resource document, and have worked collaboratively with identified persons across the campus community to ensure the school is and will be, in compliance with current laws, regulations, and guidelines regarding COVID-19. They are prepared to answer questions concerning practices, protocols, or potential exposure and are very familiar with the Scenarios Protocols on the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School/Classroom Setting. The backgrounds of the coordinators uniquely qualify them to function as such, and they continue to seek out current resources regarding COVID-19. The Coordinators will report and coordinate any needed information with MCPH and CDPH, including the Public Health RN contacts at the Marin County Public Health (MCPH) Schools Team for clarification and questions. CDPH additionally has a team available for questions and support from members of the CDPH School Binax team or schools team. There is a third coordinator who will be responsible for maintaining up-to-date information on student and teacher attendance by classroom and advisories and assist with reporting exposure and positive COVID-19 cases to the state and MCPH.

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.

Protocols are in place regarding the expectations of each student's and employee's responsibility for cleaning and disinfecting frequently touched surfaces that are visibly soiled. These high-touch surfaces have been identified and methods for cleaning and disinfecting within each classroom, office, and multi-use areas such as bathrooms, work areas, break rooms as well as handrails, elevator buttons, etc. are posted throughout the campus. The buildings and Grounds Team are storing all cleaning supplies and essential personal protective equipment and is responsible for maintaining appropriate stock and access to the supplies. Routine daily cleaning is provided by a professional cleaning crew each evening Monday through Friday, under the direction of the Interim Director of Operations. MA will follow all Cal/OSHA guidelines for cleaning and CDC guidelines for cleaning and disinfecting any particular area or surface, including using a Clorox 360 Electro Static sprayer or employing an outside contractor to provide for cleaning and disinfection of the room(s) that have had a confirmed positive COVID-19 case within 24 hours as needed.

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.

Students and Employees are expected to complete a daily self-assessment for signs and symptoms of COVID-19 or other illnesses. Students and Employees are expected to communicate with the COVID-19 Coordinator if they test positive, are exposed to COVID-19, have any signs or symptoms of COVID-19, have returned from out of state or foreign travel, or need assistance in self-screening. Essential visitors are expected to complete a self-assessment prior to arrival/entry

to the campus and are asked not to come to campus with any signs, symptoms, or exposure to COVID-19. The COVID-19 Coordinator is responsible for monitoring all responses and restricting access to school and providing guidance required for quarantine, testing, and/or seeking out healthcare intervention. If employees are experiencing symptoms of COVID-19, they are restricted from coming to school and instructed to follow the direction of healthcare providers. When students are experiencing symptoms, they are also restricted from coming to school and their parents or guardians are contacted to review symptoms and contact their healthcare provider. Direction and guidelines are provided to employees, students, and their families from the [Marin County Public Health Isolation, Quarantine, and Travel Guidance for TK-12 Schools, Child Care, Youth Programs/Activities, and Household/Community Exposures](#) which is a live document and includes a Decision Tree for Schools for Symptomatic Students and Employees.

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.

Marin Academy employs strong messaging regarding the expectation that all employees, students, and visitors stay home when sick and/or experiencing [COVID-19 like symptoms](#). An isolation area is identified for students and employees who begin to exhibit symptoms during the school day until they can be tested, picked up, or leave campus. A designated room/tent/outdoor space provides privacy and isolation for students who may present with symptoms indicating a COVID-19 infection. Information regarding quarantine, isolation, who to contact, and protocols to follow will be provided to the parent or guardian when they come to get the student. The COVID-19 Coordinator is responsible for monitoring all responses and restricting access to school and providing guidance required for quarantine, testing, and/or seeking out healthcare intervention. If students or employees are experiencing symptoms of COVID-19, they are instructed to follow the direction of healthcare providers.

8. All schools should be enrolled in the California COVID-19 K-12 Schools Testing Program. Schools and districts will partner with Public Health to ensure equitable access to testing (including testing to exit isolation and quarantine and test to stay (TTS). Testing of students must include appropriate parental permissions obtained in advance. If a vaccinated or unvaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Following the guidance and recommendations from the California Department of Public Health (CDPH) and MCPH, Marin Academy has become a CLIA Waived laboratory in the CDPH testing program. Marin Academy has a tiered testing strategy that identifies when students and employees should be tested for COVID-19 to mitigate the transmission of COVID-19 and support full-time in-classroom instruction for students.

