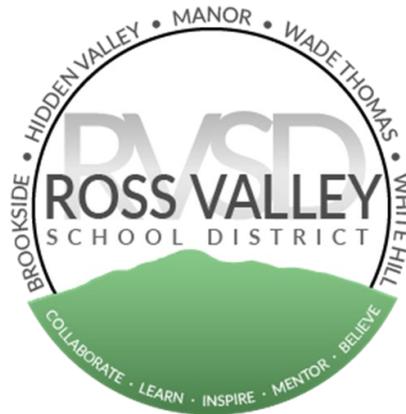


**COVID-19**  
**Prevention and Response**  
**Health and Safety Protocols**

**Ross Valley School District**



**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 all schools in the Ross Valley School District. 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 all Ross Valley School District Schools, 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 the Ross Valley School District COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on the Ross Valley School District website, and individual SSSPP's for school sites are linked on the school web sites and made available to staff, students and families as required.

A copy of this entire document will be posted on the Ross Valley School District Homepage as required, and will also be included in the updated Ross Valley School District Injury Illness & Prevention Program as Appendix G.

## Table of Contents

- [Marin County School Guidelines – 30 Point Plan](#)
- [COVID-19 School Guidance Checklist](#)
- All Ross Valley School District School's School Site Specific Protection Plans (SSSPP's)
  - [Brookside Elementary School](#)
  - [Hidden Valley Elementary School](#)
  - [Manor Elementary School](#)
  - [Wade Thomas Elementary School](#)
  - [White Hill Middle School](#)
  - [District Office](#)
- [Ross Valley School District MOU's with the Ross Valley Teachers Association \(RVTA\)](#)
- [Ross Valley School District MOU with Classified School Employees Association \(CSEA\)](#)

# 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](#)

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 1/26/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Ross Valley Elementary School District

Number of schools:

5

Enrollment:

1764

Superintendent (or equivalent) Name:

Marci Trahan

Address:

100 Shaw Drive

Phone Number:

415-451-4064

City

San Anselmo

Email:

mtrahan@rossvalleyschools.org

Date of proposed reopening:

10/5/2020

County:

Marin

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Elementary

Grade Level (check all that apply)

<input checked="" type="checkbox"/> TK	<input checked="" type="checkbox"/> 2 <sup>nd</sup>	<input checked="" type="checkbox"/> 5 <sup>th</sup>	<input checked="" type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>
<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 3 <sup>rd</sup>	<input checked="" type="checkbox"/> 6 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>
<input checked="" type="checkbox"/> 1 <sup>st</sup>	<input checked="" type="checkbox"/> 4 <sup>th</sup>	<input checked="" type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 10 <sup>t</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 reopen 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, Marci Trahan, 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 and Safety Plans.

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

Physical distancing, scheduled movements, following Safety Plans.

groups?

- 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.

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

- 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.

- 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.

- 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.

- 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  feet

Minimum  feet

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

See SSSPP's.

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

- 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:

Testing cadence will align with federal and state guidelines.

- 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

Testing cadence will align with federal and state guidelines.

student testing cadence.

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

Testing cadence will align with federal and state guidelines.

- 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.

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

X

Labor Organization

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

Name: RVTA and CSEA

Date: 8/4, 9/18, 10/16,

X

Parent and Community Organizations

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

Name: Multi-disciplinary Task Force listed in SSSPP's

Date: Monthly

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

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

X

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Marin. County has certified and approved the CRP on this date: 9/30/2020 and 10/3/2020. 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](#)



# COVID-19 School Site-Specific Protection Plan Guidance & Template

## Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

## Tools for Developing Your School Site-Specific Protection Plan

### 1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



UPDATED 1/25/2021



School or District Site Name	
Brookside Elementary School	
School Type (select one)	
Traditional Public School	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Judith Barry-Gougeon, Principal Paula Gloistein, Administrative Assistant Meghan O'Hare, District Nurse Alex Madero, Building Manager Kate Nichols, Fifth Grade Teacher Rebecca Hayhurst, Kindergarten Teacher & RVTA President Michelle Isakson, Parent Club President Janna Bennett, Parent Club President Christy Haddad, Parent Club President	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Judith Barry-Gougeon, <a href="mailto:jbarry@rossvalleyschools.org">jbarry@rossvalleyschools.org</a> 415-453-2948	
Paula Gloistein, <a href="mailto:pgloistein@rossvalleyschools.org">pgloistein@rossvalleyschools.org</a> 415-453-2948	
Marci Trahan <a href="mailto:mtrahan@rossvalleyschools.org">mtrahan@rossvalleyschools.org</a> 415-451-4064	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
January 25, 2021	
Principal or Administrator	
<b>Name:</b> Judith Barry-Gougeon	<b>Title:</b> Principal
<b>Email:</b> <a href="mailto:jbarryr@rossvalleyschools.org">jbarryr@rossvalleyschools.org</a>	<b>Phone Numbers:</b> 415-453-2948

I, Judith Barry-Gougeon, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature: *Judith Barry-Gougeon*

Date: 1/25/2021

---

## 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. 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.

*See attached*

√

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.

*See attached*

√

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

*See attached*

√

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)

*See attached*

✓

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.

*See attached*

✓

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 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 Health Screening)

*See attached*

✓

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:

*See attached*

✓

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:

*See attached*



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.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

*See attached*



10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

*See attached*



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.

*See attached*



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 schoolwide mixing of students and staff.

*Not applicable*



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

*See attached*



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.

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*



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:

*See attached*



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.

*See attached*



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.

*See attached*



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.

*See attached*



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

*See attached*



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:

*See attached*



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.

*See attached*



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.

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*

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



## **COVID-19 School Site-Specific Protection Plan BROOKSIDE ELEMENTARY SCHOOL**

### **1. Multi-disciplinary Task Force**

*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.*

Brookside Task Force consists of the following members:

Judith Barry-Gougeon, Principal  
Paula Gloistein, Administrative Assistant  
Meghan O’Hare, District Nurse  
Alex Madero, Building Manager  
Kate Nichols, Fifth Grade Teacher  
Rebecca Hayhurst, Kindergarten Teacher & RVTA President  
Michelle Isakson, Parent Club President  
Janna Bennett, Parent Club President  
Christy Haddad, Parent Club President

This Task Force meets periodically as needed to review safety protocols and procedures. Feedback is reviewed to inform practices and changes for improvement are made as needed. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

### **2. Health and Safety Protocols**

*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.*

Health and safety practices and protocols are in place, including a schedule for regular and frequent hand washing, face coverings required for all, and essential protective equipment (face masks, gloves, barriers) available. See sections 23, 24, and 28 for specific information.

Student attendance is taken twice a day - at the beginning and end of the day – and attendance records kept by cohort. Aeries, the student information system, will distinguish between attendance in person and virtual.

Staff attendance and health screening is recorded each morning through an online Employee Check-in.

Staff members will document any classrooms visited and contact with students outside of their assigned cohort.

### 3. Training for Staff, Students, and Families

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

All staff have received The Brookside Health and Safety Protocols Handbook. Procedures were reviewed during staff meetings and will be revisited periodically. Staff will also receive training on school re-opening procedures and will include the use of cleaning and disinfecting protocols prior to the first day of in-person instruction. In addition, teachers received training on trauma-informed practices and equity-based practices prior to the start of the school year.

Staff, parents/guardians, and students will be provided with the [Student & Family Handbook for COVID-19 Health and Safety](#) prior to the start of in-person instruction, and the Handbook will be maintained on the district website. The principal will review these guidelines with staff and parents/guardians. Teachers will review these guidelines with students. Staff, parents/guardians, and students will be notified of any revisions.

### 4. Liaison to Public Health

*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)*

The school principal will serve as the primary point of contact with the Marin Public Health Officer. The principal attends all of the Rethinking Schools COVID-19 webinars with Superintendent Mary Jane Burke, Public Health Officer, Dr. Matt Willis, and Dr. Lisa Santora. The principal is also an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools.

The secondary point of contact is the Administrative Assistant who attends the Public Health Liaison webinars.

Other RVSD personnel are additional contacts. All contact persons serve as liaisons with Marin Public Health and also to receive questions or concerns around practices, protocols, or potential exposure.

Judith Barry-Gougeon, Principal  
Paula Gloistein, Administrative Assistant  
Marci Trahan, Superintendent  
Meghan O'Hare, District Nurse  
Teresa Machado, Executive Assistant  
Lori Ross, Human Resources Specialist

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lross@rossvalleyschools.org

## 5. Plans for Cleaning and Disinfecting

*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.*

Cleaning/disinfecting supplies are available in all classrooms and common areas. A refill station is set up in a central location in the main building.

Each classroom/workspace has a disinfection station that includes:

- Spray cleaner
- Pure disinfectant
- Paper Towels and/or Microfiber cloths
- Hand sanitizer
- Latex gloves

Additional disinfection stations are located in the staff lunchroom, copy room, and main office. High-touch surfaces such as doorknobs, copy machines, telephones, etc. will be disinfected daily by custodial staff.

Staff and student bathrooms will be cleaned twice a day. Bathrooms will be closed and locked until cleaned after use by students/staff in isolation.

All staff members will be encouraged to disinfect before and after use of common items, such as copy machines, paper cutters, etc., and supplies will be readily available for them to do so.

All staff members are trained in the appropriate use of each type of cleaner/disinfectant.

Classrooms will be cleaned and disinfected daily after use by the custodial staff. The cleaning protocol includes:

1. Wiping down all desks, chairs, tables, and countertop surfaces with disinfectant spray
2. Wiping down door handles, light switches, paper towel dispensers with disinfectant spray
3. Cleaning and disinfecting sinks and faucets
4. Vacuuming floors

Between cohorts, custodial staff will administer a disinfectant fogger and disinfectant spray.

## 6. Health Screening for Students and Staff

*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 survey.*

Parents/guardians will be asked to observe their children daily for symptoms consistent with COVID-19 (see chart below) or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to attend school on campus. The student's parent/guardian should contact the school office and their medical provider.

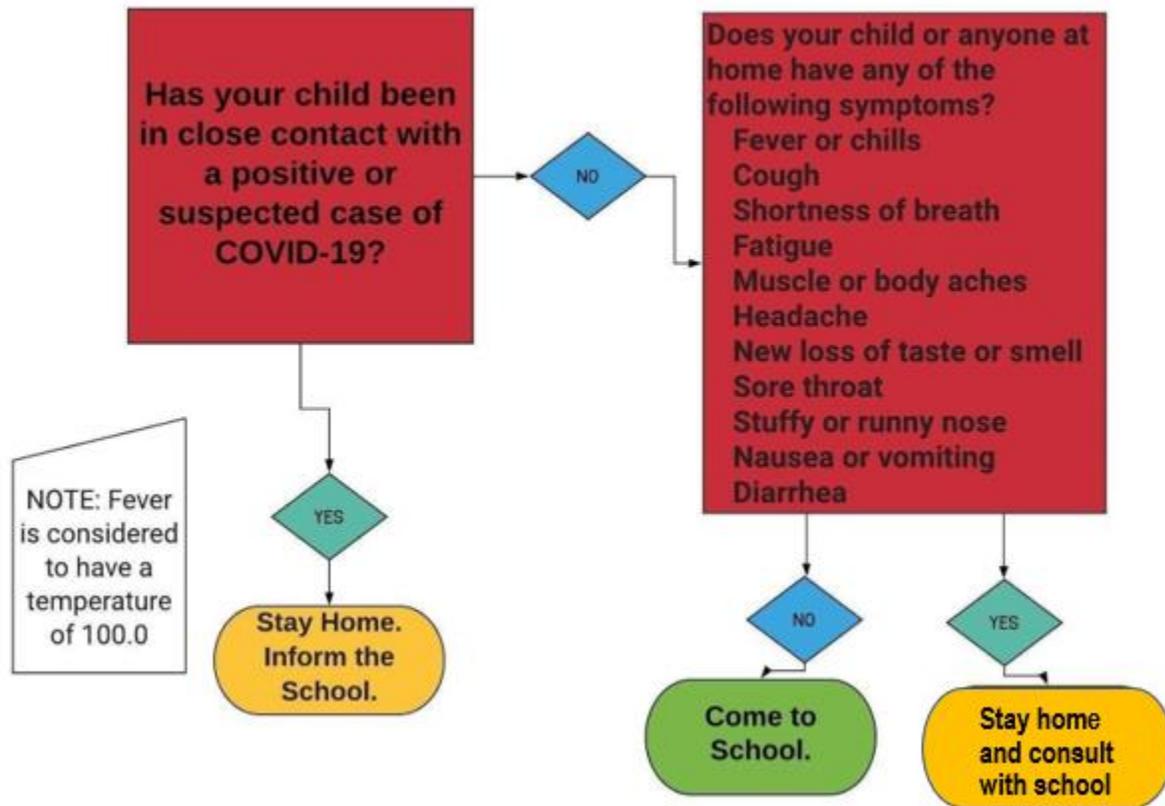
Additionally, if the student has exhibited symptoms of COVID-19 within the last 24 hours, has had close contact (e.g. 15 minutes less than 6 feet apart with or without a face covering) with someone exhibiting such symptoms or who has tested positive for COVID-19, they will not be able to attend school on campus.

In the event a student arrives at school exhibiting any symptoms consistent with COVID-19 or any other communicable disease, they will not be permitted in class. Parents/guardians will be contacted to pick up their child. If the school is unable to reach the child's parent/guardian within 5 minutes of attempted contact, the emergency contact will be called to pick up the child. The student is to be picked up within 30 minutes and cannot wait in the isolation room for the rest of the school day.

The following chart is included in our Health and Safety Handbook and will be reviewed with parents/guardians to reduce the possibility that a student who is ill may be sent to school.

## Can my child go to school today?

Start with the two red questions below...



### School Employee Check-in:

Employees will be required to complete a health check-in form each day they work on site.

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. \*

Yes

No

In the event the employee checks "No," they will be taken to another section which asks them to tell more about why they answered "No," and an administrator will follow up with them and will proceed in accordance with our Health and Safety Handbook protocols and section 9 below as applicable.

## 7. Isolation Protocol: If a Student Develops Symptoms at School

*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.*

Students and staff members who are sick are expected to stay home.

If a student has a fever of 100.4°F or higher and/or exhibits symptoms consistent with COVID-19 while at school, as observed by two staff members, we will keep them under observation in an isolation room until they can be picked up by a parent/guardian or other person listed as an emergency contact. Two rooms, both with exterior doors and close to, but closed off from, the main school office have been designated as isolation rooms.

Students waiting in isolation rooms will be monitored via video monitor with two-way communication in order to minimize contact with and potential exposure to school staff.

- Parents/guardians must have a plan for picking up their child at all times.
- Students should be picked up within 30 minutes by their parent/guardian (or the emergency contact if the school is unable to reach the parent/guardian after 5 minutes). The student cannot wait in the isolation room for the rest of the school day.
- If a student starts exhibiting symptoms, they will be required to wear a mask.
- When the parent/ guardian arrives to pick up their child, they will be directed to stay in the car, call the office, and wait for the child to be escorted outside. Parents, guardians, and other visitors are not allowed on campus during this time.
- Parents/guardians will be advised to contact their child's healthcare provider for further direction regarding the need for testing and/or doctor visit.

## 8. Covid-19 Testing for Students and Staff

*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.*

The school 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.

If an employee exhibits COVID-19 symptoms and/or has had recent known or potential exposure to COVID-19, they will be referred for testing. Employees should contact their medical provider or local medical clinic as outlined in the COVID-19 Testing Information provided by the Human Resources Department.

The school will report any presumed or confirmed cases of COVID-19 to Public Health, and provide student and staff contact information when needed for contact tracing. All testing and contact tracing strategies will

be conducted in a way that protects privacy and confidentiality consistent with applicable laws and regulations as outlined by the Equal Employment Opportunity Commission (EEOC) for employees and Family Educational Rights and Privacy Act (FERPA) for students.

## 9. Protocols for Covid-19 Scenarios

*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.*
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.*

**Students or staff members infected with, or who have been exposed to, COVID-19 may not attend on campus. In order to return, they must meet the criteria specified by Marin Health & Human Services.**

Protocols, actions and template communications are in place for the four COVID-19 related scenarios defined by MHHS. These are revised according to changes in tier assignment by MHHS. Brookside staff stays current with these protocols and actions and follows the guidance on the applicable Decision Tree for Schools. These documents can be found on the [RVSD COVID-19 webpage](#)

Parents/guardians should check their child(ren) for symptoms of illness **every morning**. They will need to stay home from school if their temperature is 100.0°F or higher, or they have other symptoms of illness.

Students and staff may **NOT** come to school if:

1. They have a fever of 100.4°F or higher or any symptoms of illness.
2. Anyone in their household has a fever of 100.4°F or higher or any symptoms of illness consistent with COVID-19 as specified by Marin County's Tier COVID-19 Decision Trees
3. They may have been exposed to COVID-19 within the last 14 days. Exposure means that an individual has been in close contact, within 6 feet, with or without a face covering, of a positive or presumed case of COVID-19 for 15 or more minutes. This includes:
  - A member of the household or anyone with whom they have had close contact who has tested positive or is presumed to have had COVID-19 by their healthcare provider
  - Anyone in their family who has been contacted by the public health department as a close contact to a case of COVID-19 and has been instructed to self-quarantine

If a student exhibits symptoms while at school, the isolation protocol in section 7 will be implemented.

Parents/guardians will be advised to consult with their healthcare provider if they or their children experience symptoms consistent with or may have been exposed to COVID-19.

Parents/guardians must inform the school Principal or Administrative Assistant as soon as possible if their child, any household member, or anyone with whom the child has had close contact tests positive or is presumed by that person's healthcare provider to have COVID-19.

Any student or staff member who has tested positive or who has been exposed to COVID-19 must stay home from school and follow Marin County [At Home Quarantine & Isolation Safety Guidance](#).

Students with known underlying health conditions, such as diabetes, immune system deficiencies, or chronic respiratory conditions, may be at increased risk of severe illness. **Parents/guardians of children with chronic health conditions will be advised to consult with their healthcare provider to determine if/when it is safe to attend school.**

#### **Exception: Health Care Provider's Note**

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In these situations, the provider may clear a child to return to school. This clearance may be in the form of a written note, email, electronic message or part of an after-visit summary. This does not mean that the child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause other than COVID-19 was found for the symptoms that kept the child out of the program.

Persons who have had an illness other than COVID-19, may return to school if:

1. They have been fever-free for 24 hours without using fever-reducing medication AND all other symptoms have resolved.
2. Depending upon the illness, a clearance from their healthcare provider may be required to return to school after illness.

## **10. Physical Distancing**

*Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.*

A distance of at least 6 feet is maintained between all persons on campus (adults:adults, adults:students, and students:students) unless a closer proximity is needed to mitigate a safety risk or if not practicable. Signs and markings are placed throughout the exterior of the school and in common areas to support students and staff in adhering to the 6 feet distance expectation.

Plexiglass barriers will be used in office settings and/or when necessary to work with students when 6 feet distancing is unable to be maintained.

Classroom furniture is set up so that students are kept six feet apart when in the classroom. The teacher desk or workstation is also set up to be at least 6 feet from students. In outdoor environments, six feet distancing is also maintained.

Excess furniture has been removed or seats blocked off to provide 6 foot seated distance in common areas.

## 11. Stable Classroom Cohorts

*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 in-person learning model is a hybrid model allowing for smaller, stable cohorts of children with an assigned primary teacher. Students come to school either Tuesday and Wednesday or Thursday and Friday. While at school, these cohorts do not mix with other cohorts on campus. Recess is designed to keep cohorts separated using a rotation schedule.

## 12. Middle School and High School

*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 schoolwide mixing of students and staff.*

N/A

## 13. Desk Arrangement

*Where practicable, desks are arranged facing forward to minimize face to face proximity between students. All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.*

All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.

## 14. School Staff Classroom Visit Recording Form

*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.*

Staff members who need to visit more than one classroom or come in contact with a student outside of the student's cohort in the course of their work will follow all of the same safety protocols outlined in this document (face coverings, 6 foot distance, handwashing, etc.). When feasible, support will be provided outside the classroom. In addition, these staff members will record their visits daily on a shared Google doc to keep track of their contacts with students and other adults.

## 15. Routes for Entry and Exit

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

Routes for student arrival and dismissal have been established in order to minimize contact between students in different cohorts. Students will enter campus through six designated entry points and follow specific routes to their classrooms. Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off or picking up students in the parking lot must stay in cars.

- Students go directly to the classroom and line up on marks placed at 6-foot distance or enter the classroom as the teacher directs.
- Lingering on the playground or anywhere on campus will not be permitted; school staff will supervise and direct students to their classrooms during arrival time.
- Upon entering the classroom, students wash hands and sit at their assigned spot.
- Students who arrive after school has started need to check into the office before reporting to class.

All access points to campus will be open in order to provide the most direct route from home to classrooms and minimize the number of people at entry points. Access points assigned to students include:

1. The Alameda- bikes/walkers
2. Path next to field-bikes/walkers
3. Butterfield drop off- cars
4. Butterfield walking paths- bikes/walkers from each side
5. Brookmead drop off circle-cars
6. Brookmead path behind office/classrooms- bikers/walkers from each side

TK and K students are dropped off and picked up at two entry points: Butterfield and Brookmead. When siblings come together, they enter where the youngest child's grade is assigned. This is to enable siblings to come to school together and for parents/guardians to have only one place to drop off their children.

## 16. Schedules for Arrivals, Recess and Lunch

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

Students arrive between 8:00 and 8:15 through assigned entrances (see Section 15) and go directly to their classrooms, so there is no mixing.

Dismissal is staggered at the end of the day with students being picked up in the parking lot dismissed first, followed by those riding bikes & scooters, and lastly, walkers. Students exit campus through their same entry/exit.

Recesses are scheduled at staggered times to minimize contact between cohorts in passing. Each cohort has a designated area in which to eat and play, distanced from others. Cohorts are rotated weekly through outdoor locations with marked boundaries on the upper and lower yard. These locations include Upper Yard: Field and Basketball/Turf, Lower Yard: Four Square, Ball Wall and Amphitheatre.

**Brookside AM Recess Schedule**

9:40-10:00	Kindergarten (2 cohorts) All 1st grade (2 cohorts)	1st/2nd combo (1 cohort)
10:10-10:30	2nd grade (2 cohorts)	3rd grade (2 cohorts)
10:40-11:00	4th grade (2 cohorts)	5th grade (2 cohorts)

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6-foot distance when students collect their meal.

**17. Movement Through Hallways/Walkways**

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

Entrances and exits to and from classrooms will be designated. Arrows on ground direct students to walk in a particular direction to avoid any contact with other cohorts. Routes for classes to go to recess and play areas will be established to minimize cohorts coming in close contact.

**18. Large Gatherings (i.e. school assemblies) are currently prohibited**

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

The school will not be having any large gatherings such as assemblies during the 2020-2021 school year until permitted by state and local health authorities.

**19. Outdoor Space and Ventilation**

*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.*

Each classroom has a designated outdoor learning space. This outdoor space will be used periodically throughout the school day, as weather permits. All Covid-19 safety protocols will be used in the outdoor space.

Classroom HVAC systems have been adjusted for maximum fresh air circulation. In addition, staff members will be encouraged to keep doors and windows open when practicable and weather permitting.

All classrooms, offices, and workspaces have portable air purifiers with HEPA and carbon filters.