- Students and employees who are on campus and display COVID-like symptoms may have symptomatic testing before leaving campus and will be instructed to quarantine and seek the advice of their healthcare provider. Positive tests will be reported to MCPH and CDPH via Primary Health.
- Students and employees who have developed symptoms before coming to campus and staying at home will be provided guidance and options for COVID-19 testing.
- At-home testing will be uploaded to Primary Health and reported to CDPH and MCPH.
- Testing will be provided to unvaccinated or partially vaccinated students who are in a modified quarantine, per the most current MCPH/CDPH/CDC guidelines.
- All unvaccinated or partially vaccinated students will be tested at the pre-entry level no less than 24-72 hours before returning to campus after Summer, Thanksgiving, Winter, and Spring breaks.

Parental permissions will be obtained in advance for all COVID-19 student testing. Per MCPH and CDPH students may consent to test directly. Molecular and antigen tests are acceptable for COVID-19 testing at Marin Academy unless otherwise indicated by CDPH.

9. All schools should follow the updated California Department of Public Health (CDPH) [COVID-19 Public Health Guidance for K – 12 Schools](#). Isolation can end after day 5 if an antigen test collected on day 5 is negative and symptoms are improving. Marin County Public Health protocols, including modified quarantine and test to stay (TTS), should be followed (link: [Isolation and Quarantine Guidance](#))

Protocols, actions, and template communications are in place for the following COVID-19 related scenarios):

- 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 with symptoms

Marin Academy will follow the *MCPH/CDPH isolation and quarantine guidelines* as well as utilize the generic exposure letters provided for communicating with parents and employees based on recommendations from MCPH, CDPH, and CAL-OSHA.

10. **Not currently applicable:** Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.

There are no physical distance requirements while on campus. Students and faculty will be fully masked, ventilation will be maximized, and hand hygiene and respiratory etiquette is implemented at all times. Students and employees will be instructed on the importance of maintaining and maximizing distance to the extent possible when masks are off for eating, or when in a crowd. The use of seating charts will be routinely reviewed and implemented if determined necessary. Attendance is taken every day class is in session by each teacher for each class taught. Marin Academy may require physical distancing based on the level of community transmission, the size of any gathering, and/or while eating.

11. **Not currently applicable:** For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.

Not Applicable

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

Accurate attendance will be maintained to facilitate tracking of individuals who may have been exposed to COVID-19 while in the classroom. Seating charts may be employed in individual

classrooms.

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

Desks and tables are configured to optimize engagement and learning.

14. Applicable: 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 and **(Not currently applicable)** physical distancing protocols.

Teachers are permitted to instruct more than one classroom and follow all Health and Safety Protocols. Each teacher takes attendance for their class and is documented as the faculty member for that classroom.

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

Marin Academy will remove directional signage

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

Not currently applicable

17. **Not currently applicable:** Congregate movement through hallways will be minimized as much as possible.

Not currently applicable

18. Updated: Large gatherings (i.e., school assemblies) are allowed indoors and outdoors. Participants and attendees must follow the current [CDPH Guidance for Face Coverings](#). For indoor [mega-events](#) with 1,000 or more people, schools and event operators using school facilities must follow CDPH requirements for mega-events

Marin Academy may hold assemblies and other large gatherings with all mitigation practices in place and make real-time decisions on whether an event will be held in person and indoors or outdoor spaces based on the advice and guidance from CDPH and MCPH.

19. **Not currently applicable:** The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **Applicable:** 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. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.

Outdoor space will be provided on an as-needed basis and upon request. Classroom windows and building doors will be opened as much as possible, with consideration to weather and safety. The HVAC system has MERV-13 filters. Any areas without adequate ventilation will have window fans and an Air Purifier with a HEPA filter for that space. When air quality prevents the use of the HVAC system, the Head of School and Interim Director of Operations will make a decision on whether or not it is safe to provide in-classroom instruction. Marin Academy will follow the most current School Air Quality Recommendations.

20. **Not currently applicable.** The 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. If used, outdoor playgrounds/natural play areas only need routine maintenance.