When the outside air quality is unhealthy (e.g. smoke from wildfires), doors and windows will be kept shut and the HVAC systems readjusted. High density filters have been installed to filter out particulates/smoke. The District and sites will monitor air quality in accordance with the revised Marin County Air Quality Outdoor Activity Overview and Communications Protocols for Schools and will close outdoor learning environments as needed.

## Marin County Air Quality Outdoor Activity Overview and Communication Protocols for Schools **(with active COVID)**

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index (AQI), and communication protocols at different AQI thresholds. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov)\*. Please note this table is a modified version of a 2014 publication provided by the US Environmental Protection Agency and Center for Disease Control, with input from the Marin County Public Health Officer based on experiences during regional wildfires and community response from 2017 - 2019.

Air Quality Index	Outdoor Activity Overview and Communication Protocols
 <b>green</b>  GOOD = 0-50	Great day to be active outside!  <p style="color: red; font-size: small;">*www.airnow.gov will be utilized as the most accurate measure of regional AQI, used by the California Air Resources Board and U.S. EPA, as opposed to other personal and more localized sensors such as Purple Air.</p>
 <b>yellow</b>  MODERATE = 51-100	Good day to be active outside!  Students who are unusually sensitive to air pollution could have symptoms.*
 <b>orange</b>  UNHEALTHY FOR SENSITIVE GROUPS = 101-150	<p style="color: red;"><b>An email communication from Marin County Public Health Officer will be sent out through MCOE to all schools.</b></p> It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE). For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.  <p style="color: red;"><b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>red</b>  UNHEALTHY = 151-200	<p style="color: red;"><b>A conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> For <b>all outdoor activities</b> , take more breaks and do less intense activities. <b>No intense indoor activities with active COVID in community.</b> Consider moving <b>longer or more intense activities indoors or rescheduling them to another day or time.</b> Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. <b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b>
 <b>purple</b>  VERY UNHEALTHY = 201-300	<p style="color: red;"><b>A daily conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p style="color: red;"><b>No intense indoor activities with active COVID in community. Move all activities indoors or reschedule them to another day.</b></p>

**\* Watch for Symptoms**

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

**If symptoms occur:**  
 The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

**Go for 60!**

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

**Plan Ahead for Ozone**

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

# School Air Quality Activity Recommendations

## PROTECT STUDENT HEALTH DURING POOR AIR QUALITY

Air quality is an important consideration for schools in terms of student activities. Local air districts are available to assist schools with understanding local air quality concerns and actions they can take to protect student health. To find out more, contact your local air district. Visit this page to learn which District serves your area: [www.arb.ca.gov/app/dislookup/dislookup.php](http://www.arb.ca.gov/app/dislookup/dislookup.php)



The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. **Modify these levels to correspond with the AQL, emissions concentration, or other air district recommended method for your region.**

Activity	Air Quality Level				
	LEVEL 1	LEVEL 2	LEVEL 3 No indoor exercise or vigorous activity	LEVEL 4 No indoor exercise or vigorous activity	LEVEL 5 School districts may consider school closures based on site-by-site concerns. ***
Recess (15min)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
P.E. (1hr)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Athletic Practice & Training (2-4hrs)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Scheduled Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	No indoor exercise or vigorous activity. Event must be rescheduled or relocated.

\* Sensitive Individuals include all those with asthma or other heart/lung conditions \*\* California Interscholastic Federation

\*\*\* To meet the conditions for approval of a waiver due to emergency conditions (Form I-13A) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire.

## **20. Playground Equipment**

*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.*

All play structures will be closed due to the challenge of disinfecting the structure after each use.

The morning recess schedule will allow for cohorts to have separate areas in which to play and adequate distance between each cohort's assigned area.

Playground games and activities that don't require sharing equipment will be encouraged.

Each classroom will have its own playground equipment which will be disinfected between cohorts.

## **21. Use of non-classroom space to support physical distancing**

*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.*

At this time, use of non-classroom space to support physical distancing is not necessary. If needed, unused classrooms, the multi-purpose room, outdoor learning environments (see section 19), and library may be used.

## **22. Meal Service/Lunch**

*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.*

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 feet distance when students collect their meal. Depending upon the number of meals ordered and staff available, meals may be delivered to students in their classrooms before dismissal.

## **23. Routines and Schedules for Handwashing**

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

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus and hand sanitizer and spray disinfectant will be available in classrooms and common areas.

Students and staff will be required to wash or sanitize their hands upon arrival to school each day when entering the classroom. Staff members will wash their hands and/or use hand sanitizer after

touching a student, objects handled by a student, or items in common use areas. All classrooms have sinks; time for hand washing will be scheduled throughout the day as follows:

1. Upon first arrival to classroom
2. Before AM recess
3. After AM recess
4. Anytime students return to classroom after being out
5. At dismissal

Signage will be posted in all bathrooms as reminders to wash hands.

#### **Five steps to proper handwashing:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or let air dry.

#### **How to use hand sanitizer:**

- Apply the hand sanitizer to the palm of one hand (read the label for the correct amount).
- Rub your hands together.
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

#### **Disinfectant Stations**

Each classroom has a disinfectant station that includes disinfectant spray, hand sanitizer, latex gloves, extra face masks, microfiber towels, and wipes. Disinfectant stations are also set up in the staff room, copy room, and staff bathrooms.

## **24. Face Coverings Required**

*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.*

Face coverings are required to be worn by all staff and students.

[Cloth face coverings](#) should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

Students and staff will be instructed and supported, as needed, as to the proper wearing of face coverings.

A face covering may be removed for meals, snacks, when it needs to be replaced, or if a student needs a short break from wearing it. When a cloth face covering is temporarily removed, it should be done outdoors and away from others then placed in a sealable plastic container or bag provided by the child's parent/guardian (clearly marked with the student's name) or kept on a lanyard worn by the student.

A face covering means: a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face and fits snugly under the chin. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask) are NOT considered an acceptable face covering.

Face coverings worn by students must be appropriate and meet the district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

If a student does not have a face covering, has lost theirs, or it is ill-fitting, one will be provided.

## 25. Training for Face Coverings

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

The school principal will review with staff proper use of face coverings. Teachers will train students and review as needed. A section on face coverings is included in the RVSD Student and Family Handbook for COVID-19 Health and Safety. Resources from the CDC on the selection and proper use of face coverings will be shared with parents/guardians.

## 26. Materials and Supplies

*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.*

There will be no sharing of supplies, manipulatives, and other materials. Each student will have their own set of supplies, kept in separate individually labeled boxes or cubbies for their individual use only. Any shared supplies will be cleaned before used by another student.

## **27. Electronic Devices, clothing, books, games and other Learning Aids**

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

If electronic devices are available for use in the classroom, the teacher will ensure they will be cleaned between students using them.

Books from the classroom library will be returned to a used book box. These books will sit in the box for 3 days before being placed back into the classroom library by the teacher.

Clothing may not be shared; outerwear will be kept on hooks outside the classroom or in a separate space (example: cubby) for each student.

Shared use of other equipment or learning aids will be limited; items used will be disinfected or set aside for 3 days after use.

## **28. Privacy boards and clear barriers**

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

Plexiglass shields (sneeze guards) will be provided to all teachers/staff members who need to have less than 6-foot distance when working with students or other adults.

## **29. Non-essential Visitors and Parent Volunteers**

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

Non-essential visitors and parent/guardian volunteers will not be allowed on campus. Essential visitors (e.g. for repairs) will be required to check in the office and complete a health survey.

## **30. Site-Specific Safety Protection Plan Posted**

*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.*

The School Site Specific Safety Plan will be emailed to staff and parents/guardians and will be posted on the district/school website (See Section 1 for revisions). The Certificate of Completion will be posted on the main office door

## Additional Information

See the [RVSD Student and Family Handbook for COVID-9 Health & Safety](#)

### Health & Safety Procedures and Protocols for Staff Members

**1.21.2021**

Whether your role during the physical closure of our campus due to COVID-19 requires you to work on site or is such that you can work at home, new Health and Safety Procedures and Protocols have been developed that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. The following procedures and protocols have been prepared to maximize employee health and safety and are based on Marin County and CA Department of Public Health Guidelines.

As further guidance is provided by our county and the state departments of public health, this document will be updated and employees will be notified. Since we are going beyond the minimum guidelines, we can adjust as appropriate.

#### **GENERAL GUIDELINES:**

1. Complete the daily health screen before 8:15 a.m. each day.
2. Always sign in and out, even during regular school hours, so we know who is on campus in the event of an emergency.
3. Turn off the alarm, if needed, and set alarm if you are the last one on campus. Check with colleagues by doing an all call if necessary before setting alarm.
4. Wear a mask at all times (exception when working alone in your own workspace)
5. Stay at least 6 feet from others at all times.
6. Wash your hands frequently.
7. Limit visits to the main office.
8. Do not access any other rooms besides your own classroom and the main office.
9. Sanitize shared equipment after you use it (example, copier, laminator, microwave oven and refrigerator doors). Sanitizing spray is in all common spaces.
10. If you wish to catch up with others, do so outside while maintaining 6 ft distance
11. Use the restrooms as assigned. Only two people maintaining social distancing may stand in hallway outside of bathroom.

## **Brookside Office Space Utilization**

Only Brookside employees and some students may enter the office. There will be a doorbell for students and other community members and office staff will meet community members and students at the door and determine if/when a student may enter the office. All employees whose workstations are not in the main office should use entrances/exits near copy/work room and staff room instead of door into main office to access copy/work room, staff room and adult bathrooms. Employees should only enter main office when necessary. Use email and phone communication with office staff as much as possible.

Do not use office phones. If you need to place an "all call" to staff such as when setting the alarm, do this from your classroom phone.

The conference room may be used as a meeting room for employees only. The room will contain the number of chairs to permit maximum capacity to ensure social distancing requirements. Employees are encouraged to meet outside or in their own classrooms for greater distancing and better ventilation.

Current staff eating area can only accommodate a maximum of 8 employees when maintaining social distancing. Employees should eat in their own workspaces/classrooms or at outside tables maintaining social distancing from others as much as possible. Lunch breaks for classified employees will be scheduled with a goal of limiting the number of employees who need to use the eating area at the same time.

Employees must bring their own plates and utensils which should be stored in each employee's workspace. Community plates and utensils will not be available for use.

Employees should clean handles of appliances after use.

Bathrooms will continue to be single occupancy. Everyone should take responsibility for using a toilet seat cover, cleaning, and sanitizing any areas you touched after each use, including wiping down handles and knobs and sink area after washing hands. (gloves and wipes will be available) Only two people maintaining social distancing may stand in hallway outside of bathroom.

The copy/work room will continue to be utilized for those purposes. Due to size, only 2 people at a time are permitted.

All employees should check mailboxes located in staff room as needed and maintain social distancing from others when doing so.

## **Employee Procedures and Protocols**

Health Guidelines for physical distancing, face covering, and hygiene are to be followed. As they are updated, this doc will be revised and staff notified.

At this time, guidance includes wearing a face covering, maintaining social distancing, and practicing regular hand-washing hygiene.

Please also follow the additional measures listed below.
Wear a face covering when not at workstation/in classroom. Employees may use a district-provided or personal face covering.
Put on face covering while at workstation/in classroom when another person comes to speak with you.
Face coverings are most essential when physical distancing is not practicable.
When walking in the building, stay on the side of the blue tape line that is farthest away from workstations. If you need to pass someone who is standing on an X or walking the opposite direction, pass quickly and utilize social distancing precautions as best you can.
When needing to talk/meet with another employee, stand on the X at their workstation/classroom door or move outside.
Only 1 person at a time is to stand on the X tape marking.
Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
Perform a daily self-check before you come to work (you may want to take your temperature - no-touch thermometers will be available on site). Do not come to work if you are feeling sick, using available leave options (Check with HR for more information).
We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc. We also know that in the not too distant past co-workers may not have particularly noticed when a colleague sneezed or coughed, and now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self-monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home, using available leave options (Check with HR for more information).
If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.
In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, RVSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Marin Public Health if a suspected exposure has occurred at (415) 473-7191.
Other than tech and custodial/maintenance personnel, do not enter another employee's workstation/classroom when the employee isn't present and/or without the employee's knowledge. It is OK to put mail in an employee's mailbox or workstation/office in box (AA, Nurse, Principal).
Remind each other and visitors to wear face covering and social distance. If they continue to violate after reminders, report to HR.

If you leave the site during the day, follow all sanitary/disinfecting protocols when you come back on site.

All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own workstations and any common areas they use.

Custodial employees will clean and disinfect common areas daily.

Carry sanitizer bottle and microfiber cloth when you leave your work station if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc.).

We will offer health and safety meetings as needed to check in with staff, and address needs as they arise.

What if I have an underlying health condition?

*If you have an underlying health condition you will need to provide a doctor's note specifying your health-related restrictions. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

What if I am over 65?

*Being over 65 does not prevent anyone from coming to work unless you also have an underlying health condition that limits your ability to return to work on site, as noted by your doctor. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

**Resources**

- [State of California office workplace guidance](#)
- [CDC Guidance for School Settings](#)
- [March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)
- [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- [Use Cloth Face Coverings to Help Slow Spread](#). This link also includes info on proper use, removal, and washing of cloth face coverings.
- [Cleaning and Disinfecting Your Facility](#)

**Technology and Maintenance**

Tech staff will attempt to remotely troubleshoot before accessing a workspace. If they need to access a workspace, they will clean area first and after. Employee will need to vacate workstation while tech employee is working.

If M&O staff will need to access a workspace, they will clean the area first and after. Employee will need to leave the workstation while M&O employee is working.

<b>EPE (Essential Protective Equipment) &amp; Cleaning/Disinfecting Items</b>
<p>Face Covering</p> <p>Each employee will receive 2 masks (employee may use a District provided mask or bring their own face covering). Employees needing additional masks should contact the principal.</p>
<p>Gloves</p> <p>Each employee will receive 3 pairs of gloves.</p>
<p>Hand sanitizer (minimum of 60% alcohol) wall stations at common areas.</p>
<p>Hand sanitizer (minimum of 60% alcohol) pumps will be provided for each classroom.</p>
<p>Personal microfiber cloth with a sanitizer bottle will be provided for each classroom.</p>
<p>Station for dirty/clean cloths is located outside the copy room.</p>
<p>Clean/dirty microfiber cloth bins are located outside the copy room.</p>
<p>Microfiber cloth and spray cleaner bottles are located at each public workstation/equipment (e.g. copier, fax)</p>

<b>Non-Employee Visitors</b>
<p>Visitors to Brookside will remain outside. They will ring the bell to the main office. Employee to serve public visitors outside.</p>
<p>Visitors are to follow social distance and health practices.</p>

<b>Cleaning and Disinfecting</b>	
<b>Custodial staff will clean and disinfect the following high touch items daily.</b>	
Door handles	Sink handles
Light switches	Machines / Equipment
Kitchen surfaces	Bathroom surfaces
Tables / Chairs in common areas (e.g. conference and staff room)	

<b>The following items are cleaned as needed.</b>	
Used microfiber cloths	Vacuuming
Garbage cans	

<b>Signage</b>	
<b>Sign</b>	<b>Location</b>
Green dot	Green dot means the item is cleaned daily.
Stay to the inside of the blue line	Tape line will be placed on the floor in the main office, staff room and MPR.
Stand on X	X tape markings will be placed on the floor 6 feet away from the workstation as well as outside common areas.
Wash/Sanitize Hands	Signage will be posted in restrooms and other common areas as a reminder.
Clean after each use (and before if you aren't sure)  Spray microfiber cloth with sanitizing spray and wipe down all surfaces that were touched)	Signage will be posted at equipment location (e.g. copiers, fax, water dispenser). Each employee is to sanitize after use (and before if desired).
Only 2 people at a time permitted in this space.	Signage will be posted in spaces that will not permit social distance requirements.
Brookside Office Open to 8:00am to 4:00pm. Due to COVID-19 and health requirements, please do not enter the office. Ring bell for service and wait here.	Signage will be posted outside the front entrance and on the doors.
Clean / Dirty Microfiber Cloths	Signage will be posted where the bins will be located.

**Bathroom usage**

Only one person at a time will be permitted in a bathroom. Students will be trained to use signage placed outside bathrooms to indicate when occupied/vacant.



### **Signage**

Signs and markings will be placed at all access points; include info for calling the office and reminders for wearing masks and maintaining 6ft distance

- Marks placed outside bathrooms, classrooms, bike racks, and parking lot for waiting lines
- Handwashing reminders posted in all bathrooms
- Bathroom occupied signs
- Play areas marked
- Lunch areas marked
- Isolation room do not enter signs
- Occupancy limits of indoor spaces

### **School Office**

- Teachers to call the office before sending a student to the office; students ring the doorbell and wait on marks outside.
- Parents/guardians and other visitors must call the office from the parking lot and wait to be admitted. Marks are placed to maintain social distancing within office.
- Everyone must use hand sanitizer upon entering the office.
- Plexiglass partition is installed between visitors and office staff.

### **Staff Lunchroom & Patio**

Tables are rearranged and extra chairs removed or blocked to allow for social distancing. Staff room can accommodate 8 persons seated 6' apart.

### **Staff Work Room**

No more than 2 persons at a time maintaining 6ft distance

### **Nurse's Office**

Minor injuries treated in the office or right outside; may use the principal's office or conference room if additional space is needed.

### **Isolation Rooms**

- Two isolation rooms are available with access through outside doors; interior doors are to remain closed and the hallway opening sealed off.
- Closest bathroom to the isolation room will be locked after being used by a sick student until it can be cleaned and disinfected.

### **Classrooms**

Desks will be arranged 6 feet distance between students; 6 ft distance between staff and students. Most rooms can accommodate 12 students in this manner. Excess furnishings will be removed to create space.

### **Drinking Fountains**

Drinking fountains will be closed; bottle filling stations will remain functioning.

### **Arrival Schedule**

Students will enter campus through designated entry points and go directly to their classrooms in order to minimize mingling between students in different cohorts.

### **Dismissal Schedule**

Parents/guardians must wait at one of the access points and not enter campus or stay in the car. Dismissal will be staggered; parking lot pick up first, then bike & scooter riders, followed by walkers.

### **Recess**

Students wash hands in the classroom. Each class has an assigned eating area. Teacher follows a designated route to bring students to the area. Students sit 6 feet apart at assigned tables, on benches or the ground with marks showing where to sit. Teachers are paired to share supervision for eating & play time.

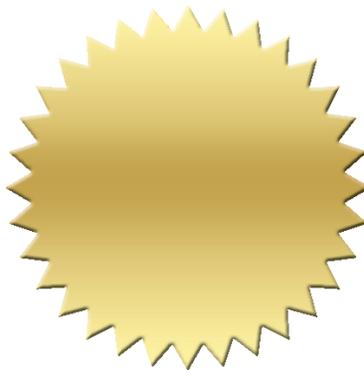
After 10 minutes; students will be dismissed to designated play areas for each class. There will be a weekly rotation schedule for play areas.

Each class has its own play equipment which will be disinfected between cohorts.



# School Site-Specific Protection Plan

## Certificate of Completion



Brookside Elementary

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:

<https://www.rossvalleyschools.org/brookside>

and

<https://www.rossvalleyschools.org/COVID-19>

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



## COVID-19 School Site-Specific Protection Plan Guidance & Template

### Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact. Templates for signs can be downloaded for use from the [Marin Recovers website](#).

### Tools for Developing Your School Site-Specific Protection Plan

#### 1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

#### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



UPDATED 1/28/2021

<b>School or District Site Name</b>	
Hidden Valley Elementary School	
<b>School Type (select one)</b>	
Traditional Public School	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Kristi Fish, Principal;  Mariposa Lewicki, Administrative Assistant;  Meghan O’Hare, District Nurse and Parent;  Tim Lynch, Building Manager and Parent;  Sarah Horky, Teacher;  Anna Schnell, Teacher and Parent  Gina Troiani, Parent	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Kristi Fish <a href="mailto:kfish@rossvalleyschools.org">kfish@rossvalleyschools.org</a> 415-454-7409  Mariposa Lewicki, <a href="mailto:mlewicki@rossvalleyschools.org">mlewicki@rossvalleyschools.org</a> 415-454-7409	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
January 28, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Kristi Fish	<b>Title:</b> Principal
<b>Email:</b> kfish@rossvalleyschools.org	<b>Phone Numbers:</b> 415-454-7409

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

Signature:

Date:

Kristi Fish

January 28, 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. 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.

*See attached*



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.

*See attached*



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

*See attached*



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)

*See attached*



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.

*See attached*



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 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 Health Screening)

*See attached*



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:

*See attached*



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.

*See attached*



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.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

*See attached*



10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

*See attached*



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.

*See attached*



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 schoolwide mixing of students and staff.

*Not applicable*



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

*See attached*



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.

*See attached*



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

*See attached*



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.

*See attached*



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

*See attached*



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.

*See attached*



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.

*See attached*



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

*See attached*



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

*See attached*



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.

*See attached*



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.

*See attached*



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.

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*

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



## COVID-19 School Site-Specific Protection Plan HIDDEN VALLEY ELEMENTARY

### 1. Multi-disciplinary Task Force

Hidden Valley Task Force consists of the following members:

Kristi Fish, Principal  
Mariposa Lewicki, Admin  
Assistant/Parent  
Meghan O'Hare, District Nurse/Parent  
Tim Lynch, Building Manager/Parent  
Sarah Horky, Teacher  
Anna Schnell, Teacher/Parent  
Gina Troiani, Parent

This Task Force meets periodically as needed to review safety protocols and procedures. Feedback is reviewed to inform practices and changes for improvement are made as needed. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

### 2. Health and Safety Protocols

Health and safety practices and protocols are in place, including a schedule for regular and frequent hand washing, face coverings required for all, and essential protective equipment (face masks, gloves, barriers) available. See sections 23, 24, and 28 for specific information.

Student attendance is taken twice a day - at the beginning and end of day – and attendance records kept by cohort. Aeries, the student information system, will distinguish between attendance in person and virtual.

Staff attendance and health screening is recorded each morning through an online Employee Check-in. Staff members will document any classrooms visited and contact with students seen outside of their assigned cohort.

### 3. Training for Staff, Students, and Families

All staff have received Hidden Valley Health and Safety Protocols Procedures were reviewed during staff meetings and will be revisited periodically. Staff will also receive training on School Re-Opening Procedures prior to the first day of in-person instruction and will include the use of cleaning and disinfecting protocols. In addition, teachers received training on Trauma-informed practices and Equity-based practices prior to the start of the school year.

Staff, parents/guardians, and students will be provided with the [Ross Valley Student and Family Handbook](#) for COVID-19 Health and Safety prior to the start of in-person instruction, and the Handbook will be maintained on the district website. The principal will review these guidelines with staff and parents/guardians. Teachers will review these guidelines with students. Staff, parents/guardians, and students will be notified of any revisions.

### 4. Liaison to Public Health

The school principal and administrative assistant will serve as the primary points of contact with the Marin Public Health Officer. The principal has participated in all of the Rethinking Schools COVID-19 webinars with Superintendent Mary Jane Burke, Public Health Officer, Dr. Matt Willis, and Dr. Lisa Santora. The administrative assistant is an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools.

The secondary point of contact is the Administrative Assistant who attends the Public Health Liaison webinars.

Other RVSD personnel are additional contacts. All contact persons serve as liaisons with Marin Public Health and also to receive questions or concerns around practices, protocols, or potential exposure.

Kristi Fish, Principal  
Mariposa Lewicki, Administrative Assistant  
Meghan O'Hare, District Nurse  
Teresa Machado, Executive Assistant  
Lori Ross, Human Resources Specialist  
Eric Saibel, Director of Student Services  
Esther Salinas, Director of Human Resources

kfish@rossvalleyschools.org  
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mohare@rossvalleyschools.org  
tmachado@rossvalleyschools.org  
lross@rossvalleyschools.org  
esaibel@rossvalleyschools.org  
esalinas@rossvalleyschools.org

## 5. Plans for Cleaning and Disinfection

Cleaning/disinfecting supplies are available in all classrooms and common areas. A refill station is set up in a central location in the main building.

Each classroom/workspace has a disinfection station that includes:

- Spray cleaner
- Pure disinfectant
- Paper Towels and/or Microfiber cloths
- Hand sanitizer
- Latex gloves

Additional disinfection stations are located in the staff lunchroom, copy room, and main office. High-touch surfaces such as doorknobs, copy machines, telephones, etc. will be disinfected daily by custodial staff.

Staff and student bathrooms will be cleaned twice a day. Bathrooms will be closed and locked until cleaned after use by students/staff in isolation.

All staff members will be encouraged to disinfect before and after use of common items, such as copy machines, paper cutters, etc., and supplies will be readily available for them to do so.

All staff members are trained in the appropriate use of each type of cleaner/disinfectant.

Classrooms will be cleaned and disinfected daily after use by the custodial staff. The cleaning protocol includes:

1. Wiping down all desks, chairs, tables, and countertop surfaces with disinfectant spray
2. Wiping down door handles, light switches, paper towel dispensers with disinfectant spray
3. Cleaning and disinfecting sinks and faucets
4. Vacuuming floors

Between cohorts, custodial staff will administer a disinfectant fogger and disinfectant spray.

## 6. Health Screening for Students and Staff

Parents/guardians will be asked to observe their children daily for symptoms consistent with COVID-19 (see chart below) or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to attend school on campus. The student's parent/guardian should contact the school office and their medical provider.

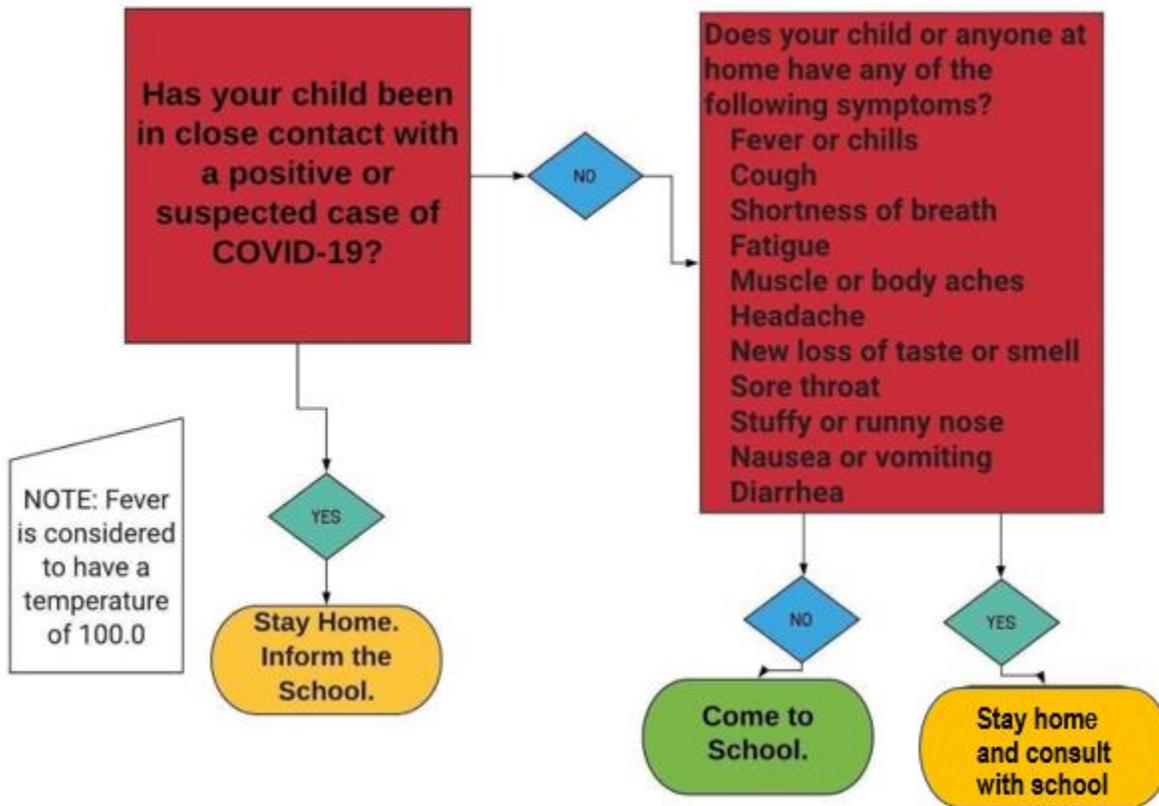
Additionally, if the student has exhibited symptoms of COVID-19 within the last 24 hours, has had close contact (e.g. 15 minutes less than 6 feet apart with or without a face covering) with someone exhibiting such symptoms or who has tested positive for COVID-19, they will not be able to attend school on campus.

In the event a student arrives at school exhibiting any symptoms consistent with COVID-19 or any other communicable disease, they will not be permitted in class. Parents/guardians will be contacted to pick up their child. If the school is unable to reach the child's parent/guardian within 5 minutes of attempted contact, the emergency contact will be called to pick up the child. The student is to be picked up within 30 minutes and cannot wait in the isolation room for the rest of the school day.

The following chart is included in our Health and Safety Handbook and will be reviewed with parents/guardians to reduce the possibility that a student who is ill may be sent to school.

## Can my child go to school today?

Start with the two red questions below...



### School Employee Check-in:

Employees will be required to complete a health check-in form each day they work on site.

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. \*

Yes

No

In the event the employee checks "No," they will be taken to another section which asks them to tell more about why they answered "No," and an administrator will follow up with them and will proceed in accordance with our Health and Safety Handbook protocols and section 9 below as applicable.

## 7. Isolation Protocol: If a Student Develops Symptoms at School

Students and staff who are sick are expected to stay home.

If a student develops a fever of 100.0°F or higher and/or exhibits symptoms consistent with COVID-19 while at school, as observed by two staff members, we will keep them under observation in an isolation room until they can be picked up by a parent/guardian or other person listed as an emergency contact. . Two rooms, (Room 14 and the small office conference room) both with exterior doors, have been designated as isolation rooms. Students waiting in isolation rooms will be monitored via video monitor with two-way communication in order to minimize contact with and potential exposure to school staff.

- Parents/guardians must have a plan for picking up their child at all times.
- Students should be picked up within 30 minutes by their parent/guardian (or the emergency contact if the school is unable to reach the parent/guardian after 5 minutes). The student cannot wait in the isolation room for the rest of the school day.
- If a student starts exhibiting symptoms, they will be required to wear a mask.
- When the parent/ guardian arrives to pick up their child, they will be directed to stay in the car, call the office, and wait for the child to be escorted outside. Parents, guardians, and other visitors are not allowed on campus during this time.
- Parents/guardians will be advised to contact their child's healthcare provider for further direction regarding the need for testing and/or doctor visit.

## 8. Covid-19 Testing for Students and Staff

The school 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.

Staff will be tested prior to beginning in-person instruction and no less than every two months thereafter. If an employee exhibits COVID-19 symptoms and/or has had recent known or potential exposure to COVID-19, they will be referred for testing. Employees should contact their medical provider or local medical clinic as outlined in the COVID-19 Testing Information provided by the Human Resources Department.

All testing and contact tracing strategies will be conducted in a way that protects privacy and confidentiality consistent with applicable laws and regulations as outlined by the Equal Employment Opportunity Commission (EEOC) for employees and Family Educational Rights and Privacy Act (FERPA) for students.

## 9. Protocols for Covid-19 Scenarios

**Students or staff members infected with, or who have been exposed to, COVID-19 may not attend on campus. In order to return, they must meet the criteria specified by Marin Health & Human Services.**

Protocols, actions and template communications are in place for the four COVID-19 related scenarios defined by MHHS. These are revised according to changes in tier assignment by MHHS. Wade Thomas staff stays current with these protocols and actions and follows the guidance on the applicable Decision Tree for Schools. These documents can be found on the [RVSD COVID-10 webpage](#)

Parents/guardians should check their child(ren) for symptoms of illness **every morning**. They will need to stay home from school if their temperature is 100.0°F or higher, or they have other symptoms of illness.

Students and staff may **NOT** come to school if:

1. They have a fever of 100.0°F or higher or any symptoms of illness.
2. Anyone in their household has a fever of 100.4°F or higher or any symptoms of illness consistent with COVID-19 as specified by Marin County's Tier COVID-19 Decision Trees
3. They may have been exposed to COVID-19 within the last 14 days. Exposure means that an individual has been in close contact, within 6 feet, with or without a face covering, of a positive or presumed case of COVID-19 for 15 or more minutes. This includes:

- A member of the household or anyone with whom they have had close contact who has tested positive or is presumed to have had COVID-19 by their healthcare provider
- Anyone in their family who has been contacted by the public health department as a close contact to a case of COVID-19 and has been instructed to self-quarantine

If a student exhibits symptoms while at school, the isolation protocol in section 7 will be implemented.

Parents/guardians will be advised to consult with their healthcare provider if they or their children experience symptoms consistent with or may have been exposed to COVID-19.

Parents/guardians must inform the school Principal or Administrative Assistant as soon as possible if their child, any household member, or anyone with whom the child has had close contact tests positive or is presumed by that person's healthcare provider to have COVID-19.

Any student or staff member who has tested positive or who has been exposed to COVID-19 must stay home from school and follow Marin County [At Home Quarantine & Isolation Safety Guidance](#).

Students with known underlying health conditions, such as diabetes, immune system deficiencies, or chronic respiratory conditions, may be at increased risk of severe illness. **Parents/guardians of children with chronic health conditions will be advised to consult with their healthcare provider to determine if/when it is safe to attend school.**

#### **Exception: Health Care Provider's Note**

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In these situations, the provider may clear a child to return to school. This does not mean that the child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause other than COVID-19 was found for the symptoms that kept the child out of the program.

Persons who have had an illness other than COVID-19, may return to school if:

1. They have been fever-free for 36 hours without using fever-reducing medication AND all other symptoms have resolved.
2. Depending upon the illness, a clearance from their healthcare provider may be required to return to school after illness.

## 10. Physical Distancing

A distance of at least 6 feet is maintained between all persons on campus (adults:adults, adults:students, and students:students) unless a closer proximity is needed to mitigate a safety risk or if not practicable. Signs and markings are placed throughout the exterior of the school and in common areas to support students and staff in adhering to the 6 feet distance expectation.

Plexiglass barriers will be used in office settings and/or when necessary to work with students when 6 feet distancing is unable to be maintained.

Classroom furniture is set up so that students are kept six feet apart when in the classroom. The teacher desk or workstation is also set up to be at least 6 feet from students. In outdoor environments, six feet distancing is also maintained.

Excess furniture has been removed or seats blocked off to provide 6 foot seated distance in common areas.

## 11. Stable Classroom Cohorts

Our in-person learning model is a hybrid model allowing for smaller, stable cohorts of children with an assigned primary teacher. Students come to school either Tuesday and Wednesday or Thursday and Friday. While at school, these cohorts do not mix with other cohorts while on campus. Recess is designed to keep cohorts separated using a rotation schedule.

## 12. Middle School and High School

N/A

## 13. Desk Arrangement

All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.

## 14. School Staff Classroom Visit Recording Form

Staff members who need to visit more than one classroom or come in contact with a student outside of the student's cohort in the course of their work will follow all of the same safety protocols outlined in this document (face coverings, 6 foot distance, handwashing, etc.). When feasible, support will be provided outside the classroom. In addition, these staff members will record their visits daily on a shared Google doc to keep track of their contacts with students and other adults.

## 15. Routes for Entry and Exit

Routes for student arrival and dismissal have been established in order to minimize contact between students in different cohorts. Students will enter campus through multiple designated entry points and follow specific routes to their classrooms. Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off or picking up students in the parking lot must stay in cars.

- Students go directly to the classroom and line up on marks placed at 6 foot distance or enter the classroom as the teacher directs.
- Lingering on the playground or anywhere on campus will not be permitted; school staff will supervise and direct students to their classrooms during arrival time.
- Upon entering the classroom, students wash hands and sit at their assigned spot.
- Students who arrive after school has started need to check into the office before reporting to class.

Students who walk or ride bikes, scooters, or skateboards to school will be assigned an entry point based on their home location.

Students arriving by car may get dropped off in the parking lot. Drivers should not park but drive through where a staff member will assist child(ren) out. Drivers and children must wear masks; drivers need to stay in the car. Staff members will be available to direct students to their classrooms.

## 16. Schedules for Arrival, Dismissal, and Lunch

### Arrival

Students will arrive and enter campus through designated entry points.

All access points to campus will be open in order to provide the most direct route from home to classrooms and minimize the number of people at entry points. Bike racks have been placed at all entry points. Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off students in the parking lot must stay in cars.

Students go directly to designated meeting location and line up on marks placed at 6 foot distance or enter the classroom as the teacher directs.

Lingering on the playground or anywhere on the campus is not permitted; school staff will supervise and direct students to their designated locations during arrival time.

Upon entering the classroom, students wash or sanitize hands and sit at assigned seats. Students who arrive after school has started will need to check into the office before reporting to class.

### **Dismissal**

Parents/guardians must wait at one of the access points and not enter campus or stay in their car.

11:30	Tk/K Tuesday-Friday Dismissal
11:55	1st-3rd Tuesday-Friday Dismissal
12:00	4th-5th Tuesday -Friday Dismissal

Everyone must leave campus right away. Lingering on the playground or on campus will not be permitted; school staff will supervise departures.

Classroom teacher walks the students being picked up in the parking lot and has them line up on marks six feet apart. Staff member directs students.

All Kindergarten students are dismissed by the teacher at either the circle.

If a parent/guardian needs to pick up a student early, the parent will stay in the car and call the main office when he or she arrives. A staff member will escort the child out to the car.

### **Recess**

The morning recess schedule will allow for cohorts having their own designated play area locations with adequate distance between each cohort.

### **Lunch**

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 foot distance when students collect their meal.

## **17. Movement Through Hallways/Walkways**

Entrances and exits to and from classrooms will be designated. Arrows on ground direct students to walk in a particular direction to avoid any contact with other cohorts. Routes for classes to go to recess and play areas will be established to minimize cohorts coming in close contact. Recesses will be scheduled at staggered times to minimize contact between cohorts in passing.

## **18. Large Gatherings (i.e. school assemblies) are currently prohibited**

The school will not be having any large gatherings such as assemblies during the 2020-2021 school year until permitted by state and local health authorities.

## **19. Outdoor Space and Ventilation**

Each classroom has a designated outdoor learning space. This outdoor space will be used periodically throughout the school day, as weather permits. All Covid-19 safety protocols will be used in the outdoor space.

Classroom HVAC systems have been adjusted for maximum fresh air circulation. In addition, staff members will be encouraged to keep doors and windows open when practicable and weather permitting.

All classrooms, offices, and work spaces have portable air purifiers with HEPA and carbon filters.

When the outside air quality is unhealthy (e.g. smoke from wildfires), doors and windows will be kept shut and the HVAC systems readjusted. High density filters have been installed to filter out particulates/smoke. The District and sites will monitor air quality in accordance with the revised Marin County Air Quality Outdoor Actiview Overview and Communications Protocols for Schools and will close outdoor learning environments as needed.

## Marin County Air Quality Outdoor Activity Overview and Communication Protocols for Schools **(with active COVID)**

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index (AQI), and communication protocols at different AQI thresholds. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov)\*. Please note this table is a modified version of a 2014 publication provided by the US Environmental Protection Agency and Center for Disease Control, with input from the Marin County Public Health Officer based on experiences during regional wildfires and community response from 2017 - 2019.

Air Quality Index	Outdoor Activity Overview and Communication Protocols
 <b>green</b>  GOOD = 0-50	Great day to be active outside!  <div style="text-align: right; font-size: small;">             *www.airnow.gov will be utilized as the most accurate measure of regional AQI, used by the California Air Resources Board and U.S. EPA, as opposed to other personal and more localized sensors such as Purple Air.           </div>
 <b>yellow</b>  MODERATE = 51-100	Good day to be active outside!  Students who are unusually sensitive to air pollution could have symptoms.*
 <b>orange</b>  UNHEALTHY FOR SENSITIVE GROUPS = 101-150	<p><b>An email communication from Marin County Public Health Officer will be sent out through MCOE to all schools.</b></p> <p>It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE). For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.</p> <p><b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>red</b>  UNHEALTHY = 151-200	<p><b>A conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p>For <b>all outdoor activities</b>, take more breaks and do less intense activities. <b>No intense indoor activities with active COVID in community. Consider moving longer or more intense activities indoors or rescheduling them to another day or time.</b> Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. <b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>purple</b>  VERY UNHEALTHY = 201-300	<p><b>A daily conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p><b>No intense indoor activities with active COVID in community. Move all activities indoors or reschedule them to another day.</b></p>

**\* Watch for Symptoms**

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

**If symptoms occur:**  
 The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

**Go for 60!**

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

**Plan Ahead for Ozone**

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

# School Air Quality Activity Recommendations

## PROTECT STUDENT HEALTH DURING POOR AIR QUALITY

Air quality is an important consideration for schools in terms of student activities. Local air districts are available to assist schools with understanding local air quality concerns and actions they can take to protect student health. To find out more, contact your local air district. Visit this page to learn which District serves your area: [www.arb.ca.gov/app/distlookup/distlookup.php](http://www.arb.ca.gov/app/distlookup/distlookup.php)



The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. Modify these levels to correspond with the AQI, emissions concentration, or other air district recommended method for your region.

Activity	Air Quality Level				
	LEVEL 1	LEVEL 2	LEVEL 3 No indoor exercise or vigorous activity	LEVEL 4 No indoor exercise or vigorous activity	LEVEL 5 School districts may consider school closures based on site-by-site concerns. ***
Recess (15min)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
P.E. (1hr)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Athletic Practice & Training (2-4hrs)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
Scheduled Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Event must be rescheduled or relocated.

\* Sensitive Individuals include all those with asthma or other heart/lung conditions \*\* California Interscholastic Federation

\*\*\* To meet the conditions for approval of a waiver due to emergency conditions ([Form J-13A](#)) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire.

## 20. Playground Equipment

All play structures will be closed due to the challenge of sanitizing the structure after each use. The morning recess schedule will allow for cohorts to have separate areas in which to play and adequate distance between each cohort's assigned area.

Playground games and activities that don't require sharing equipment will be encouraged.

Additionally, each classroom will have its own playground equipment which will be disinfected between cohorts.

## 21. Use of non-classroom space to support physical distancing

At this time, use of non-classroom space to support physical distancing is not necessary. If needed, unused classrooms, the multi-purpose room, outdoor learning environments (see section 19) and library may be used.

## 22. Meal Service/Lunch

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 foot distance when students collect their meal. Depending upon the number of meals ordered and staff available, meals may be delivered to students in their classrooms before dismissal.

## 23. Routines and Schedules for Handwashing

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus and hand sanitizer and spray sanitizer will be available in classrooms and common areas.

Students and staff will be required to wash or sanitize their hands upon arrival to school each day when entering the classroom. Staff members will wash their hands and/or use hand sanitizer after touching a student, objects handled by a student, or items in common use areas. All classrooms have sinks; time for hand washing will be scheduled throughout the day as follows:

1. Upon first arrival to classroom
2. Before AM recess
3. After AM recess
4. Anytime students return to classroom after being out
5. At dismissal

Signage will be posted in all bathrooms as reminders to wash hands.

### Five steps to proper handwashing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday"

song from beginning to end twice.

4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or let air dry.

#### How to use hand sanitizer:

- Apply the hand sanitizer to the palm of one hand (read the label for the correct amount).
- Rub your hands together.
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

#### Sanitization Stations

Each classroom has a sanitation station that includes sanitizing spray, hand sanitizer, latex gloves, extra face masks, microfiber towels, and wipes. Sanitizing stations are also set up in the staff room, copy room, and staff bathrooms.

## 24. Face Coverings Required

As part of a statewide effort to help stop the spread of Coronavirus, face coverings are required to be worn by all staff and students. [Cloth face coverings](#) should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

A face covering may be removed for meals, snacks, if a break is needed, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be done outdoors away from others, placed in a sealable plastic container or bag provided by the child's parent/guardian (clearly marked with the student's name) or kept on a lanyard worn by the student.

A face covering means: a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face and fits snugly under the chin. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask) are NOT considered an acceptable face covering.

Face coverings worn by students must be appropriate and meet district dress code requirements (*e.g.* no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

If a student does not have a face covering, has lost theirs, or it is ill-fitting, one will be provided.

## **25. Training for Face Coverings**

The school principal will review with staff proper use of face coverings. Teachers will train students and review as needed. A section on face coverings is included in the RVSD Student and Family Handbook for COVID-19 Health and Safety. Resources from the CDC on the selection and proper use of face coverings will be shared with parents/guardians.

## **26. Materials and Supplies**

There will be no sharing of supplies, manipulatives, and other materials. Each student will have their own set of supplies to be kept in separate individually labeled boxes or cubbies for their individual use only. Students will use their own supplies. Any shared supplies will be cleaned before used by another student. Art teachers and teachers with shared supplies, will wash the materials in soapy water.

## **27. Electronic Devices, clothing, books, games and other Learning Aids**

If electronic devices are available for use in the classroom, the teacher will ensure they will be cleaned between students using them.

Books from the classroom library will be returned to a used book box. These books will sit in the box for 3 days before being placed back into the classroom library by the teacher.

Clothing may not be shared; outerwear will be kept on hooks outside the classroom or in a separate space (example: cubby) for each student.

Shared use of other equipment or learning aids will be limited; items used will be sanitized or set aside for 3 days after use.

## **28. Privacy Boards and Clear Screens**

Plexiglass shields (sneeze guards) will be provided to all teachers/staff members who need to have less than 6 foot distance when working with students or other adults.

## 29. Non-essential Visitors and Parent Volunteers

Non-essential visitors and parent volunteers will not be allowed on campus. Essential visitors (e.g. for repairs) will be required to check in the office and complete a health survey.

## 30. School Site Specific Safety Plan Posted

The School Site Specific Safety Plan will be emailed to staff and parents/guardians and will be posted on the district/school website (See Section 1 for revisions). The Certificate of Completion will be posted on the main office door.

A

See the [RVSD Student and Family Handbook for COVID-9 Health & Safety](#)

## Health & Safety Procedures and Protocols for Staff Members

**1.28.2021**

## Hidden Valley

Whether your role during the physical closure of our campus due to COVID-19 requires you to work on site or is such that you can work at home, new Health and Safety Procedures and Protocols have been developed that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. The following procedures and protocols have been prepared to maximize employee health and safety and are based on Marin County and CA Department of Public Health Guidelines.

As further guidance is provided by our county and the state departments of public health, this document will be updated and employees will be notified. Since we are going beyond the minimum guidelines, we can adjust as appropriate.