There is no playground equipment. Any physical activity equipment that needs to be shared between single participants will be routinely cleaned and/or sanitized before and after use if required. The Buildings and Grounds Team, under the direction of the Interim Operations Director, will see to the routine maintenance of permanent venues that are used by students and employees.

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.

Not currently applicable

22. **Applicable:** Meals will be served outside when possible. If meals are served indoors, schools should have assigned seating charts. **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.

Use of outdoor space will be maximized and students and employees will be encouraged to eat outdoors as much as possible. Eating at tables indoors or outdoors will adhere to industry standards for seating. Students and employees have the ability to eat in any space on campus. There are no restrictions to spacing or eating indoors due to a policy exemption from MCPH due to Marin Academy's high vaccination status. Students and Employees may eat wherever they feel comfortable.

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

All classrooms, offices, entrances, and exits have hand sanitizing stations. Signage encouraging hand hygiene is prominently posted. Regular hand hygiene and respiratory etiquette for students and staff are encouraged, emphasized, and practiced. Training and instruction are provided and repeated as needed or requested. Training materials include videos, in-person demonstrations, and written materials.

Face coverings are strongly recommended to be worn indoors for all staff and students, regardless of vaccination status. Face masks are not required outdoors as the risk of transmission is low in most outdoor settings.

24. **Updated:** Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and other respiratory illnesses.

Marin Academy has a Mask Protocol that is routinely reviewed and updated with changes recommended by CDPH, MCPH, and Cal/OSHA. This protocol addresses appropriate face coverings and the correct use and care of them. The expectations and requirements regarding masks are shared with the MA community and strictly adhered to by all employees, students, and visitors. Appropriate mask-wearing is taught prior to return to Campus and 1:1 or group instruction is provided upon request and as needed.

Masks are no longer required but strongly recommended. We encourage everyone to make their own personal risk assessment with regard to wearing a mask or going maskless. We ask for students' and employees' partnership in showing empathy and support to those who continue to choose or need to wear a mask.

Students and Employees who are exposed or returning from isolation are asked to wear a mask for 10 days. This is mandatory for Employees and strongly encouraged for students.

Marin Academy has provided cloth, surgical, and medical grade masks to all students and employees. Disposable surgical masks are available on campus to all who attend or conduct business at MA. N-95s are also available to all employees in addition to the medical-grade surgical masks upon request.

25. Training will be provided for staff and students on the proper use of face coverings which will include instruction to minimize touching of face coverings, and how to ensure a proper fit.

See #24. Training and instruction will be provided and repeated as needed or requested. Training on the proper use of face coverings to include but not be limited to the type of material/face mask, appropriate fit on the face, care of the mask, hand hygiene before applying and removing the

mask, avoidance of touching one's face with or without a mask, and respiratory etiquette. Training and instruction include but are not limited to, videos, in personal demonstrations, and written materials.

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 boxes or cubbies.

Shared items will be cleaned and or disinfected when they are soiled.

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

Sharing of individual phones or personal items is discouraged. Each student and employee has their own electronic device for academic use.

28. Not currently applicable: Use of physical barriers (e.g. privacy boards or clear screens) may be considered but should not replace other measures herein.

Marin Academy is set up to provide a place for instruction that is based on appropriate mask-wearing, hand hygiene, respiratory etiquette, cleaning and sanitizing visibly soiled surfaces, and encouraging students and employees to maximize physical distancing where possible, especially when masks are off.

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

See #18. Non-essential visitors will be limited on campus. An essential visitor is defined by Marin Academy to be someone who needs to be on campus in order to complete their "task." or attends an authorized event. Examples include campus visits, sports games, performing arts/Art presentations, mechanical repairs, or meetings and tasks that are determined to be effective only if they are in-person. A non-essential visitor is defined to be a person who can complete their task without being on campus or has no purpose in being on campus. Any visitor on campus will need to provide proof of vaccination status, complete self-assessed DHA, and need to be fully vaccinated and boosted if they have direct contact with students during the school day. We no longer check vaccine status for other after school/evening events on campus and ask that individuals stay home when they are sick and make their own personal risk assessment before attending events. Essential workers, contractors, visitors will be advised on and adhere to all Marin Academy health and safety guidelines.