### **GENERAL GUIDELINES:**

1. Complete the online health form each day by 8:15.

2. Turn off the alarm, if needed, and set alarm if you are the last one on campus. Check with colleagues by doing an all call (#1275) if necessary before setting alarm. Note: Custodians are currently working days only.
3. Wear a mask at all times outside of your own classroom
4. Stay at least 6 feet from others at all times.
5. Wash your hands frequently.
6. Limit visits to the main office.
7. Do not access any other rooms besides your own classroom and the main office.
8. Sanitize shared equipment after you use it (example, copier, laminator, microwave oven and refrigerator doors). Sanitizing spray is in all common spaces.
9. If you wish to catch up with others, do so outside.

<b>MAIN OFFICE</b>
Access to the office will be limited; employees should enter the main office only when necessary for the purpose of conducting brief business, such as collecting mail. Use email and phone communication with office staff as much as possible.
All employees should use the staff room entrance or copy room instead of the door into the main office to access copy/work room, staff room and adult bathrooms. Students and other community members must wait outside the door until the office staff determines their need and if they may enter the office.
All employees should check mailboxes located in staff room as needed and maintain social distancing from others when doing so.

<b>WORK AREAS &amp; COMMON SPACES</b>
Other than the principal, tech, and /custodial/maintenance personnel, do not enter another employee's work station/classroom when the employee isn't present and/or without the employee's knowledge. It is OK to put mail in an employee's mailbox or work station/office inbox
Employees who need to meet are encouraged to meet outside or in their own classrooms with required distancing and good ventilation. Employees who do not have their own workspace, should meet outside, in the staff room or in the conference room if no more than two people. The library, if not in use, may be used as a meeting room for employees only.
Employees should eat in their own work spaces/classrooms or at outside tables maintaining social distancing from others as much as possible. Lunch breaks for classified employees will be scheduled with a goal of limiting the number of employees who need to use the eating area at the same time.
Employees should bring their own plates and utensils which should be stored in each employee's work space. Community plates and utensils will not be available for use.
Employees should clean handles of appliances after use.

Due to size, only 2 people at a time are permitted in the copy/work room.

## **EMPLOYEE HEALTH & HYGIENE PROTOCOLS**

Health Guidelines for physical distancing, face covering and hygiene are to be followed. As they are updated, this doc will be revised and staff notified.

At this time, guidance includes wearing a face covering, maintaining social distancing, and practicing regular hand-washing hygiene.

Please also follow the additional measures listed below.

Wear a face covering when not at your own work area, if you share a work area, or when working with anyone else in a work area. Employees may use a district-provided or personal face covering.

Put on face covering while at work station/in classroom when another person comes to speak with you. Face coverings are most essential when physical distancing is not practicable.

Remind each other and visitors to wear face covering and social distance. If they continue to violate after reminders, report to HR.

Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.

Perform a daily self-check before you come to work (you may want to take your temperature - no-touch thermometers will be available on site). Do not come to work if you are feeling sick, using available leave options (Check with HR for more information).

We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc.. We also know that in the not too distant past co-workers may not have particularly noticed when a colleague sneezed or coughed, and now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home, using available leave options (Check with HR for more information).

If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, RVSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Marin Public Health if a suspected exposure has occurred at (415) 473-7191.

If you leave the site during the day, follow all sanitary/disinfecting protocols when you come back on site.

Once we return to in-person learning, all staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use.

Custodial employees will clean and disinfect common areas daily.

Carry sanitizer bottle and micro fiber cloth when you leave your work station if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc).

We will offer health and safety meetings as needed to check in with staff, and address needs as they arise.

What if I have an underlying health condition?

*If you have an underlying health condition you will need to provide a doctor's note specifying your health-related restrictions. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

What if I am over 65?

*Being over 65 does not prevent anyone from coming to work unless you also have an underlying health condition that limits your ability to return to work on site, as noted by your doctor. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

**CLEANING PROTOCOLS**

All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use.

Custodial employees will clean and disinfect common areas daily.

Carry sanitizer bottle and micro fiber cloth when you leave your work station if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc).

If you leave the site during the day, follow all sanitary/disinfecting protocols when you return

The following products will be provided for cleaning and sanitizing:

- Pure - sanitizer
- H2Orange Light Duty Cleaner (Green bottle) - for general cleaning
- Microfiber cloths or paper towel
- Alcohol wipes - for disinfecting copy machine touch pad
- Hand sanitizer

Note: PURE disinfectant spray will be provided for each staff person that has a classroom or office space for use in your personal space (it is not for general use) – it is expensive, but works in one minute. Spray, let sit for at least one minute prior to wiping dry with a paper towel

To clean/disinfect electronics (phone, chromebooks, iPads, computers, etc.) lightly spray Pure on a microfiber cloth or paper towel and wipe. DO NOT SPRAY DIRECTLY ON ELECTRONICS.

Custodial staff will clean and disinfect the following high touch items daily:

- Door handles
- Light switches
- Sink handles in common areas
- Bathroom surfaces
- Copy Machines
- Kitchen surfaces
- Refrigerator and microwave handles
- Tables / Chairs in common areas (e.g. conference and staff room)

Custodial staff will clean the following as needed.

- Garbage cans

Classrooms and work spaces will be cleaned on a rotating schedule.

### **Technology and Maintenance**

Tech staff will attempt to remotely troubleshoot before accessing a work space. If they need to access a work space, they will clean area first and after. Employee will need to vacate work station while tech employee is working.

If M&O staff will need to access a work space, they will clean the area first and after. Employee will need to leave the work station while M&O employee is working.

### **EPE (Essential Protective Equipment) & Cleaning/Disinfecting Items**

Face Covering - Each employee will receive 2 masks and either a face shield or Humanity shield. Employees may use a District provided mask or they may bring their own face covering. Employees needing additional masks should contact the principal.

Gloves - Each employee will receive 2 pairs of gloves.

Hand sanitizer (minimum of 60% alcohol) stations at common areas.

Hand sanitizer (minimum of 60% alcohol) will be provided for each classroom.

Personal microfiber cloth with a sanitizer bottle will be provided for each classroom.

Alcohol wipes, cleaning spray, and hand sanitizer are located in the staff room.

### **Non-Employee Visitors**

Visitors to Hidden Valley will generally not be permitted on campus. Any visitors must go to the school office, ring the bell and remain outside. Office staff will serve visitors outside when possible..

Visitors must complete the health screening questionnaire if they will be anywhere on campus other than the office.

Visitors are to follow social distance and health practices.

<b>Signage</b>	
<b>Sign</b>	<b>Location</b>
Stand Here Circles	Placed in main office/hallway/copy room to remind where to stand 6 feet apart.
Wash/Sanitize Hands	Signage will be posted in restrooms and other common areas as a reminder.
Clean after each use (and before if you aren't sure)	Signage will be posted at equipment location (e.g. copiers, fax, water dispenser). Each employee is to sanitize after use (and before if desired). Spray microfiber cloth with sanitizing spray and wipe down all surfaces that were touched)
Only 2 people at a time permitted in this space.	Signage will posted in spaces that will not permit social distance requirements.
School Office.	Signage will be posted outside the front entrance.  Open to 8:00am to 4:00pm. Due to COVID-19 and health requirements, please do not enter the office. Ring bell for service and wait here.
Additional signage will be posted on playgrounds, breezeways, and school entry points when students return in person	

### **School Office**

- Teachers to call the office before sending a student to the office; students ring the doorbell and wait on marks outside.
- Parents/guardians and other visitors must call the office from the parking lot and wait to be admitted. Marks are placed to maintain social distancing within office.
- Everyone must use hand sanitizer upon entering the office.
- Plexiglass partition is installed between visitors and office staff.

### **Staff Lunchroom & Patio**

Tables are rearranged and extra chairs removed or blocked to allow for social distancing. Staff room can accommodate 8 persons seated 6' apart.

### **Staff Work Room**

No more than 4 persons at a time maintaining 6ft distance

### **Nurse's Office**

- Minor injuries treated in the office or right outside; may use the principal's office or conference room if additional space is needed.
- Nurse may use the desk in the main office instead of in the nurse's room if it is in use for isolation.

### **Isolation Rooms**

- Two isolation rooms are available with access through outside doors; interior doors are to remain closed and the hallway opening sealed off.
- Closest bathroom to the isolation room will be locked after being used by a sick student until it can be cleaned and disinfected.

### **Classrooms**

Desks will be arranged 6 feet distance between students; 6 ft distance between staff and students. Most rooms can accommodate 12 students in this manner. Excess furnishings will be removed to create space.

### **Drinking Fountains**

Drinking fountains will be closed; bottle filling stations will remain functioning.

### **Arrival Schedule**

Students will enter campus through designated entry points and go directly to their classrooms in order to minimize mingling between students in different cohorts.

### **Dismissal Schedule**

Parents/guardians must wait at one of the access points and not enter campus or stay in the car. Dismissal will be staggered; and students walk specific route to their exit point.

### **Recess**

Students wash hands in the classroom. Each class has an assigned eating area. Teacher follows a designated route to bring students to the area. Students sit 6 feet apart at assigned tables, on benches or the ground with marks showing where to sit. Teachers are paired to share supervision for eating & play time.

After 10 minutes; students are dismissed to designated play areas for each class. There will be a weekly rotation schedule for play areas.

## Resources

[State of California office workplace guidance](#)

[CDC Guidance for School Settings](#)

[March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)

[Reminders for Using Disinfectants at Schools and Childcare Centers](#)

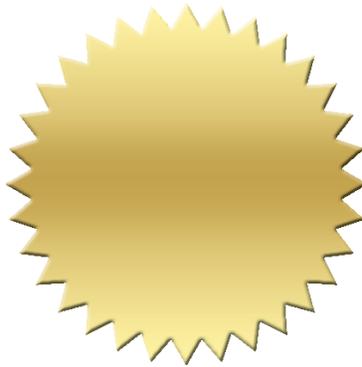
[CDC Environmental Cleaning and Disinfecting Recommendations](#)

[Use Cloth Face Coverings to Help Slow Spread](#). This link also includes info on proper use, removal, and washing of cloth face coverings.

[Cleaning and Disinfecting Your Facility](#)

	<h1>School Site-Specific</h1>
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## Certificate of Completion



Hidden Valley
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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:

<p><a href="https://www.rossvalleyschools.org/hiddenvalley">https://www.rossvalleyschools.org/hiddenvalley</a> and <a href="https://www.rossvalleyschools.org/COVID-">https://www.rossvalleyschools.org/COVID-</a></p>
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# COVID-19 School Site-Specific Protection Plan Guidance & Template

## Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

## Tools for Developing Your School Site-Specific Protection Plan

### 1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



<b>School or District Site Name</b>	
Manor Elementary School - RVSD	
<b>School Type (select one)</b>	
<input checked="" type="checkbox"/> Traditional/Alternative Public School	<input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Peg Minicozzi, Principal Maridith Woodward, Administrative Assistant Victor Montoya, Building Manager Meghan O'Hare, District Nurse Gretchen Mathis, Teacher & Cara Chambers, Teacher Alec Schuldiner, Parent & Jen Karr, Parent & Mike Mason, Parent	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
1) Peg Minicozzi, Principal (415) 453-1544, pminicozzi@rossvalleyschools.org 2) Maridith Woodward, Administrative Assistant, (415) 453 - 1544, mwoodward@rossvalleyschools.org	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
1/25/21	
<b>Principal or Administrator</b>	
<b>Name:</b> Peg Minicozzi	<b>Title:</b> Principal
<b>Email:</b> pminicozzi@rossvalleyschools.org	<b>Phone Numbers:</b> (415) 453-1544

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

Signature:

*Peg Minicozzi*

Date:

1/25/21

## Specific Control Measures and Screenings

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

1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site-Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

(See attached)

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.

(See attached)

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

(See attached)

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).

(See attached)

- 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.

(See attached)

- 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 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. [\(Sample MCOE Staff Health Screening\)](#)

(See attached)

- 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:

(See attached)

- 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.

(See attached)

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.
  - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

(See attached)

10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

(See attached)

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.

(See attached)

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 schoolwide mixing of students and staff.

(See attached)

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

(See attached)

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.

(See attached)

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

(See attached)

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

(See attached)

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

(See attached)

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

(See attached)

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.

(See attached)

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.

(See attached)

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.

(See attached)

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

(See attached)

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

(See attached)

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. 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.

(See attached)

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.

(See attached)

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.

(See attached)

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

(See attached)

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

(See attached)

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

(See attached)

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

(See attached)

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



## COVID-19 School Site-Specific Protection Plan MANOR ELEMENTARY

### 1. Multi-disciplinary Task Force

*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*

Manor Task Force consists of the following members:

Peg Minicozzi, Principal  
Meghan, O'Hare, District Nurse  
Maridith Woodward, Administrative Assistant  
Victor Montoya, Building Manager  
Gretchen Mathis, Teacher  
Cara Chambers, Teacher  
Alec Shuldiner, Parent  
Mike Mason, Parent  
Jenn Karr, Parent

This Task Force meets periodically to review safety protocols and procedures and more frequently as needed. Feedback is gathered to inform practices and changes for improvement are made as needed. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

### 2. Health and Safety Protocols

*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.*

Health and safety practices and protocols are in place, including a schedule for regular and frequent hand washing, face coverings required for all, and essential protective equipment (face masks, gloves, barriers) available. See sections 23, 24, and 28 for specific information.

Student attendance is taken twice a day - at the beginning and end of the day – and attendance records kept by cohort. Aeries, the student information system, will distinguish between attendance in person and virtual. Staff attendance and health screening is recorded each morning through an online Employee Check-in.

Staff members will document any classrooms visited and contact with students outside of their assigned cohort.

### 3. Training for Staff, Students, and Families

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

All staff have received [The Manor Health and Safety Protocols](#) Procedures were reviewed during staff meetings and will be revisited periodically. Staff will also receive training on school re-opening procedures and will include the use of cleaning and disinfecting protocols prior to the first day of in-person instruction. In addition, teachers received training on trauma-informed practices and equity-based practices prior to the start of the school year.

Staff, parents/guardians, and students will be provided with the [Student & Family Handbook for COVID-19 Health and Safety](#) prior to the start of in-person instruction, and the Handbook will be maintained on the district website. The principal will review these guidelines with staff and parents/guardians. Teachers will review these guidelines with students. Staff, parents/guardians, and students will be notified of any revisions.

## 4. Liaison to Public Health

*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)*

The school principal will serve as the primary point of contact with the Marin Public Health Officer. The principal has participated in all of the Rethinking Schools COVID-19 webinars with Superintendent Mary Jane Burke, Public Health Officer, Dr. Matt Willis, and Dr. Lisa Santora. The principal is also an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools.

The secondary point of contact is the Administrative Assistant who has attended the regular Public Health Webinars.

Other RVSD personnel are additional contacts. All contact persons serve as liaisons with Marin Public Health and also to receive questions or concerns around practices, protocols, or potential exposure.

Peg Minicozzi, Principal	<a href="mailto:pminicozzi@rossvalleyschools.org">pminicozzi@rossvalleyschools.org</a>
Maridith Woodward, Administrative Assistant	<a href="mailto:mwoodward@rossvalleyschools.org">mwoodward@rossvalleyschools.org</a>
Marci Trahan, Superintendent	<a href="mailto:mtrahan@rossvalleyschools.org">mtrahan@rossvalleyschools.org</a>
Meghan O'Hare, District Nurse	<a href="mailto:mohare@rossvalleyschools.org">mohare@rossvalleyschools.org</a>
Teresa Machado, Executive Assistant	<a href="mailto:tmachado@rossvalleyschools.org">tmachado@rossvalleyschools.org</a>
Lori Ross, Human Resources Specialist	<a href="mailto:lross@rossvalleyschools.org">lross@rossvalleyschools.org</a>
Eric Saibel, Director of Student Services	<a href="mailto:esaibel@rossvalleyschools.org">esaibel@rossvalleyschools.org</a>
Esther Salinas, Director of Human Resources	<a href="mailto:esalinas@rossvalleyschools.org">esalinas@rossvalleyschools.org</a>

## 5. Plans for Cleaning and Disinfecting

*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.*

Cleaning/disinfecting supplies are available in all classrooms and common areas. A refill station is set up in a central location in the main building.

Each classroom/workspace has a disinfection station that includes:

- Spray cleaner
- Pure disinfectant
- Paper Towels and/or Microfiber cloths
- Hand sanitizer
- Latex gloves

Additional disinfection stations are located in the staff lunchroom, copy room, and main office. High-touch surfaces such as doorknobs, copy machines, telephones, etc. will be disinfected daily by custodial staff.

Staff and student bathrooms will be cleaned twice a day. Bathrooms will be closed and locked until cleaned after use by students/staff in isolation.

All staff members will be encouraged to disinfect before and after use of common items, such as copy machines, paper cutters, etc., and supplies will be readily available for them to do so.

All staff members are trained in the appropriate use of each type of cleaner/disinfectant.

Classrooms will be cleaned and disinfected daily after use by the custodial staff. The cleaning protocol includes:

1. Wiping down all desks, chairs, tables, and countertop surfaces with disinfectant spray
2. Wiping down door handles, light switches, paper towel dispensers with disinfectant spray
3. Cleaning and disinfecting sinks and faucets
4. Vacuuming floors

Between cohorts, custodial staff will administer a disinfectant fogger and disinfectant spray.

## 6. Health Screening for Students and Staff

*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 survey*

Parents/guardians will be asked to observe their children daily for symptoms consistent with COVID-19 (see chart below) or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to attend school on campus. The student's parent/guardian should contact the school office and their medical provider.

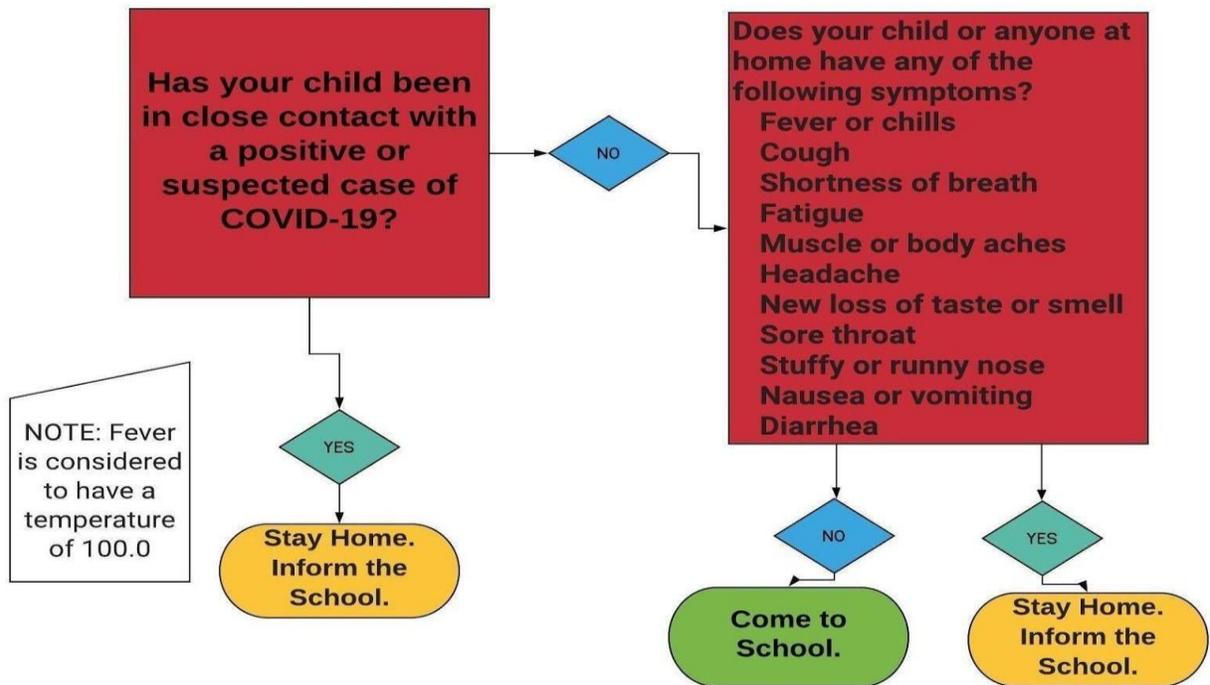
Additionally, if the student has exhibited symptoms of COVID-19 within the last 24 hours, has had close contact (e.g. 15 minutes less than 6 feet apart with or without a face covering) with someone exhibiting such symptoms or who has tested positive for COVID-19, they will not be able to attend school on campus.

In the event a student arrives at school exhibiting any symptoms consistent with COVID-19 or any other communicable disease, they will not be permitted in class. Parents/guardians will be contacted to pick up their child. If the school is unable to reach the child's parent/guardian within 5 minutes of attempted contact, the emergency contact will be called to pick up the child. The student is to be picked up within 30 minutes and cannot wait in the isolation room for the rest of the school day.

The following chart is included in our Health and Safety Handbook and will be reviewed with parents/guardians to reduce the possibility that a student who is ill may be sent to school.

## Can my child go to school today?

Start with the two red questions below...



### School Employee Check-in:

Employees will be required to complete a health check-in form each day they work on site.

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. \*

Yes

No

In the event the employee checks “No,” they will be taken to another section which asks them to tell more about why they answered “No,” and an administrator will follow up with them and will proceed in accordance with our Health and Safety Handbook protocols and section 9 below as applicable.

## 7. Isolation Protocol: If a Student Develops Symptoms at School

*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.*

Students and staff members who are sick are expected to stay home.

If a student has a fever of 100.0°F or higher and/or exhibits symptoms consistent with COVID-19 while at school, as observed by two staff members, we will keep them under observation in an isolation room until they can be picked up by a parent/guardian or other person listed as an emergency contact. Two rooms, both with exterior doors and close to, but closed off from, the main school office have been designated as isolation rooms.

Students waiting in isolation rooms will be monitored via video monitor with two-way communication in order to minimize contact with and potential exposure to school staff.

- Parents/guardians must have a plan for picking up their child at all times.
- Students should be picked up within 30 minutes by their parent/guardian (or the emergency contact if the school is unable to reach the parent/guardian after 5 minutes). The student cannot wait in the isolation room for the rest of the school day.
- If a student starts exhibiting symptoms, they will be required to wear a mask.
- When the parent/ guardian arrives to pick up their child, they will be directed to stay in the car, call the office, and wait for the child to be escorted outside. Parents, guardians, and other visitors are not allowed on campus during this time.
- Parents/guardians will be advised to contact their child's healthcare provider for further direction regarding the need for testing and/or doctor visit.

## 8. Covid-19 Testing for Students and Staff

*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.*

The school 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.

If an employee exhibits COVID-19 symptoms and/or has had recent known or potential exposure to COVID-19, they will be referred for testing. Employees should contact their medical provider or local medical clinic as outlined in the COVID-19 Testing Information provided by the Human Resources Department.

The school will report any presumed or confirmed cases of COVID-19 to Public Health, and provide student and staff contact information when needed for contact tracing. All testing and contact tracing strategies will be conducted in a way that protects privacy and confidentiality consistent with applicable laws and regulations as outlined by the Equal Employment Opportunity Commission (EEOC) for employees and Family Educational Rights and Privacy Act (FERPA) for students.

## 9. Protocols for Covid-19 Scenarios

*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.*
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.*

**Students or staff members infected with, or who have been exposed to, COVID-19 may not attend on campus. In order to return, they must meet the criteria specified by Marin Health & Human Services.**

Protocols, actions and template communications are in place for the four COVID-19 related scenarios defined by MHHS. These are revised according to changes in tier assignment by MHHS. Wade Thomas staff stays current with these protocols and actions and follows the guidance on the applicable Decision Tree for Schools. These documents can be found on the [RVSD COVID-10 webpage](#)

Parents/guardians should check their child(ren) for symptoms of illness **every morning**. They will need to stay home from school if their temperature is 100.0°F or higher, or they have other symptoms of illness.

Students and staff may **NOT** come to school if:

1. They have a fever of 100.0°F or higher or any symptoms of illness.
2. Anyone in their household has a fever of 100.4°F or higher or any symptoms of illness consistent with COVID-19 as specified by Marin County's Tier COVID-19 Decision Trees
3. They may have been exposed to COVID-19 within the last 14 days. Exposure means that an individual has been in close contact, within 6 feet, with or without a face covering, of a positive or presumed case of COVID-19 for 15 or more minutes. This includes:
  - A member of the household or anyone with whom they have had close contact who has tested positive or is presumed to have had COVID-19 by their healthcare provider
  - Anyone in their family who has been contacted by the public health department as a close contact to a case of COVID-19 and has been instructed to self-quarantine

If a student exhibits symptoms while at school, the isolation protocol in section 7 will be implemented.

Parents/guardians will be advised to consult with their healthcare provider if they or their children experience symptoms consistent with or may have been exposed to COVID-19.

Parents/guardians must inform the school Principal or Administrative Assistant as soon as possible if their child, any household member, or anyone with whom the child has had close contact tests positive or is presumed by that person's healthcare provider to have COVID-19.

Any student or staff member who has tested positive or who has been exposed to COVID-19 must stay home from school and follow Marin County [At Home Quarantine & Isolation Safety Guidance](#).

Students with known underlying health conditions, such as diabetes, immune system deficiencies, or chronic respiratory conditions, may be at increased risk of severe illness. **Parents/guardians of children with chronic health conditions will be advised to consult with their healthcare provider to determine if/when it is safe to attend school.**

#### **Exception: Health Care Provider's Note**

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In these situations, the provider may clear a child to return to school. This clearance may be in the form of a written note, email, electronic message or part of an after-visit summary. This does not mean that the child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause other than COVID-19 was found for the symptoms that kept the child out of the program.

Persons who have had an illness other than COVID-19, may return to school if:

1. They have been fever-free for 24 hours without using fever-reducing medication AND all other symptoms have resolved.
2. Depending upon the illness, a clearance from their healthcare provider may be required to return to school after illness.

## 10. Physical Distancing

*Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice*

A distance of at least 6 feet is maintained between all persons on campus (adults:adults, adults:students, and students:students) unless a closer proximity is needed to mitigate a safety risk or if not practicable. Signs and markings are placed throughout the exterior of the school and in common areas to support students and staff in adhering to the 6 feet distance expectation.

Plexiglass barriers will be used in office settings and/or when necessary to work with students when 6 feet distancing is unable to be maintained.

Classroom furniture is set up so that students are kept six feet apart when in the classroom. The teacher desk or workstation is also set up to be at least 6 feet from students. In outdoor environments, six feet distancing is also maintained.

Excess furniture has been removed or seats blocked off to provide 6 foot seated distance in common areas.

## 11. Stable Classroom Cohorts

*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 in-person learning model is a hybrid model allowing for smaller, stable cohorts of children with an assigned primary teacher. Students come to school either Tuesday and Wednesday or Thursday and Friday. While at school, these cohorts do not mix with other cohorts while on campus. Recess is designed to keep cohorts separated using a rotation schedule.

## 12. Middle School and High School

*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 schoolwide mixing of students and staff.*

N/A

## 13. Desk Arrangement

*Where practicable, desks are arranged facing forward to minimize face to face proximity between students. All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.*

All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.

## 14. School Staff Classroom Visit Recording Form

*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.*

Staff members who need to visit more than one classroom or come in contact with a student outside of the student's cohort in the course of their work will follow all of the same safety protocols outlined in this document (face coverings, 6 foot distance, handwashing, etc.). When feasible, support will be provided outside the classroom. In addition, these staff members will record their visits daily on a shared Google doc to keep track of their contacts with students and other adults.

## 15. Routes for Entry and Exit

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

Students will enter and exit campus through designated entry points. All access points to campus will be open in order to provide the most direct route from home to classrooms and minimize the number of people at entry points.

Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off or picking up students in the parking lot must stay in cars.

## 16. Schedules for Arrival, Dismissal, and Lunch

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

### **Arrival**

On the first day of school, classrooms will arrive at staggered times throughout the morning to be able to adequately train students on arrival and dismissal procedures.

After the first day of school, all students will arrive at school between 8:15 - 8:30 am. There will be four arrival points across the school campus.

- 1) Car drop off at traffic circle
  - 2) Walkers and bikers - enter gate next to YMCA.
  - 3) Walkers and bikers coming from Oak Manor – enter by the office.
- Kindergarten students and parents line up outside of the library on designated spots.
  - First and Second graders line up on their designated spots in front of the school.
  - Third graders line up outside of their classrooms on designated spots.
  - Fourth graders line up outside of their classrooms on designated spots.
  - Fifth graders sit at tables in outside learning area in designated spots.

Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off students in the parking lot must stay in cars.

Lingering on playground or anywhere on the campus will not be permitted; school staff will supervise and direct students to their classrooms during arrival time.

Upon entering the classroom, students wash hands and sit at assigned spot.

No Lunch at School - Students will grab and go.

### **Dismissal**

There is a staggered dismissal process.

11:30 pm - Kindergarten Dismissal

11:55 pm - Walkers and bikers

12:00 pm - Car pick up

There are 4 dismissal areas:

- 1) Kindergarten in front of the library
- 2) Walkers and bikers at YMCA gate

- 3) Walkers and bikers up Oak Manor past the main office
- 4) Car Pick up at traffic circle

At 11:45 pm, classroom teachers identify which students walk or bike and which students are being picked up by car. Dismissal will be staggered; walkers and bike riders first, then car pick up. Parents/guardians must wait at one of the access points and not enter campus or stay in car.

The classroom teacher will walk the students being picked up to the line up area at the learning center blacktop area. The students stand on designated spots 6 feet apart. The classroom teacher stays with the students while the principal calls for students on the walkie talkie to come to the traffic circle to meet their driver.

Everyone must leave campus right away. Lingering on the playground or on campus will not be permitted; school staff will supervise departures.

If a parent needs to pick up a student early, the parent will stay in the car and call the main office when he or she arrives. A staff member will escort the child out to the car.

### **Recess**

The morning recess schedule will allow for cohorts having their own locations with adequate distance between each cohort.

### **Lunch**

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 foot distance when students collect their meal.

## **17. Movement Through Hallways/Walkways**

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

Entrances and exits to and from classrooms will be designated. Arrows on ground direct students to walk in a particular direction to avoid any contact with other cohorts. Routes for classes to go to recess and play areas will be established to minimize cohorts coming in close contact. Recesses will be scheduled at staggered times to minimize contact between cohorts in passing.

Classes are designated entrance and exits to and from classrooms that alternate between front and back door. Arrows on ground direct students to walk in a particular direction to avoid any contact with other cohorts.

## **18. Large Gatherings (i.e. school assemblies) are currently prohibited**

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

The school will not be having any large in-person gatherings such as assemblies during the 2020-2021 school year until permitted by state and local health authorities.

## **19. Outdoor Space and Ventilation**

*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.*

Each classroom has a designated outdoor learning space. This outdoor space will be used periodically throughout the school day, as weather permits. All Covid-19 safety protocols will be used in the outdoor space.

Classroom HVAC systems have been adjusted for maximum fresh air circulation. In addition, staff members will be encouraged to keep doors and windows open when practicable and weather permitting.

All classrooms, offices, and work spaces have portable air purifiers with HEPA and carbon filters.

When the outside air quality is unhealthy (e.g. smoke from wildfires), doors and windows will be kept shut and the HVAC systems readjusted. High density filters have been installed to filter out particulates/smoke. The District and sites will monitor air quality in accordance with the revised Marin County Air Quality Outdoor Activity Overview and Communications Protocols for Schools and will close outdoor learning environments as needed.

## Marin County Air Quality Outdoor Activity Overview and Communication Protocols for Schools **(with active COVID)**

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index (AQI), and communication protocols at different AQI thresholds. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov)\*. Please note this table is a modified version of a 2014 publication provided by the US Environmental Protection Agency and Center for Disease Control, with input from the Marin County Public Health Officer based on experiences during regional wildfires and community response from 2017 - 2019.

Air Quality Index	Outdoor Activity Overview and Communication Protocols
 <b>green</b> GOOD = 0-50	Great day to be active outside!  <small>*www.airnow.gov will be utilized as the most accurate measure of regional AQI, used by the California Air Resources Board and U.S. EPA, as opposed to other personal and more localized sensors such as Purple Air.</small>
 <b>yellow</b> MODERATE = 51-100	Good day to be active outside! Students who are unusually sensitive to air pollution could have symptoms.*
 <b>orange</b> UNHEALTHY FOR SENSITIVE GROUPS = 101-150	<p><b>An email communication from Marin County Public Health Officer will be sent out through MCOE to all schools.</b></p> <p>It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE). For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.</p> <p><b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>red</b> UNHEALTHY = 151-200	<p><b>A conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p>For <b>all outdoor activities</b>, take more breaks and do less intense activities. <b>No intense indoor activities with active COVID in community. Consider moving longer or more intense activities indoors or rescheduling them to another day or time.</b> Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. <b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>purple</b> VERY UNHEALTHY = 201-300	<p><b>A daily conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p><b>No intense indoor activities with active COVID in community. Move all activities indoors or reschedule them to another day.</b></p>

### \* Watch for Symptoms

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

#### **If symptoms occur:**

The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

### Go for 60!

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

### Plan Ahead for Ozone

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

# School Air Quality Activity Recommendations

## PROTECT STUDENT HEALTH DURING POOR AIR QUALITY

Air quality is an important consideration for schools in terms of student activities. Local air districts are available to assist schools with understanding local air quality concerns and actions they can take to protect student health. To find out more, contact your local air district. Visit this page to learn which District serves your area: [www.arb.ca.gov/app/distlookup/distlookup.php](http://www.arb.ca.gov/app/distlookup/distlookup.php)

**August 2020 with Active COVID**

The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. Modify these levels to correspond with the AQI, emissions concentration, or other air district recommended method for your region.

### Air Quality Level

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>Activity</b>			<b>No indoor exercise or vigorous activity</b>	<b>No indoor exercise or vigorous activity</b>	<b>School districts may consider school closures based on site-by-site concerns.***</b>
<b>Recess (15min)</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
<b>P.E. (1hr)</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
<b>Athletic Practice &amp; Training (2-4hrs)</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
<b>Scheduled Sporting Events</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	<b>No indoor exercise or vigorous activity</b> Event must be rescheduled or relocated.

\* Sensitive individuals include all those with asthma or other heart/lung conditions \*\* California Interscholastic Federation  
 \*\*\* To meet the conditions for approval of a waiver due to emergency conditions (Form J-13A) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire.

## 20. Playground Equipment

*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.*

All play structures will be closed due to the challenge of disinfecting the structure after each use. The morning recess schedule will allow for cohorts to have separate areas in which to play and adequate distance between each cohort's assigned area. Playground games and activities that don't require sharing equipment will be encouraged.

Each classroom will have its own playground equipment which will be disinfected between cohorts.

## 21. Use of non-classroom space to support physical distancing

*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.*

At this time, use of non-classroom space to support physical distancing is not necessary. If needed, unused classrooms, the multi-purpose room, outdoor learning environments (see section 19), and library may be used.

## 22. Meal Service/Lunch

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

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 foot distance when students collect their meal. Depending upon the number of meals ordered and staff available, meals may be delivered to students in their classrooms before dismissal.

## 23. Routines and Schedules for Handwashing

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

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus and hand sanitizer and spray disinfectant will be available in classrooms and common areas.

Students and staff will be required to wash or sanitize their hands upon arrival to school each day when entering the classroom. Staff members will wash their hands and/or use hand sanitizer after touching a student, objects handled by a student, or items in common use areas. All classrooms have sinks; time for hand washing will be scheduled

throughout the day as follows:

1. Upon first arrival to classroom
2. Before AM recess
3. After AM recess
4. Anytime students return to classroom after being out
5. At dismissal

Signage will be posted in all bathrooms as reminders to wash hands.

**Five steps to proper handwashing:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or let air dry.

**How to use hand sanitizer:**

- Apply the hand sanitizer to the palm of one hand (read the label for the correct amount).
- Rub your hands together.
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

**Disinfectant Stations**

Each classroom has a disinfectant station that includes disinfectant spray, hand sanitizer, latex gloves, extra face masks, microfiber towels, and wipes. Disinfectant stations are also set up in the staff room, copy room, and staff bathrooms.

## 24. Face Coverings Required

*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.*

Face coverings are required to be worn by all staff and students

[Cloth face coverings](#) should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

Students and staff will be instructed and supported, as needed, as to the proper wearing of face coverings.

A face covering may be removed for meals, snacks, when it needs to be replaced, or if a student needs a short break from wearing it. When a cloth face covering is temporarily removed, it should be done outdoors and away from others then placed in a sealable plastic container or bag provided by the child's parent/guardian (clearly marked with the student's name) or kept on a lanyard worn by the student.

A face covering means: a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face and fits snugly under the chin.

Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask) are NOT considered an acceptable face covering.

Face coverings worn by students must be appropriate and meet the district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

If a student does not have a face covering, has lost theirs, or it is ill-fitting, one will be provided.

## 25. Training for Face Coverings

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

The school principal will review with staff proper use of face coverings. Teachers will train students and review as needed. A section on face coverings is included in the RVSD Student and Family Handbook for COVID-19 Health and Safety. Resources from the CDC on the selection and proper use of face coverings will be shared with parents/guardians.

## **26. Materials and Supplies**

*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.*

There will be no sharing of supplies, manipulatives, and other materials. Each student will have their own set of supplies, kept in separate individually labeled boxes or cubbies for their individual use only. Any shared supplies will be cleaned before used by another student.

## **27. Electronic Devices, clothing, books, games and other Learning Aids**

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

If electronic devices are available for use in the classroom, the teacher will ensure they will be cleaned between students using them.

Books from the classroom library will be returned to a used book box. These books will sit in the box for 3 days before being placed back into the classroom library by the teacher.

Clothing may not be shared; outerwear will be kept on hooks outside the classroom or in a separate space (example: cubby) for each student. Shared use of other equipment or learning aids will be limited; items used will be sanitized or set aside for 3 days after use.

## **28. Privacy Boards and Clear Screens**

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

Plexiglass shields (sneeze guards) will be provided to all teachers/staff members who need to have less than 6 foot distance when working with students or other adults.

## **29. Non-essential Visitors and Parent Volunteers**

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

Non-essential visitors and parent volunteers will not be allowed on campus. Essential visitors (e.g. for repairs) will be required to check in the office and complete a health survey.

## **30. School Site Specific Safety Plan Posted**

*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.*

The School Site Specific Safety Plan will be emailed to staff and parents/guardians and will be posted on the district/school website (See Section 1 for revisions). The Certificate of Completion will be posted on the main office door.

## Additional Information

### **Bathroom usage**

Only one person at a time will be permitted in a bathroom. Students will be trained to use signage placed outside bathrooms to indicate when occupied/vacant.



### **Protocols for Sick Children**

Criteria for sending students home, protocols for isolating and returning to school are established

### **Signage**

Signs and markings will be placed at all access points; include info for calling the office and reminders for wearing masks and maintaining 6ft distance

- Marks placed outside bathrooms, classrooms, bike racks, and parking lot for waiting lines
- Handwashing reminders posted in all bathrooms
- Bathroom occupied signs
- Play areas marked
- Lunch areas marked
- Isolation room do not enter signs
- Occupancy limits of indoor spaces

### **School Office**

- Teachers to call the office before sending a student to the office; students ring the doorbell and wait on marks outside.
- Parents/guardians and other visitors must call the office from the parking lot and wait to be admitted. Marks are placed to maintain social distancing within office.
- Everyone must use hand sanitizer upon entering the office.
- Plexiglass partition is installed between visitors and office staff.

### **Staff Lunchroom & Patio**

Tables are rearranged and extra chairs removed or blocked to allow for social distancing. Staff room can accommodate 8 persons seated 6' apart.

### **Staff Work Room**

No more than 2 persons at a time maintaining 6ft distance

### **Nurse's Office**

- Minor injuries treated in the office or right outside; may use the principal's office or conference room if additional space is needed.
- Nurse will use the desk in the main office instead of in the nurse's room which will be used for isolation.

### **Attachments:**

1. Staggered Recess Schedule
2. Playground Zones
3. Outdoor Learning Spaces
4. Entrance and Exit points
5. RVSD Student and Family Handbook for COVID-9 Health & Safety
6. Manor Health and Safety Procedures



## Health and Safety Procedures and Protocols For Staff

Whether your role during the physical closure of our campus due to COVID-19 requires you to work on site or is such that you can work at home, new Health and Safety Procedures and Protocols have been developed that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. The following procedures and protocols have been prepared to maximize employee health and safety and are based on Marin County and CA Department of Public Health Guidelines.

As further guidance is provided by our county and the state departments of public health, this document will be updated and employees will be notified. Since we are going beyond the minimum guidelines, we can adjust as appropriate.

### **GENERAL GUIDELINES:**

1. Always call Maridith in the main office when you arrive to let her know you are here. She will put your name on the sign-in sheet. Sign yourself out at the end of the day.
2. Turn off the alarm, if needed, and set alarm if you are the last one on campus. Check with colleagues by doing an all call (#1375) if necessary before setting alarm. Note: Custodians are currently working days only.
3. Wear a mask at all times outside of your own classroom
4. Stay at least 6 feet from others at all times.
5. Wash your hands frequently.
6. Limit visits to the main office.
7. Do not access any other rooms besides your own classroom and the main office.
8. Sanitize shared equipment after you use it (example, copier, laminator, microwave oven and refrigerator doors). Sanitizing spray is in all common spaces.
9. If you wish to catch up with others, do so outside

**MAIN OFFICE**

Access to the office will be limited; employees should enter the main office only when necessary for the purpose of conducting brief business, such as collecting mail. Use email and phone communication with office staff as much as possible.

All employees should use the staff room entrance or copy room instead of the door into the main office to access copy/work room, staff room and adult bathrooms.  
Students and other community members must wait outside the door until the office staff determines their need and if they may enter the office.

All employees should check mailboxes located in staff room as needed and maintain social distancing from others when doing so.

**WORK AREAS & COMMON SPACES**

Other than the principal, tech, and /custodial/maintenance personnel, do not enter another employee's work station/classroom when the employee isn't present and/or without the employee's knowledge. It is OK to put mail in an employee's mailbox or work station/office inbox

Employees who need to meet are encouraged to meet outside or in their own classrooms with required distancing and good ventilation.  
Employees who do not have their own workspace, should meet outside, in the staff room or in the conference room if no more than two people. The library, if not in use, may be used as a meeting room for employees only.

Employees should eat in their own work spaces/classrooms or at outside tables maintaining social distancing from others as much as possible. Lunch breaks for classified employees will be scheduled with a goal of limiting the number of employees who need to use the eating area at the same time.

Employees should bring their own plates and utensils which should be stored in each employee's work space. Community plates and utensils will not be available for use.

Employees should clean handles of appliances after use.

Due to size, only 2 people at a time are permitted in the copy/work room.

## EMPLOYEE HEALTH & HYGIENE PROTOCOLS

Health Guidelines for physical distancing, face covering and hygiene are to be followed. As they are updated, this doc will be revised and staff notified.

At this time, guidance includes wearing a face covering, maintaining social distancing, and practicing regular hand-washing hygiene.

Please also follow the additional measures listed below.

Wear a face covering when not at your own work area, if you share a work area, or when working with anyone else in a work area. Employees may use a district-provided or personal face covering.

Put on face covering while at work station/in classroom when another person comes to speak with you. Face coverings are most essential when physical distancing is not practicable.

Remind each other and visitors to wear face covering and social distance. If they continue to violate after reminders, report to HR.

Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.

Perform a daily self-check before you come to work (you may want to take your temperature - no-touch thermometers will be available on site). Do not come to work if you are feeling sick, using available leave options (Check with HR for more information).

We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc.. We also know that in the not too distant past co-workers may not have particularly noticed when a colleague sneezed or coughed, and now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home, using available leave options (Check with HR for more information).

If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, RVSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Marin Public Health if a suspected exposure has occurred at (415) 473-7191.

If you leave the site during the day, follow all sanitary/disinfecting protocols when you come back on site.

Once we return to in-person learning, all staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use.

Custodial employees will clean and disinfect common areas daily.

Carry sanitizer bottle and micro fiber cloth when you leave your work station if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc).

We will offer health and safety meetings as needed to check in with staff, and address needs as they arise.

What if I have an underlying health condition?

*If you have an underlying health condition you will need to provide a doctor's note specifying your health-related restrictions. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

What if I am over 65?

*Being over 65 does not prevent anyone from coming to work unless you also have an underlying health condition that limits your ability to return to work on site, as noted by your doctor. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

## CLEANING PROTOCOLS

All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use.

Custodial employees will clean and disinfect common areas daily.

Carry sanitizer bottle and micro fiber cloth when you leave your work station if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc).

If you leave the site during the day, follow all sanitary/disinfecting protocols when you return

The following products will be provided for cleaning and sanitizing:

- Pure - sanitizer
- H2Orange Light Duty Cleaner (Green bottle) - for general cleaning
- Microfiber cloths or paper towel
- Alcohol wipes - for disinfecting copy machine touch pad
- Hand sanitizer

Note: PURE disinfectant spray will be provided for each staff person that has a classroom or office space for use in your personal space (it is not for general use) – it is expensive, but works in one minute. Spray, let sit for at least one minute prior to wiping dry with a paper towel

To clean/disinfect electronics (phone, chromebooks, iPads, computers, etc.) lightly spray Pure on a microfiber cloth or paper towel and wipe. **DO NOT SPRAY DIRECTLY ON ELECTRONICS.**

Custodial staff will clean and disinfect the following high touch items daily:

- Door handles
- Light switches
- Sink handles in common areas
- Bathroom surfaces
- Copy Machines
- Kitchen surfaces
- Refrigerator and microwave handles
- Tables / Chairs in common areas (e.g. conference and staff room)

Custodial staff will clean the following as needed.

- Garbage cans

Classrooms and work spaces will be cleaned on a rotating schedule.