30. All eligible students and staff should get vaccinated or boosted (if eligible) 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 and updated on a monthly basis. Vaccination status of individual students and staff will not be made public.

Marin Academy is requiring all students, employees, and parents of current students to be fully vaccinated to enter campus during the school day. Marin Academy highly encourages students, parents, and employees to be up to date (boosted) in order to attend school, work, or be on campus. Employees and students who have a legitimate health-related reason that prevents vaccination with an approved COVID-19 vaccine will be exempt from requiring vaccination in order to be on campus. The health-related reason must be supported by a healthcare provider's attestation. If an employee or student is partially vaccinated, the vaccination series needs to be completed within a 45 day period from the first vaccine. Marin Academy frequently messages the benefits of COVID-19 vaccinations and boosters to all eligible students and employees and will continue to encourage vaccination for COVID-19 and assist in facilitating this. Parents have shared the vaccination status of their children and the COVID-19 Coordinator has verified their vaccination status. COVID-19 vaccination status is requested from all employees who are or have been hired by Marin Academy. Copies of student and employee vaccination cards are kept in a confidential file and are only shared with administrators at the school on a need-to-know basis. As identified in Marin Academy's testing strategy in item #8, students and employees will be offered or provided with information on obtaining a COVID-19 test. Vaccination rate data will be posted on the Marin Academy website no later than October 1, 2021, and will be updated no less than on a monthly basis.

31. Other School related youth activities (ie. student transportation, sports, music, drama, after-school care, etc.) will follow updated CDPH and Marin County Public Health guidance.

Student Transportation will follow current CDPH guidance. Carpools are allowed and students and parents are advised to keep windows opened/cracked, circulate air within the vehicle from the outside, practice hand hygiene and respiratory etiquette prior to and upon leaving the vehicle, and keep masks on at all times. Masks may be off when all occupants within the vehicle are from the same household. School Athletics, music, and drama will continue to follow current CDPH guidance.

32. A [School Site-Specific Protection Plan SSSPP](#) / COVID Safety Plan (CSP) outlining the above measures is completed, posted, and updated on school or district websites and shared with all staff and families. Schools should update SSSPPs / CSPs as state and local Public Health guidance changes

This SSSPP will be shared with all employees by April 1, 2022, and posted on the Marin Academy website. This SSSPP will be shared with families at least 1 week prior to return to in-classroom instruction. This SSSPP will be updated as state and local Public Health guidance dictates.

Resource Documents:

- [February 5, 2022 CDC Use and Care of Masks](#)
- [January 28, 2022 CDC Types of Masks and Respirators](#)
- [March 8, 2022 CDPH Mega-events](#)
- [March 3, 2022 CDPH Isolation and Quarantine Guidance](#)
- [December 1, 2021 Public Health Update Interim Guidance for K-12 School and Youth Performing Arts, Sports and extracurricular activities](#)
- [March 9, 2022 CDPH COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#)
- [November 1, 2021 CDPH K-12 school-based COVID-19 testing strategies for school year 2021-22](#)
- [January 13, 2022 CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
- [July 20, 2021 What Parents Should Know About the Updated COVID-19 School Guidance](#)
- [February 15, 2022 Safely reopening California](#)
- [March 8, 2022 CDC Interim Public Health Recommendations for Fully Vaccinated People](#)
- [August 15, 2021 California Department of Public Health Vaccine Record Guidelines & Standards](#)
- [CDC K-12 Guidance on Disabilities or Other Health Care needs](#)
- [State of California Safe Schools For All Hub](#)
- [February 28, 2022 CDPH - Guidance of the the Use of Face Coverings](#)
- [November 15, 2021 CDC Cleaning and Disinfecting your Facility](#)
- [January 25, 2022 CDPH Travel Guidance](#)
- [May 25, 2021 Marin County School Air Quality Activity Recommendations](#)
- [June 21, 2020 Cal/OSHA Prevention Emergency Temporary Standards - What Employers Need to Know About the June 18 Standards](#)
- [June 11, 2021 CDPH State Public Health Orders](#)
- [CDC Symptoms of COVID-19](#)
- [California K-12 School Antigen Testing Program Playbook](#)
- [Public Health References for Rethinking Schools Bibliography](#)