<b>Technology and Maintenance</b>
-----------------------------------

Tech staff will attempt to remotely troubleshoot before accessing a work space. If they need to access a work space, they will clean area first and after. Employee will need to vacate work station while tech employee is working.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If M&O staff will need to access a work space, they will clean the area first and after. Employee will need to leave the work station while M&O employee is working.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>EPE (Essential Protective Equipment) &amp; Cleaning/Disinfecting Items</b>
-------------------------------------------------------------------------------

Face Covering - Each employee will receive 2 masks and either a face shield or Humanity shield. Employees may use a District provided mask or they may bring their own face covering. Employees needing additional masks should contact the principal.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Gloves - Each employee will receive 2 pairs of gloves.
--------------------------------------------------------

Hand sanitizer (minimum of 60% alcohol) stations at common areas.
-------------------------------------------------------------------

Hand sanitizer (minimum of 60% alcohol) will be provided for each classroom.
------------------------------------------------------------------------------

Personal microfiber cloth with a sanitizer bottle will be provided for each classroom.
----------------------------------------------------------------------------------------

Alcohol wipes, cleaning spray, and hand sanitizer are located in the staff room.
----------------------------------------------------------------------------------

<b>Non-Employee Visitors</b>
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Visitors to Manor will generally not be permitted on campus. Any visitors must go to the school office, ring the bell and remain outside. Office staff will serve visitors outside when possible..
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

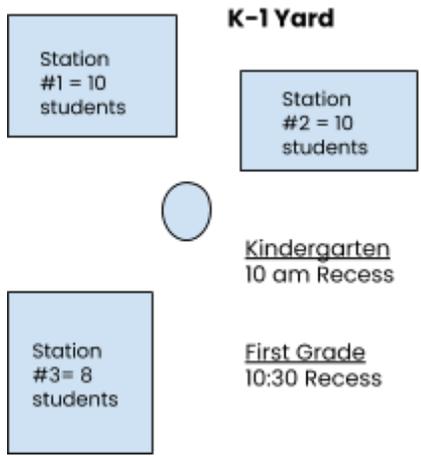
Visitors must complete the health screening questionnaire if they will be anywhere on campus other than the office.
---------------------------------------------------------------------------------------------------------------------

Visitors are to follow social distance and health practices.
--------------------------------------------------------------

<b>Signage</b>	
<b>Sign</b>	<b>Location</b>
Green dot	Green dot means the item is cleaned daily.
Stand Here Circles	Placed in main office/hallway/copy room to remind where to stand 6 feet apart.
Wash/Sanitize Hands	Signage will be posted in restrooms and other common areas as a reminder.
Clean after each use (and before if you aren't sure)	Signage will be posted at equipment location (e.g. copiers, fax, water dispenser). Each employee is to sanitize after use (and before if desired). Spray microfiber cloth with sanitizing spray and wipe down all surfaces that were touched)
Only 2 people at a time permitted in this space.	Signage will posted in spaces that will not permit social distance requirements.
School Office.	Signage will be posted outside the front entrance.  Open to 8:00am to 4:00pm. Due to COVID-19 and health requirements, please do not enter the office. Ring bell for service and wait here.
Additional signage will be posted on playgrounds, breezeways, and school entry points when students return in person	

<b>Resources</b>
<ul style="list-style-type: none"> <li>● <a href="#">State of California office workplace guidance</a></li> <li>● <a href="#">CDC Guidance for School Settings</a></li> <li>● <a href="#">March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces</a></li> <li>● <a href="#">Reminders for Using Disinfectants at Schools and Childcare Centers</a></li> <li>● <a href="#">CDC Environmental Cleaning and Disinfecting Recommendations</a></li> <li>● <a href="#">Use Cloth Face Coverings to Help Slow Spread</a>. This link also includes info on proper use, removal, and washing of cloth face coverings.</li> <li>● <a href="#">Cleaning and Disinfecting Your Facility</a></li> </ul>

## Staggered Recess Rotation for Stable Cohorts - Manor



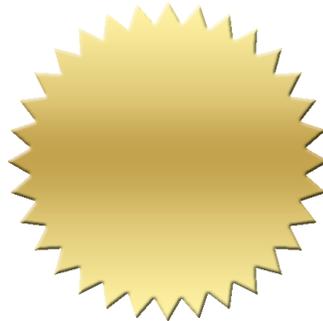
### 2-5 Recess Rotation

10:15	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Rm 17</b>	BBall	4 Square	Ball-field	Soccer	End of field
<b>Rm 18</b>	End of field	BBall	4 Square	Ball-field	Soccer
<b>Rm 11</b>	4 Square	Ball-field	Soccer	End of field	BBallBBall
<b>Rm 12</b>	Ball-field	Soccer	End of field	BBallBBall	4-square
10:45	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Rm 9</b>	BBall	4 Square	Ball-field	Soccer	End of field
<b>Rm 10</b>	End of field	BBall	4 Square	Ball-field	Soccer
<b>Rm 13</b>	4 Square	Ball-field	Soccer	End of field	BBallBBall
<b>Rm 14</b>	Ball-field	Soccer	End of field	BBallBBall	4-square



# School Site-Specific Protection Plan

## Certificate of Completion



(enter School Site Name here)

Manor Elementary School

**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:**

(enter School Site or District website here)

[www.rossvalleyschools.org/manor](http://www.rossvalleyschools.org/manor)

AND

[www.rossvalleyschools.org/COVID-19](http://www.rossvalleyschools.org/COVID-19)

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



# COVID-19 School Site-Specific Protection Plan Guidance & Template

## Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

## Tools for Developing Your School Site-Specific Protection Plan

### 1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



UPDATED 1/24/2021

<b>School or District Site Name</b>	
Wade Thomas Elementary School	
<b>School Type (select one)</b>	
Traditional Public School	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Donna Faulkner, Principal; Marlana Kenilvort, Administrative Assistant; Meghan O’Hare, District Nurse; Benjamin Rodriguez, Custodian; Tyler Higgins, Teacher; Ericka Stieg, Teacher; Sara Rainbolt Parent; Kathy Ryan, Parent Pollie Robbins, Parent	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Donna Faulkner <a href="mailto:dfaulkner@rossvalleyschools.org">dfaulkner@rossvalleyschools.org</a> 415-454-4603 Marlana Kenilvort <a href="mailto:mkenilvort@rossvalleyschools.org">mkenilvort@rossvalleyschools.org</a> 415-454-4603 Marci Trahan <a href="mailto:mtrahan@rossvalleyschools.org">mtrahan@rossvalleyschools.org</a> (415) 451-4064	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
January 24, 2021	
<b>Principal or Administrator</b>	
<b>Name:</b> Donna Faulkner	<b>Title:</b> Principal
<b>Email:</b> dfaulkner@rossvalleyschools.org	<b>Phone Numbers:</b> 415-454-4603

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

Signature: *Donna Faulkner*

Date: 1/24/2021

## 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. 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.

*See attached*

√

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.

*See attached*

√

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

*See attached*

√

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)

*See attached*

✓

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.

*See attached*

✓

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 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 Health Screening)

*See attached*

✓

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:

*See attached*

✓

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:

*See attached*

✓

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.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

*See attached*

✓

10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

*See attached*

✓

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.

*See attached*

✓

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 schoolwide mixing of students and staff.

*Not applicable*

√

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

*See attached*

√

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.

*See attached*

√

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

*See attached*

√

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

*See attached*



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

*See attached*



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

*See attached*



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:

*See attached*



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.

*See attached*



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.

*See attached*



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

*See attached*



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

*See attached*



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:

*See attached*

✓

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.

*See attached*

✓

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.

*See attached*

✓

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

*See attached*

✓

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

*See attached*



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

*See attached*



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

*See attached*

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



# COVID-19 School Site-Specific Protection Plan WADE THOMAS ELEMENTARY

## 1. Multi-disciplinary Task Force

*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*

Wade Thomas Task Force consists of the following members:

Donna Faulkner, Principal  
Marlana Kenilvort, Administrative Assistant  
Meghan O’Hare, District Nurse  
Benjamin Rodriguez, Custodian  
Tyler Higgins, Teacher & RVTA Co-President  
Ericka Stieg, Teacher  
Sara Rainbolt, Parent  
Kathy Ryan, Parent  
Pollie Robbins, Parent

This Task Force meets periodically as needed to review safety protocols and procedures. Feedback is reviewed to inform practices and changes for improvement are made as needed. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

## 2. Health and Safety Protocols

*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.*

Health and safety practices and protocols are in place, including a schedule for regular and frequent hand washing, face coverings required for all, and essential protective equipment (face masks, gloves, barriers) available. See sections 23, 24, and 28 for specific information.

Student attendance is taken twice a day - at the beginning and end of the day – and attendance records kept by cohort. Aeries, the student information system, will distinguish between attendance in person and virtual.

Staff attendance and health screening is recorded each morning through an online Employee Check-in.

Staff members will document any classrooms visited and contact with students outside of their assigned cohort.

### 3. Training for Staff, Students, and Families

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

All staff have received The Wade Thomas Health and Safety Protocols. Procedures were reviewed during staff meetings and will be revisited periodically. Staff will also receive training on school re-opening procedures and will include the use of cleaning and disinfecting protocols prior to the first day of in-person instruction. In addition, teachers received training on trauma-informed practices and equity-based practices prior to the start of the school year.

Staff, parents/guardians, and students will be provided with the [Student & Family Handbook for COVID-19 Health and Safety](#) prior to the start of in-person instruction, and the Handbook will be maintained on the district website. The principal will review these guidelines with staff and parents/guardians. Teachers will review these guidelines with students. Staff, parents/guardians, and students will be notified of any revisions.

### 4. Liaison to Public Health

*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)*

The school principal will serve as the primary point of contact with the Marin Public Health Officer. The principal attends all of the Rethinking Schools COVID-19 webinars with Superintendent Mary Jane Burke, Public Health Officer, Dr. Matt Willis, and Dr. Lisa Santora. The principal is also an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools.

The secondary point of contact is the Administrative Assistant who attends the Public Health Liaison webinars.

Other RVSD personnel are additional contacts. All contact persons serve as liaisons with Marin Public Health and also to receive questions or concerns around practices, protocols, or potential exposure.

Donna Faulkner, Principal  
Marlana Kenilvort, Administrative Assistant  
Marcy Trahan, Superintendent  
Meghan O'Hare, District Nurse  
Teresa Machado, Executive Assistant  
Lori Ross, Human Resources Specialist  
Eric Saibel, Director of Student Services  
Esther Salinas, Director of Human Resources

dfaulkner@rossvalleyschools.org  
mkenilvort@rossvalleyschools.org  
mtrahan@rossvalleyschools.org  
mohare@rossvalleyschools.org  
tmachado@rossvalleyschools.org  
lross@rossvalleyschools.org  
esaibel@rossvalleyschools.org  
esalinas@rossvalleyschools.org

## 5. Plans for Cleaning and Disinfecting

*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.*

Cleaning/disinfecting supplies are available in all classrooms and common areas. A refill station is set up in a central location in the main building.

Each classroom/workspace has a disinfection station that includes:

- Spray cleaner
- Pure disinfectant
- Paper Towels and/or Microfiber cloths
- Hand sanitizer
- Latex gloves

Additional disinfection stations are located in the staff lunchroom, copy room, and main office. High-touch surfaces such as doorknobs, copy machines, telephones, etc. will be disinfected daily by custodial staff.

Staff and student bathrooms will be cleaned twice a day. Bathrooms will be closed and locked until cleaned after use by students/staff in isolation.

All staff members will be encouraged to disinfect before and after use of common items, such as copy machines, paper cutters, etc., and supplies will be readily available for them to do so.

All staff members are trained in the appropriate use of each type of cleaner/disinfectant.

Classrooms will be cleaned and disinfected daily after use by the custodial staff. The cleaning protocol includes:

1. Wiping down all desks, chairs, tables, and countertop surfaces with disinfectant spray
2. Wiping down door handles, light switches, paper towel dispensers with disinfectant spray
3. Cleaning and disinfecting sinks and faucets
4. Vacuuming floors

Between cohorts, custodial staff will administer a disinfectant fogger and disinfectant spray.

## 6. Health Screening for Students and Staff

*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 survey.*

Parents/guardians will be asked to observe their children daily for symptoms consistent with COVID-19 (see chart below) or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to attend school on campus. The student's parent/guardian should contact the school office and their medical provider.

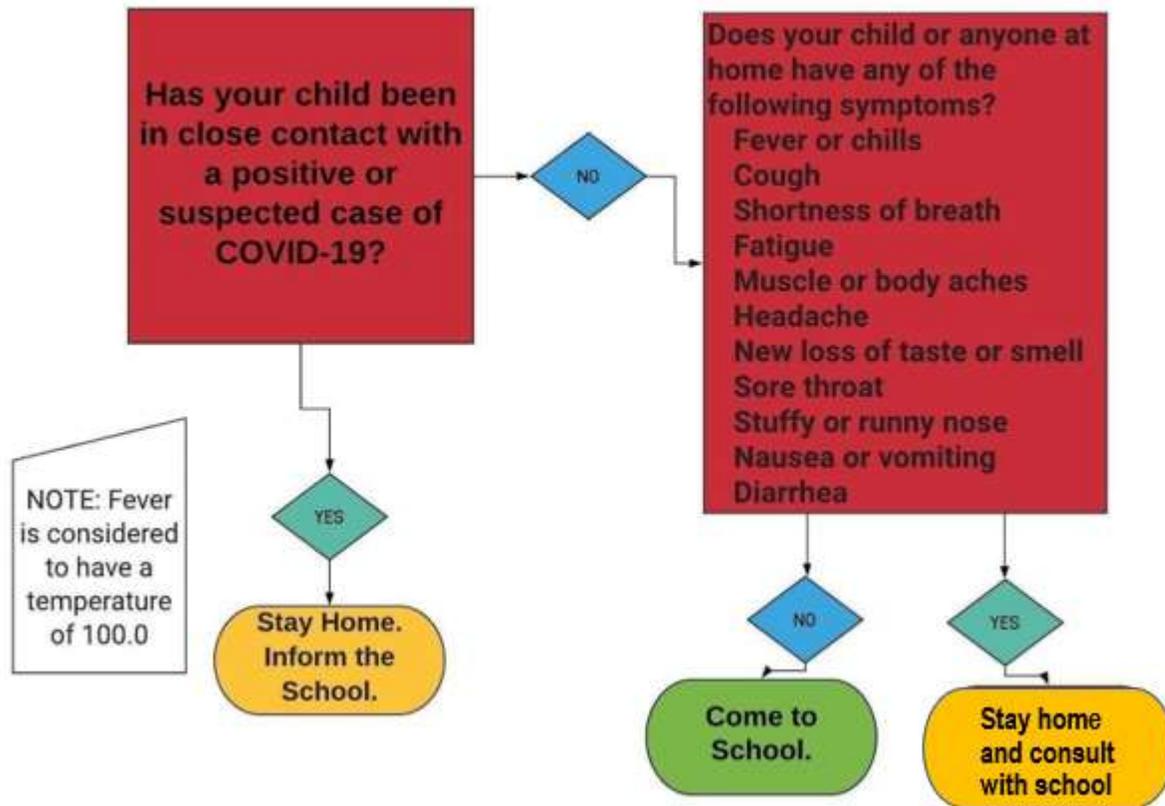
Additionally, if the student has exhibited symptoms of COVID-19 within the last 24 hours, has had close contact (e.g. 15 minutes less than 6 feet apart with or without a face covering) with someone exhibiting such symptoms or who has tested positive for COVID-19, they will not be able to attend school on campus.

In the event a student arrives at school exhibiting any symptoms consistent with COVID-19 or any other communicable disease, they will not be permitted in class. Parents/guardians will be contacted to pick up their child. If the school is unable to reach the child's parent/guardian within 5 minutes of attempted contact, the emergency contact will be called to pick up the child. The student is to be picked up within 30 minutes and cannot wait in the isolation room for the rest of the school day.

The following chart is included in our Health and Safety Handbook and will be reviewed with parents/guardians to reduce the possibility that a student who is ill may be sent to school.

## Can my child go to school today?

Start with the two red questions below...



### School Employee Check-in:

Employees will be required to complete a health check-in form each day they work on site.

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. \*

Yes

No

In the event the employee checks “No,” they will be taken to another section which asks them to tell more about why they answered “No,” and an administrator will follow up with them and will proceed in accordance with our Health and Safety Handbook protocols and section 9 below as applicable.

## 7. Isolation Protocol: If a Student Develops Symptoms at School

*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.*

Students and staff members who are sick are expected to stay home.

If a student has a fever of 100.0°F or higher and/or exhibits symptoms consistent with COVID-19 while at school, as observed by two staff members, we will keep them under observation in an isolation room until they can be picked up by a parent/guardian or other person listed as an emergency contact. Two rooms, both with exterior doors and close to, but closed off from, the main school office have been designated as isolation rooms.

Students waiting in isolation rooms will be monitored via video monitor with two-way communication in order to minimize contact with and potential exposure to school staff.

- Parents/guardians must have a plan for picking up their child at all times.
- Students should be picked up within 30 minutes by their parent/guardian (or the emergency contact if the school is unable to reach the parent/guardian after 5 minutes). The student cannot wait in the isolation room for the rest of the school day.
- If a student starts exhibiting symptoms, they will be required to wear a mask.
- When the parent/ guardian arrives to pick up their child, they will be directed to stay in the car, call the office, and wait for the child to be escorted outside. Parents, guardians, and other visitors are not allowed on campus during this time.
- Parents/guardians will be advised to contact their child's healthcare provider for further direction regarding the need for testing and/or doctor visit.

## 8. Covid-19 Testing for Students and Staff

*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.*

The school 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.

If an employee exhibits COVID-19 symptoms and/or has had recent known or potential exposure to COVID-19, they will be referred for testing. Employees should contact their medical provider or local medical clinic as outlined in the COVID-19 Testing Information provided by the Human Resources Department.

The school will report any presumed or confirmed cases of COVID-19 to Public Health, and provide student and staff contact information when needed for contact tracing. All testing and contact tracing strategies will be conducted in a way that protects privacy and confidentiality consistent with applicable laws and regulations as outlined by the Equal Employment Opportunity Commission (EEOC) for employees and Family Educational Rights and Privacy Act (FERPA) for students.

## 9. Protocols for Covid-19 Scenarios

*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.*
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.*

**Students or staff members infected with, or who have been exposed to, COVID-19 may not attend on campus. In order to return, they must meet the criteria specified by Marin Health & Human Services.**

Protocols, actions and template communications are in place for the four COVID-19 related scenarios defined by MHHS. These are revised according to changes in tier assignment by MHHS. Wade Thomas staff stays current with these protocols and actions and follows the guidance on the applicable Decision Tree for Schools. These documents can be found on the [RVSD COVID-10 webpage](#)

Parents/guardians should check their child(ren) for symptoms of illness **every morning**. They will need to stay home from school if their temperature is 100.0°F or higher, or they have other symptoms of illness.

Students and staff may **NOT** come to school if:

1. They have a fever of 100.0°F or higher or any symptoms of illness.
2. Anyone in their household has a fever of 100.4°F or higher or any symptoms of illness consistent with COVID-19 as specified by Marin County's Tier COVID-19 Decision Trees
3. They may have been exposed to COVID-19 within the last 14 days. Exposure means that an individual has been in close contact, within 6 feet, with or without a face covering, of a positive or presumed case of COVID-19 for 15 or more minutes. This includes:
  - A member of the household or anyone with whom they have had close contact who has tested positive or is presumed to have had COVID-19 by their healthcare provider
  - Anyone in their family who has been contacted by the public health department as a close contact to a case of COVID-19 and has been instructed to self-quarantine

If a student exhibits symptoms while at school, the isolation protocol in section 7 will be implemented.

Parents/guardians will be advised to consult with their healthcare provider if they or their children experience symptoms consistent with or may have been exposed to COVID-19.

Parents/guardians must inform the school Principal or Administrative Assistant as soon as possible if their child, any household member, or anyone with whom the child has had close contact tests positive or is presumed by that person's healthcare provider to have COVID-19.

Any student or staff member who has tested positive or who has been exposed to COVID-19 must stay home from school and follow Marin County [At Home Quarantine & Isolation Safety Guidance](#).

Students with known underlying health conditions, such as diabetes, immune system deficiencies, or chronic respiratory conditions, may be at increased risk of severe illness. **Parents/guardians of children with chronic health conditions will be advised to consult with their healthcare provider to determine if/when it is safe to attend school.**

#### **Exception: Health Care Provider's Note**

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In these situations, the provider may clear a child to return to school. This clearance may be in the form of a written note, email, electronic message or part of an after-visit summary. This does not mean that the child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause other than COVID-19 was found for the symptoms that kept the child out of the program.

Persons who have had an illness other than COVID-19, may return to school if:

1. They have been fever-free for 24 hours without using fever-reducing medication AND all other symptoms have resolved.
2. Depending upon the illness, a clearance from their healthcare provider may be required to return to school after illness.

## 10. Physical Distancing

*Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.*

A distance of at least 6 feet is maintained between all persons on campus (adults:adults, adults:students, and students:students) unless a closer proximity is needed to mitigate a safety risk or if not practicable. Signs and markings are placed throughout the exterior of the school and in common areas to support students and staff in adhering to the 6 feet distance expectation.

Plexiglass barriers will be used in office settings and/or when necessary to work with students when 6 feet distancing is unable to be maintained.

Classroom furniture is set up so that students are kept six feet apart when in the classroom. The teacher desk or workstation is also set up to be at least 6 feet from students. In outdoor environments, six feet distancing is also maintained.

Excess furniture has been removed or seats blocked off to provide 6 foot seated distance in common areas.

## 11. Stable Classroom Cohorts

*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 in-person learning model is a hybrid model allowing for smaller, stable cohorts of children with an assigned primary teacher. Students come to school either Tuesday and Wednesday or Thursday and Friday. While at school, these cohorts do not mix with other cohorts while on campus. Recess is designed to keep cohorts separated using a rotation schedule.

## 12. Middle School and High School

*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 schoolwide mixing of students and staff.*

N/A

## 13. Desk Arrangement

*Where practicable, desks are arranged facing forward to minimize face to face proximity between students. All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.*

All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.

## 14. School Staff Classroom Visit Recording Form

*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.*

Staff members who need to visit more than one classroom or come in contact with a student outside of the student’s cohort in the course of their work will follow all of the same safety protocols outlined in this document (face coverings, 6 foot distance, handwashing, etc.). When feasible, support will be provided outside the classroom. In addition, these staff members will record their visits daily on a shared Google doc to keep track of their contacts with students and other adults.

## 15. Routes for Entry and Exit

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

Routes for student arrival and dismissal have been established in order to minimize contact between students in different cohorts. Students will enter campus through multiple designated entry points and follow specific routes to their classrooms. Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off or picking up students in the parking lot must stay in cars.

- Students go directly to the classroom and line up on marks placed at 6 foot distance or enter the classroom as the teacher directs.
- Lingering on the playground or anywhere on campus will not be permitted; school staff will supervise and direct students to their classrooms during arrival time.
- Upon entering the classroom, students wash hands and sit at their assigned spot.
- Students who arrive after school has started need to check into the office before reporting to class.

Students who walk or ride bikes, scooters, or skateboards to school will be assigned an entry point for their grade level in school. When siblings come together, they enter where the youngest child’s grade is assigned. This is to enable siblings to come to school together and for parents/guardians to have only one place to drop off their children.

GRADE	DESIGNATED ENTRY
Kindergarten and Grade 1	Kindergarten yard from Woodland Ave.; bike rack is near the 1 <sup>st</sup> grade classes, behind the basketball court on the upper playground
Grades 2 & 3	Ross Avenue gate; bike rack is just inside the gate
Grade 4	Gate to the lower playground from Woodland Ave.; bike rack is near the play structure on the lower yard
Grade 5	From Woodland Ave. to the breezeway by 5 <sup>th</sup> grade classrooms; bike racks are located there

Students arriving by car may get dropped off in the parking lot. Drivers should not park but drive through where someone will assist child(ren) out. Drivers and children must wear masks; drivers need to stay in the car. Staff members will be available to direct students to their classrooms.

- Kindergarten students and those in grades 1, 2 & 3 will go up the stairs by the office and proceed directly to their classrooms.
- 4<sup>th</sup> & 5<sup>th</sup> graders go between the MPR and Library to get to their classrooms.

## 16. Schedules for Arrivals, Recess and Lunch

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

Students arrive between 8:15 and 8:30 through assigned entrances (see Section 15) and go directly to their classrooms, so there is no mixing.

Dismissal is staggered at the end of the day with students being picked up in the parking lot dismissed first, followed by those riding bikes & scooters, and lastly, walkers. Students exit campus through their same entry/exit.

Recesses are scheduled at staggered times to minimize contact between cohorts in passing. Each cohort has a designated area in which to eat and play, distanced from others.

### RECESS SCHEDULE

	UPPER YARD	LOWER YARD
9:45 – 10:05	KA & KB; 1A	3A, 3B & 3C
10:05– 10:30	2A & 2B 1B	4A & 4B, 5A & 5B

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 foot distance when students collect their meal.

## 17. Movement Through Hallways/Walkways

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

Entrances and exits to and from classrooms will be designated. Arrows on ground direct students to walk in a particular direction to avoid any contact with other cohorts. Routes for classes to go to recess and play areas will be established to minimize cohorts coming in close contact.

## 18. Large Gatherings (i.e. school assemblies) are currently prohibited

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

The school will not be having any large gatherings such as assemblies during the 2020-2021 school year until permitted by state and local health authorities.

## 19. Outdoor Space and Ventilation

*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.*

Each classroom has a designated outdoor learning space. This outdoor space will be used periodically throughout the school day, as weather permits. All Covid-19 safety protocols will be used in the outdoor space.

Classroom HVAC systems have been adjusted for maximum fresh air circulation. In addition, staff members will be encouraged to keep doors and windows open when practicable and weather permitting.

All classrooms, offices, and work spaces have portable air purifiers with HEPA and carbon filters.

When the outside air quality is unhealthy (e.g. smoke from wildfires), doors and windows will be kept shut and the HVAC systems readjusted. High density filters have been installed to filter out particulates/smoke. The District and sites will monitor air quality in accordance with the revised Marin County Air Quality Outdoor Activity Overview and Communications Protocols for Schools and will close outdoor learning environments as needed.

## Marin County Air Quality Outdoor Activity Overview and Communication Protocols for Schools **(with active COVID)**

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index (AQI), and communication protocols at different AQI thresholds. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov)\*. Please note this table is a modified version of a 2014 publication provided by the US Environmental Protection Agency and Center for Disease Control, with input from the Marin County Public Health Officer based on experiences during regional wildfires and community response from 2017 - 2019.

Air Quality Index	Outdoor Activity Overview and Communication Protocols
 <b>green</b>  GOOD = 0-50	<p>Great day to be active outside!</p> <p style="color: red; font-size: small;">*<a href="http://www.airnow.gov">www.airnow.gov</a> will be utilized as the most accurate measure of regional AQI, used by the California Air Resources Board and U.S. EPA, as opposed to other personal and more localized sensors such as Purple Air.</p>
 <b>yellow</b>  MODERATE = 51-100	<p>Good day to be active outside!</p> <p>Students who are unusually sensitive to air pollution could have symptoms.*</p>
 <b>orange</b>  UNHEALTHY FOR SENSITIVE GROUPS = 101-150	<p style="color: red;"><b>An email communication from Marin County Public Health Officer will be sent out through MCOE to all schools.</b></p> <p>It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE). For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.</p> <p style="color: red;"><b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>red</b>  UNHEALTHY = 151-200	<p style="color: red;"><b>A conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p>For <b>all outdoor activities</b>, take more breaks and do less intense activities. <b>No intense indoor activities with active COVID in community.</b> Consider moving <b>longer or more intense activities indoors or rescheduling them to another day or time.</b> Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. <b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b></p>
 <b>purple</b>  VERY UNHEALTHY = 201-300	<p style="color: red;"><b>A daily conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <p><b>No intense indoor activities with active COVID in community. Move all activities indoors or reschedule them to another day.</b></p>

**\* Watch for Symptoms**

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

**If symptoms occur:**  
The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

**Go for 60!**

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

**Plan Ahead for Ozone**

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

# School Air Quality Activity Recommendations

## PROTECT STUDENT HEALTH DURING POOR AIR QUALITY

Air quality is an important consideration for schools in terms of student activities. Local air districts are available to assist schools with understanding local air quality concerns and actions they can take to protect student health. To find out more, contact your local air district. Visit this page to learn which District serves your area: [www.arb.ca.gov/app/dislookup/dislookup.php](http://www.arb.ca.gov/app/dislookup/dislookup.php)



The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. **Modify these levels to correspond with the AQL, emissions concentration, or other air district recommended method for your region.**

Activity	Air Quality Level				
	LEVEL 1	LEVEL 2	LEVEL 3 No indoor exercise or vigorous activity	LEVEL 4 No indoor exercise or vigorous activity	LEVEL 5 School districts may consider school closures based on site-by-site concerns. ***
Recess (15min)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
P.E. (1hr)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
Athletic Practice & Training (2-4hrs)	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
Scheduled Sporting Events	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Event must be rescheduled or relocated.

\* Sensitive Individuals include all those with asthma or other heart/lung conditions \*\* California Interscholastic Federation

\*\*\* To meet the conditions for approval of a waiver due to emergency conditions (Form J-13A) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire.

## **20. Playground Equipment**

*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.*

All play structures will be closed due to the challenge of disinfecting the structure after each use.

The morning recess schedule will allow for cohorts to have separate areas in which to play and adequate distance between each cohort's assigned area.

Playground games and activities that don't require sharing equipment will be encouraged.

Each classroom will have its own playground equipment which will be disinfected between cohorts.

## **21. Use of non-classroom space to support physical distancing**

*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.*

At this time, use of non-classroom space to support physical distancing is not necessary. If needed, unused classrooms, the multi-purpose room, outdoor learning environments (see section 19), and library may be used.

## **22. Meal Service/Lunch**

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

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 feet distance when students collect their meal. Depending upon the number of meals ordered and staff available, meals may be delivered to students in their classrooms before dismissal.

## **23. Routines and Schedules for Handwashing**

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

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus and hand sanitizer and spray disinfectant will be available in classrooms and common areas.

Students and staff will be required to wash or sanitize their hands upon arrival to school each day when entering the classroom. Staff members will wash their hands and/or use hand sanitizer after touching a student, objects handled by a student, or items in common use areas. All classrooms have sinks; time for hand washing will be scheduled throughout the day as follows:

1. Upon first arrival to classroom
2. Before AM recess
3. After AM recess
4. Anytime students return to classroom after being out
5. At dismissal

Signage will be posted in all bathrooms as reminders to wash hands.

#### **Five steps to proper handwashing:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or let air dry.

#### **How to use hand sanitizer:**

- Apply the hand sanitizer to the palm of one hand (read the label for the correct amount).
- Rub your hands together.
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

#### **Disinfectant Stations**

Each classroom has a disinfectant station that includes disinfectant spray, hand sanitizer, latex gloves, extra face masks, microfiber towels, and wipes. Disinfectant stations are also set up in the staff room, copy room, and staff bathrooms.

## **24. Face Coverings Required**

*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.*

Face coverings are required to be worn by all staff and students-

[Cloth face coverings](#) should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

Students and staff will be instructed and supported, as needed, as to the proper wearing of face coverings.

A face covering may be removed for meals, snacks, when it needs to be replaced, or if a student needs a short break from wearing it. When a cloth face covering is temporarily removed, it should be done outdoors and away from others then placed in a sealable plastic container or bag provided by the child's parent/guardian (clearly marked with the student's name) or kept on a lanyard worn by the student.

A face covering means: a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face and fits snugly under the chin. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask) are NOT considered an acceptable face covering.

Face coverings worn by students must be appropriate and meet the district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

If a student does not have a face covering, has lost theirs, or it is ill-fitting, one will be provided.

## 25. Training for Face Coverings

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

The school principal will review with staff proper use of face coverings. Teachers will train students and review as needed. A section on face coverings is included in the RVSD Student and Family Handbook for COVID-19 Health and Safety. Resources from the CDC on the selection and proper use of face coverings will be shared with parents/guardians.

## 26. Materials and Supplies

*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.*

There will be no sharing of supplies, manipulatives, and other materials. Each student will have their own set of supplies, kept in separate individually labeled boxes or cubbies for their individual use only. Any shared supplies will be cleaned before used by another student.

## **27. Electronic Devices, clothing, books, games and other Learning Aids**

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

If electronic devices are available for use in the classroom, the teacher will ensure they will be cleaned between students using them.

Books from the classroom library will be returned to a used book box. These books will sit in the box for 3 days before being placed back into the classroom library by the teacher.

Clothing may not be shared; outerwear will be kept on hooks outside the classroom or in a separate space (example: cubby) for each student.

Shared use of other equipment or learning aids will be limited; items used will be disinfected or set aside for 3 days after use.

## **28. Privacy boards and clear barriers**

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

Plexiglass shields (sneeze guards) will be provided to all teachers/staff members who need to have less than 6 foot distance when working with students or other adults.

## **29. Non-essential Visitors and Parent Volunteers**

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

Non-essential visitors and parent/guardian volunteers will not be allowed on campus. Essential visitors (e.g. for repairs) will be required to check in the office and complete a health survey.

## **30. Site-Specific Safety Protection Plan Posted**

*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.*

The School Site Specific Safety Plan will be emailed to staff and parents/guardians and will be posted on the district/school website (See Section 1 for revisions). The Certificate of Completion will be posted on the main office door

## Additional Information

See the [RVSD Student and Family Handbook for COVID-9 Health & Safety](#)

### Health & Safety Procedures and Protocols for Staff Members

**1.21.2021**

Whether your role during the physical closure of our campus due to COVID-19 requires you to work on site or is such that you can work at home, new Health and Safety Procedures and Protocols have been developed that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. The following procedures and protocols have been prepared to maximize employee health and safety and are based on Marin County and CA Department of Public Health Guidelines.

As further guidance is provided by our county and the state departments of public health, this document will be updated and employees will be notified. Since we are going beyond the minimum guidelines, we can adjust as appropriate.

#### **GENERAL GUIDELINES:**

1. Complete the daily health screen before 8:15 a.m. each day.
2. Always sign in and out, even during regular school hours, so we know who is on campus in the event of an emergency.
3. Turn off the alarm, if needed, and set alarm if you are the last one on campus. Check with colleagues by doing an all call if necessary before setting alarm.
4. Wear a mask at all times (exception when working alone in your own workspace)
5. Stay at least 6 feet from others at all times.
6. Wash your hands frequently.
7. Limit visits to the main office.
8. Do not access any other rooms besides your own classroom and the main office.
9. Sanitize shared equipment after you use it (example, copier, laminator, microwave oven and refrigerator doors). Sanitizing spray is in all common spaces.
10. If you wish to catch up with others, do so outside while maintaining 6 ft distance
11. Use the restrooms as assigned. Only two people maintaining social distancing may stand in hallway outside of bathroom.

<b>WADE THOMAS OFFICE</b>
Access to the office will be limited; employees should enter the main office only when necessary for the purpose of conducting brief business, such as collecting mail. Use email and phone communication with office staff as much as possible.
All employees should use the side entrance instead of the door into the main office to access mailboxes, staff room and adult bathrooms. Students and other community members must ring the doorbell and wait outside the office door until the office staff determines their need and if they may enter the office.
Do not use office phones. If you need to place an “all call” to staff such as when setting the alarm, do so from your classroom phone.
All employees should check mailboxes located in staff room as needed and maintain social distancing from others when doing so.

<b>WORK AREAS &amp; COMMON SPACES</b>
Other than the principal, tech, and /custodial/maintenance personnel, do not enter another employee’s workstation/classroom when the employee isn’t present and/or without the employee’s knowledge. It is OK to put mail in an employee’s mailbox or work station/office inbox.
Employees who need to meet are encouraged to meet outside or in their own classrooms with required distancing and good ventilation. Employees who do not have their own workspace, should meet outside, in the lunchroom, or in the conference room if no more than two people. The library, if not in use, may be used as a meeting room for employees only.
Currently, the lunchroom can only accommodate a maximum of 8 employees when maintaining social distancing. Employees may also eat in their own workspaces/classrooms or at outside tables maintaining social distancing from others as much as possible. Lunch breaks for classified employees will be scheduled with a goal of limiting the number of employees who need to use the eating area at the same time.  Employees must bring their own plates and utensils which should be stored in each employee’s workspace. Community plates and utensils will not be available for use.  Employees should clean handles of appliances after use.
Occupancy limits have been posted in all common use areas. To ensure adequate social distancing, do not exceed the maximum occupancy.

## EMPLOYEE HEALTH & HYGIENE PROTOCOLS

Health Guidelines for physical distancing, face covering and hygiene are to be followed. As they are updated, this doc will be revised and staff notified. At this time, guidance includes wearing a face covering, maintaining social distancing, and practicing regular hand-washing hygiene. Please also follow the additional measures listed below.

Wear a face covering when not at your own work area, if you share a work area, or when working with anyone else in a work area. Employees may use a district-provided or personal face covering. A face covering must cover the nose and mouth and fit snugly under the chin.

Put on face covering while at workstation/in classroom when another person comes to speak with you. Face coverings are most essential when physical distancing is not practicable.

Remind each other and visitors to wear face covering and social distance. If they continue to violate after reminders, report to HR.

When walking in the building, stay on the right side of passageways or on the side of the blue tape line that is farthest away from workstations. If you need to pass someone who is standing on an X or walking the opposite direction, pass quickly and utilize social distancing precautions as best you can.

When needing to talk/meet with another employee, keep 6 feet apart, stand on the X where marked or at their workstation/classroom door, or move outside.

Only 1 person at a time is to stand on the X tape marking.

Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.  
Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.

Perform a daily self-check before you come to work (you may want to take your temperature - no-touch thermometers will be available on site). Do not come to work if you are feeling sick, using available leave options (Check with HR for more information).

We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc. We also know that in the not too distant past co-workers may not have particularly noticed when a colleague sneezed or coughed, and now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self-monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home, using available leave options (Check with HR for more information).

If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, RVSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Marin Public Health if a suspected exposure has occurred at (415) 473-7191.

If you leave the site during the day, follow all sanitary/disinfecting protocols when you come back on site.

We will offer health and safety meetings as needed to check in with staff, and address needs as they arise.

What if I have an underlying health condition?

*If you have an underlying health condition you will need to provide a doctor's note specifying your health-related restrictions. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

What if I am over 65?

*Being over 65 does not prevent anyone from coming to work unless you also have an underlying health condition that limits your ability to return to work on site, as noted by your doctor. Please talk to HR to discuss your options. Together with your supervisor, they will work with you to address the restrictions and explore possible accommodations.*

**EPE (Essential Protective Equipment) & Cleaning/Disinfecting Items**

Face Covering - Each employee will receive 2 masks and either a face shield or Humanity shield. Employees may use a District provided mask or they may bring their own face covering. Employees needing additional masks should contact the principal.

Gloves - Each employee will receive 3 pairs of gloves.

Hand sanitizer (minimum of 60% alcohol) stations at common areas.

Hand sanitizer (minimum of 60% alcohol) will be provided for each classroom.

Personal microfiber cloth with a sanitizer bottle will be provided for each classroom.

Station for dirty/clean cloths and refills of sanitizer is located outside the lunchroom.

Alcohol wipes, cleaning spray, and hand sanitizer are located at each public work station/equipment (e.g. copier, fax)

## CLEANING PROTOCOLS

All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use.

Custodial employees will clean and disinfect classrooms, restrooms, the office, and common areas daily. Classrooms and workspaces will be cleaned on a rotating schedule while school is in distance learning.

Carry sanitizer bottle and microfiber cloth when you leave your workstation if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc).

If you leave the site during the day, follow all sanitary/disinfecting protocols when you return

All staff will be trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own workstations and any common equipment they use.

Custodial staff will clean and disinfect classrooms, restrooms, office, and common areas daily.

All classrooms and common areas will have spray disinfectant available

Carry sanitizer bottle and microfiber cloth when you leave your workstation if you prefer not to use those provided in the common work areas (e.g. copy room, kitchen, bathroom, etc).

The following products will be provided for cleaning and sanitizing:

Pure - sanitizer

H2Orange Light Duty Cleaner (Green bottle) - for general cleaning

Microfiber cloths or paper towel

Alcohol wipes - for disinfecting copy machine touch pad

Hand sanitizer

Note: PURE disinfectant spray will be provided for each staff person that has a classroom or office space for use in your personal space (it is not for general use) – it is expensive, but works in one minute. Spray, let sit for at least one minute prior to wiping dry with a paper towel

To clean/disinfect electronics (phone, chromebooks, iPads, computers, etc.) lightly spray Pure on a microfiber cloth or paper towel and wipe. DO NOT SPRAY DIRECTLY ON ELECTRONICS.

Cleaning/sanitizing supplies are for use at Wade Thomas only. They may be refilled/replaced as needed.

Custodial staff will clean and disinfect the following high touch items daily:

Door handles

Light switches

Sink handles in common areas

Bathroom surfaces

Copy Machines

Kitchen surfaces

Refrigerator and microwave handles

Tables / Chairs in common areas (e.g. conference and staff room)
Custodial staff will clean the following as needed. Garbage cans
<b>Technology and Maintenance</b>
Tech staff will attempt to remotely troubleshoot before accessing a workspace. If they need to access a workspace, they will clean area first and after. Employee will need to vacate workstation while tech employee is working.
If M&O staff will need to access a workspace, they will clean the area first and after. Employee will need to leave the workstation while M&O employee is working.

<b>Non-Employee Visitors</b>
Visitors to Wade Thomas will generally not be permitted on campus. Any visitors allowed must go to the school office, ring the bell and remain outside. Office staff will serve visitors outside when possible.
Visitors must complete the health screening questionnaire if they will be anywhere on campus other than the office.
Visitors are to follow social distance and health practices.

<b>Signage</b>	
<b>Sign</b>	<b>Description</b>
Blue line	Keep to the side away from workstations. Also to mark placement of desks and teaching space in classrooms
Stand on X OR Blue dot	X tape markings are placed on the floor 6 feet away from workstations Blue dots will be painted outdoors to indicate where students may sit/stand.
Yellow arrows	Mark direction for walking in passageways
Red lines	Mark assigned playground zones
Wash/Sanitize Hands	Signage will be posted in restrooms and other common areas as a reminder.

Clean after each use (and before if you aren't sure)	Signage will be posted at equipment location (e.g. copiers, fax, water dispenser). Each employee is to sanitize after use (and before if desired). Spray microfiber cloth with sanitizing spray and wipe down all surfaces that were touched)
Only # people at a time permitted in this space.	Signage will be posted in spaces to indicate maximum occupancy while maintaining social distance requirements.
School Office.	Signage will be posted outside the front entrance.  Open to 8:00am to 4:00pm. Due to COVID-19 and health requirements, please do not enter the office. Ring bell for service and wait here.
Additional signage will be posted on playgrounds, breezeways, and school entry points to indicate campus closed to visitors, and to remind to wear masks and social distance.	

**Bathroom usage**

Only one person at a time will be permitted in a bathroom. Students will be trained to use signage placed outside bathrooms to indicate when occupied/vacant.



**Signage**

Signs and markings will be placed at all access points; include info for calling the office and reminders for wearing masks and maintaining 6ft distance

- Marks placed outside bathrooms, classrooms, bike racks, and parking lot for waiting lines
- Handwashing reminders posted in all bathrooms
- Bathroom occupied signs
- Play areas marked
- Lunch areas marked
- Isolation room do not enter signs
- Occupancy limits of indoor spaces

**School Office**

- Teachers to call the office before sending a student to the office; students ring the doorbell and wait on marks outside.
- Parents/guardians and other visitors must call the office from the parking lot or use the doorbell and wait to be admitted. Marks are placed to maintain social distancing within office.
- Everyone must use hand sanitizer upon entering the office.
- Plexiglass partition is installed between visitors and office staff.

### **Staff Lunchroom & Patio**

Tables are rearranged and extra chairs removed or blocked to allow for social distancing. Staff room can accommodate 8 persons seated 6' apart.

### **Staff Work Room**

No more than 4 persons at a time maintaining 6ft distance

### **Nurse's Office**

- Minor injuries treated in the office or right outside; may use the principal's office or conference room if additional space is needed.
- Nurse may use the desk in the main office instead of in the nurse's room if it is in use for isolation.

### **Isolation Rooms**

- Two isolation rooms are available with access through outside doors; interior doors are to remain closed and the hallway opening sealed off.
- Closest bathroom to the isolation room will be locked after being used by a sick student until it can be cleaned and disinfected.

### **Classrooms**

Desks will be arranged 6 feet distance between students; 6 ft distance between staff and students. Most rooms can accommodate 12 students in this manner. Excess furnishings will be removed to create space.

### **Drinking Fountains**

Drinking fountains will be closed; bottle filling stations will remain functioning.

### **Arrival Schedule**

Students will enter campus through designated entry points and go directly to their classrooms in order to minimize mingling between students in different cohorts.

### **Dismissal Schedule**

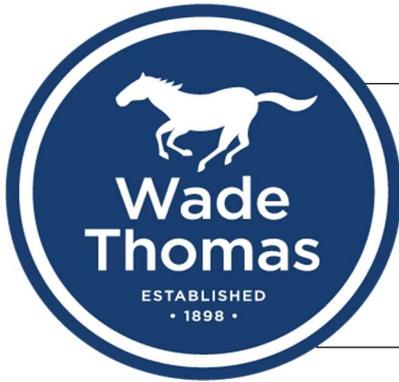
Parents/guardians must wait at one of the access points and not enter campus or stay in the car. Dismissal will be staggered; parking lot pick up first, then bike & scooter riders, followed by walkers.

### **Recess**

Students wash hands in the classroom. Each class has an assigned eating area. Teacher follows a designated route to bring students to the area. Students sit 6 feet apart at assigned tables, on benches or the ground with marks showing where to sit. Teachers are paired to share supervision for eating & play time.

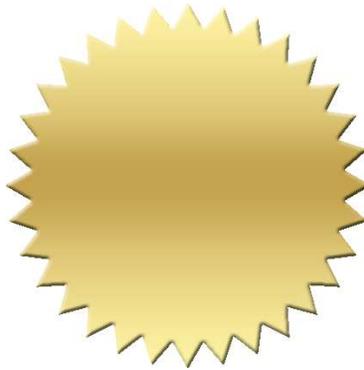
After 10 minutes; students will be dismissed to designated play areas for each class. There will be a weekly rotation schedule for play areas (3 on upper yard; 4 on lower)

Each class has its own play equipment which will be disinfected between cohorts.



## School Site-Specific Protection Plan

# Certificate of Completion



Wade Thomas Elementary

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:

<https://www.rossvalleyschools.org/wadethomas>

and

<https://www.rossvalleyschools.org/COVID-19>

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



# COVID-19 School Site-Specific Protection Plan Guidance & Template

## Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

## Tools for Developing Your School Site-Specific Protection Plan

### 1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



<b>School or District Site Name</b>	
White Hill Middle School	
<b>School Type (select one)</b>	
Traditional Public School	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Matt Catanzarite, Principal Maria Lubamersky, Assistant Principal Cary Adriatico, Administrative Assistant Meghan O'Hare, District Nurse Manuel Rodriguez, Building Manager Teachers, Emma Beauchamp & Jnana Pierce Parent, Marika Spielman	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Maria Lubamersky <a href="mailto:mlubamersky@rossvalleyschools.org">mlubamersky@rossvalleyschools.org</a> (415) 454-8390  Matt Catanzarite <a href="mailto:mcatanzarite@rossvalleyschools.org">mcatanzarite@rossvalleyschools.org</a> (415) 454-8390  Marci Trahan <a href="mailto:mtrahan@rossvalleyschools.org">mtrahan@rossvalleyschools.org</a> (415) 454-2162	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
September 28, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Matt Catanzarite	<b>Title:</b> Principal
<b>Email:</b> mcatanzarite@rossvalleyschools.org	<b>Phone Numbers:</b> 415-454-8390

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

Signature: *Matt Catanzarite*

Date: 9/29/2020

## Specific Control Measures and Screenings

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

√

1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site- Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

*See attached*

√

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.

*See attached*

√

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

*See attached*

√

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)

*See attached*

✓

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.

*See attached*

✓

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 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 Health Screening)

*See attached*

✓

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:

*See attached*

✓

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:

*See attached*

✓

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.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

*See attached*

√

10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

*See attached*

√

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.

*Not applicable*

√

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 schoolwide mixing of students and staff.

*See attached*

✓

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

*See attached*

✓

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.

*See attached*

✓

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

*See attached*

✓

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

*See attached*

✓

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

*See attached*

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

*See attached*

- ✓ 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.

*See attached*

- ✓ 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.

*See attached*

- ✓ 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.

*See attached*



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

*See attached*



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

*See attached*



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.

*See attached*



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.

*See attached*



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.

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*



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

*See attached*

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

*See attached*



## **COVID-19 School Site-Specific Protection Plan**

### **WHITE HILL MIDDLE SCHOOL**

#### **1. Multidisciplinary Task Force**

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.

Matt Catanzarite, Principal  
Maria Lubamersky, Assistant Principal  
Cary Adriatico, Administrative Assistant  
Meghan O'Hare, District Nurse  
Manuel Rodriguez, Building Manager  
Teachers, Emma Beauchamp & Jnana Pierce  
Parent, Marika Spielman

This task force meets periodically to review safety protocols and procedures. Feedback is reviewed to inform practices and changes for improvement are made as needed. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

## 2. Health and Safety

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.

Student attendance is taken twice a day - at the beginning and end of the day – and attendance records kept by cohort. Aeries, the student information system, will distinguish between attendance in person and virtual.

Staff attendance and health screening is recorded each morning through an online [Employee Check-in](#).

Staff members will document any classrooms visited and contact with or students seen outside of their assigned cohort.

## 3. Training for Staff, Students, and Families

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

All staff have received a copy of the [White Hill Distance Learning Guide/Student Handbook](#) and the [White Hill Health and Safety Procedures and Protocols for Staff](#). Procedures were reviewed during staff meetings and will be revisited periodically. Staff will also receive training on school re-opening procedures and will include the use of cleaning and disinfecting protocols prior to the first day of in-person instruction. In addition, teachers received training on trauma-informed practices and equity-based practices prior to the start of the school year.

Families and Students will be provided with the [Ross Valley Student and Family Handbook for Covid – 19 Health & Safety \(Spanish\)](#) prior to the start of in-person instruction. The principal will review these guidelines with parents. Teachers will review these guidelines with students.

## 4. Liaison to Public Health

A primary and secondary point of contact are established, identifies, 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).

The school assistant principal will serve as the primary point of contact with the Marin Public Health Officer. The assistant principal has participated in all of the Rethinking Schools COVID-19 webinars with Superintendent Mary Jane Burke, Public Health Officer, Dr. Matt Willis, and Dr. Lisa Santora. The assistant principal is also an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools. Maria Lubamersky, Assistant Principal [mlubamersky@rossvalleyschools.org](mailto:mlubamersky@rossvalleyschools.org)

The secondary point of contact is the Principal who has also attended the webinars. Matt Catanzarite , Principal [mcatanzarite@rossvalleyschools.org](mailto:mcatanzarite@rossvalleyschools.org)

A third point of contact is our Superintendent, Marci Trahan. All three liaisons serve as contacts with Marin Public Health and also serve to receive questions or concerns around practices, protocols, or potential exposure. Marci Trahan, Superintendent [mtrahan@rossvalleyschools.org](mailto:mtrahan@rossvalleyschools.org)

#### **Additional Contacts:**

Meghan O'Hare, School Nurse, [mohare@rossvalleyschools.org](mailto:mohare@rossvalleyschools.org)

Teresa Machado, Executive Assistant, [tmachado@rossvalleyschools.org](mailto:tmachado@rossvalleyschools.org)

Lori Ross, HR Specialist, [lross@rossvalleyschools.org](mailto:lross@rossvalleyschools.org)

Eric Saibel, Director of Student Services, [esaibel@rossvalleyschools.org](mailto:esaibel@rossvalleyschools.org)

Esther Salinas. Director of Human Resources, [esalinas@rossvalleyschools.org](mailto:esalinas@rossvalleyschools.org)

## **5. Cleaning and Disinfecting**

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.

Signs are posted reminding everyone to clean before and after use of items in common staff areas. Cleaning and disinfecting supplies are available in all classrooms and common areas.

A refill station for cleaning supplies and hand sanitizer is set up in a central location in the main office.

Each classroom/workspace has a disinfection station that includes:

- Spray cleaner
- Pure disinfectant
- Paper Towels and/or Microfiber cloths
- Hand sanitizer
- Latex gloves

Additional disinfection stations are located in the staff lunch rooms and copy room

High-touch surfaces such as doorknobs, copy machines, telephones, etc. will be disinfected daily by custodial staff.

All staff members will be encouraged to disinfect before and after use of common items, such as copy machines, paper cutters, etc., and supplies will be readily available for them to do so.

All staff members are trained in the appropriate use of each type of cleaner/disinfectant.

Classrooms will be cleaned and disinfected daily after use by the custodial staff. The cleaning protocol includes:

1. Wiping down all desks, chairs, tables, and countertop surfaces with disinfectant spray
2. Wiping down door handles, light switches, paper towel dispensers with disinfectant spray
3. Cleaning and disinfecting sinks and faucets
4. Vacuuming floors

Between cohorts, custodial staff will administer a disinfectant fogger and disinfectant spray.

### **Bathroom usage**

Bathrooms will be cleaned/disinfected twice a day. Bathrooms are limited to one person at a time even in bathrooms with multiple stalls. There will be signage for when a bathroom is in use.



Students will be trained to use signage. There are distance markers outside each bathroom for where there is more than one student waiting to use it.

## **6. Health Screening for Students and Staff**

Health screening for students and staff are conducted as advised and updates 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 infections 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.

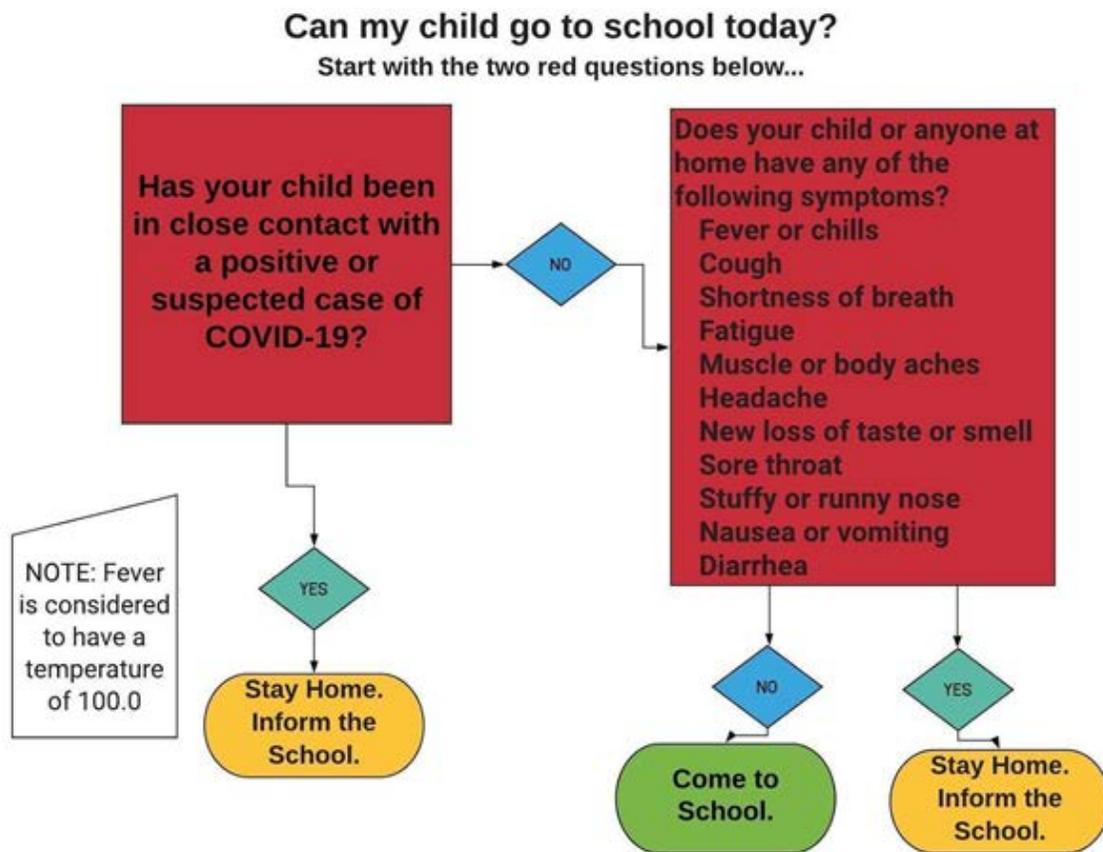
Parents/guardians will be asked to observe their children daily for symptoms consistent with COVID-19 (see chart below) or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to attend school on campus. The student's parent/guardian should contact the school office and their medical provider.

Additionally, if the student has exhibited symptoms of COVID-19 within the last 24 hours, has had close contact (e.g. 15 minutes less than 6 feet apart with or without a face covering) with someone exhibiting such symptoms or who has tested positive for COVID-19, they will not be able to attend school on campus.

In the event a student arrives at school exhibiting any symptoms consistent with COVID-19 or any other communicable disease, they will not be permitted in class. Parents/guardians will be contacted to pick up their child. If the school is unable to reach the child's parent/guardian within 5 minutes of attempted contact, the emergency contact will be called to pick up the child. The student is to be picked up within 30 minutes and cannot wait in the isolation room for the rest of the school day.

The following chart is included in our Health and Safety Handbook and will be reviewed with parents/guardians to reduce the possibility that a student who is ill may be sent to school.

### Decision Chart for Parents/Guardians:



### **School Employee Check-in:**

Employees will be required to complete a health check-in form each day they work on site.

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. \*

Yes

No

In the event the employee checks “No,” they will be taken to another section which asks them to tell more about why they answered “No,” and an administrator will follow up with them and will proceed in accordance with our Health and Safety Handbook protocols and section 9 below as applicable.

## **7. Isolation Protocol: If a Student Develops Symptoms at School**

Students and staff 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.

If a student has a fever of 100.0°F or higher and/or exhibits symptoms consistent with COVID-19 while at school, as observed by two staff members, we will keep them under observation in an isolation room until they can be picked up by a parent/guardian or other person as listed as an emergency contact. There will be three isolation rooms in the 100 building. Our healthcare worker will monitor from the hallway (we will have a baby monitor if the healthcare worker steps out). Access will be through the outside door; the interior door is to remain closed. The closest bathroom is to be locked if used by a sick student.

- Parents/guardians must have a plan for picking up their child at all times.
- Students should be picked up within 30 minutes by their parent/guardian (or the emergency contact if the school is unable to reach the parent/guardian after 5 minutes). The student cannot wait in the isolation room for the rest of the school day.
- The student will be required to wear a mask while in isolation.
- When the parent/ guardian arrives to pick up their child, they will be directed to stay in the car, call the office, and wait for the child to be escorted outside. Parents, guardians, and other visitors are not allowed on campus during this time.
- Parents/guardians will be advised to contact their child’s healthcare provider for further direction regarding the need for testing and/or doctor visit.

## 8. Covid-19 Testing for Students and Staff

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 permission obtained in advance.

The school will cooperate with Marin Public Health to support testing of students and staff to mitigate transmission of COVID-19, report any suspected or confirmed cases of COVID-19 to Public Health, and provide student and staff contact information when needed for contact tracing.

- 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.
- All testing and contact tracing strategies will be conducted in a way that protects privacy and confidentiality consistent with applicable laws and regulations as outlined by the Equal Employment Opportunity Commission (EEOC) for employees and Family Educational Rights and Privacy Act (FERPA) for students.

## 9. Protocols for Covid-19 Scenarios

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 after symptoms or confirmed close contact.

**Students or staff members infected with, or who have been exposed to, COVID-19 may not attend on campus. In order to return, they must meet the criteria specified by Marin Health & Human Services.**

Protocols, actions and template communications are in place for the four COVID-19 related scenarios defined by MHHS. These are revised according to changes in tier assignment by MHHS. Wade Thomas staff stays current with these protocols and actions and follows the

guidance on the applicable Decision Tree for Schools. These documents can be found on the [RVSD COVID-10](#) webpage

Parents/guardians should check their child(ren) for symptoms of illness **every morning**. They will need to stay home from school if their temperature is 100.0°F or higher, or they have other symptoms of illness.

Students and staff may **NOT** come to school if:

1. They have a fever of 100.0°F or higher or any symptoms of illness.
2. Anyone in their household has a fever of 100.4°F or higher or any symptoms of illness consistent with COVID-19 as specified by Marin County's Tier COVID-19 Decision Trees.
3. They may have been exposed to COVID-19 within the last 14 days. Exposure means that an individual has been in close contact, within 6 feet, with or without a face covering, of a positive or presumed case of COVID-19 for 15 or more minutes. This includes:
  - A member of the household or anyone with whom they have had close contact who has tested positive or is presumed to have had COVID-19 by their healthcare provider
  - Anyone in their family who has been contacted by the public health department as a close contact to a case of COVID-19 and has been instructed to self-quarantine

If a student exhibits symptoms while at school, the isolation protocol in section 7 will be implemented.

Parents/guardians will be advised to consult with their healthcare provider if they or their children experience symptoms consistent with or may have been exposed to COVID-19.

Parents/guardians must inform the school Principal or Administrative Assistant as soon as possible if their child, any household member, or anyone with whom the child has had close contact tests positive or is presumed by that person's healthcare provider to have COVID-19.

Any student or staff member who has tested positive or who has been exposed to COVID-19 must stay home from school and follow Marin County [At Home Quarantine & Isolation Safety Guidance](#).

Sometimes a child's symptoms are clearly due to another cause, such as strep throat or hand-foot-and-mouth disease. In these situations, the provider may clear a child to return to school. This clearance may be in the form of a written note, email, electronic message or part of an after-visit summary.

This does not mean that the child does not have COVID-19. Many children with COVID-19 do not have any symptoms. It only means that a definitive cause other than COVID-19 was found for the symptoms that kept the child out of the program.

Persons who have had an illness other than COVID-19, may return to school if:

1. They have been fever-free for 24 hours without using fever-reducing medication AND all other symptoms have resolved.
2. Depending upon the illness, a clearance from their healthcare provider may be required to return to school after illness. Students or staff members infected with, or who may have been exposed to, COVID-19 may not attend on-campus

## 10. Physical Distancing

Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Signs and markings are placed throughout the exterior of the school and in common areas to support students and staff in adhering to the 6 feet distance expectation.

Plexiglass barriers will be used in office settings and/or when necessary to work with students when 6 feet distancing is unable to be maintained.

Classroom furniture is set up so that students are kept six feet apart when in the classroom. The teacher desk or workstation is also set up to be at least 6 feet from students. In outdoor environments, 6 feet distancing is also maintained.

Excess furniture has been removed or seats blocked off to provide 6 feet seated distance in common areas.

## 11. Classroom Cohorts

N/A

## 12. Middle School and High School

For middle and high schools, larger cohorts are made up of student 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.

Our middle school cohorts are made up of a maximum of 15 students. The 6th grade classes will be with the same cohort all day. Students will remain in their cohorts for break and there will be a grab and go lunch. The 7th and 8th grade will begin on campus January 19. They will be in indoor classes no larger than 15 with the opportunity to maximize outdoor space.

7th and 8th grade students will attend three classes daily on a 3x3 block schedule. We will take accurate, period by period, attendance via our information system, Aeries. The data for students and adults is maintained on a daily basis and will support contact tracing.

There will be no school-wide mixing of students and staff.

### 13. Desk Arrangement

Where practicable, desks are arranged facing forward to minimize face to face proximity between students. All tables and desks for students in classrooms are arranged so students will be facing forward and seated at least six feet apart.

### 14. School Staff Classroom Visit Recording Form

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

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

Routes for student arrival and dismissal have been established in order to minimize contact between students in different cohorts.

Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off or picking up students in the parking lot must stay in cars.

- Students go directly to designated marks placed at 6 foot distance or enter the classroom as the staff directs. (rainy days)
- Lingering on campus will not be permitted; school staff will supervise and direct students to their designated area during arrival time.
- Upon entering the classroom, 6<sup>th</sup> grade students wash hands and sit at their assigned spot. 7<sup>th</sup> and 8<sup>th</sup> grade students will wash their hands at one of our hand washing stations upon arrival to school
- Students who arrive after school has started need to check into the office before reporting to class.

Students walking, or arriving by bike, scooter, or skateboard are to put their bike in the bike cage (and scooters/skatboards in the shed) and proceed to the hand washing station and then their designated area.

Students being dropped off by car will get dropped off in the front circle, proceed to the hand washing station, and then go to their designated area.

## 16. Arrival and Dismissal

### Arrivals/Visitation

- All students must wash or sanitize hands as they enter campuses and buses.
- We will provide supervised, sufficient points of access to avoid larger gatherings
- Parents/guardians are not allowed on campus except for a designated drop off and pick up locations.
- Parents/guardians must wear a mask at all times.
- When driving through the traffic circle, parents/guardians must wear a mask and stay in the car at all times.
- If parents/guardians need to pick up their child for an appt or if she or she is ill, the parent/guardian will stay in the car and a staff member will walk the child out to the car. The parent/guardian will need to call the main office when he or she arrives.
- No visitors on campus. This includes outside experts and in class “field trips.”
- No parent volunteers in the classroom.
- Substitute teachers will check in the office, have their temperature taken, and be required to wear face masks at all times.
- We will have supervisors to supervise grounds/direct students.
- The schedule will have built in staggered starts. Students will arrive at staggered times according to cohort in order to minimize traffic and the number of visits to campus by adults. -
- At arrival, students must immediately go to their cohort ‘area’ and take the designated route to their first class.
- For students arriving late, they must check in at the attendance window and stand 6’ apart. The attendance clerk will enter the late into Aeries (school information system) and send the student to class.
- All access points to campus will be open in order to provide the most direct route from home to classrooms and minimize the number of people at entry points. Parents may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off students in the parking lot must stay in cars.
- Upon entering the classroom, students wash or sanitize hands and sit at assigned spot (with seat work to keep busy while teacher finishes check ins)

### Dismissal

- There will be designated departure points for each cohort. There will be staggered finishes.
- Dismissal will be determined by means of transportation.
- At departure, students must leave campus via their designated route and not stay on campus. No lingering on campus will be permitted.
- All access points to campus will be open in order to provide the most direct route from home to classrooms and minimize the number of people at entry points. Parents/guardians may not enter campus and are expected to maintain social distancing outside access points (signage will be posted). Drivers dropping off students in the parking lot must stay in cars.

- If a parent/guardian needs to pick up a student early, the parent/guardian will stay in the car and call the main office when he or she arrives. A staff member will walk the child out to the car.
- There will be established routes for classes to arrive, depart, and go between class to minimize cohorts coming in close contact.

## **17. Movement Through Hallways/Walkways**

Entrances and exits to and from classrooms will be designated. Arrows on ground direct students to walk in a particular direction to avoid any contact with other cohorts. Routes for classes to go to recess and play areas will be established to minimize cohorts coming in close contact. Recesses will be scheduled at staggered times to minimize contact between cohorts in passing.

## **18. Large Gatherings (i.e. school assemblies) are currently prohibited**

The school will not be having any large gatherings such as assemblies during the 2020-2021 school year until permitted by state and local health authorities.

## **19. Outdoor Space and Ventilation**

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. All classrooms, offices, and work spaces have portable air purifiers with HEPA and carbon filters.

When the outside air quality is unhealthy (e.g. smoke from wildfires), doors and windows will be kept shut and the HVAC systems readjusted. High density filters have been installed to filter out particles/smoke. The District and sites will monitor air quality in accordance with the revised Marin County Air Quality Outdoor Actiview Overview and Communications Protocols for Schools and will close outdoor learning environments as needed.

# Marin County Air Quality Outdoor Activity Overview and Communication Protocols for Schools **(with active COVID)**

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index (AQI), and communication protocols at different AQI thresholds. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov)\*. Please note this table is a modified version of a 2014 publication provided by the US Environmental Protection Agency and Center for Disease Control, with input from the Marin County Public Health Officer based on experiences during regional wildfires and community response from 2017 - 2019.

Air Quality Index	Outdoor Activity Overview and Communication Protocols
 green GOOD = 0-50	Great day to be active outside!  <div style="text-align: right; font-size: small;">             *www.airnow.gov will be utilized as the most accurate measure of regional AQI, used by the California Air Resources Board and U.S. EPA, as opposed to other personal and more localized sensors such as Purple Air.           </div>
 yellow MODERATE = 51-100	Good day to be active outside! Students who are unusually sensitive to air pollution could have symptoms.*
 orange UNHEALTHY FOR SENSITIVE GROUPS = 101-150	<p><b>An email communication from Marin County Public Health Officer will be sent out through MCOE to all schools.</b></p> It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE). For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities. Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. <b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b>
 red UNHEALTHY = 151-200	<p><b>A conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> For <b>all outdoor activities</b> , take more breaks and do less intense activities. <b>No intense indoor activities with active COVID in community.</b> Consider moving <b>longer or more intense activities indoors or rescheduling them to another day or time.</b> Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. <b>See additional detail in School Air Quality Activity Recommendations Chart on next page.</b>
 purple VERY UNHEALTHY = 201-300	<p><b>A daily conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b></p> <b>No intense indoor activities with active COVID in community. Move all activities indoors or reschedule them to another day.</b>

**\* Watch for Symptoms**

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

**If symptoms occur:**  
 The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

**Go for 60!**

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

**Plan Ahead for Ozone**

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

# School Air Quality Activity Recommendations

## PROTECT STUDENT HEALTH DURING POOR AIR QUALITY

Air quality is an important consideration for schools in terms of student activities. Local air districts are available to assist schools with understanding local air quality concerns and actions they can take to protect student health. To find out more, contact your local air district. Visit this page to learn which District serves your area: [www.arb.ca.gov/app/districtlookup/districtlookup.php](http://www.arb.ca.gov/app/districtlookup/districtlookup.php)

August 2020 with Active COVID

The following school activity recommendations are based on consultation with health researchers and several important principles drawn from recent studies. Modify these levels to correspond with the AQI, emissions concentration, or other air district recommended method for your region.

Activity	Air Quality Level				
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>Recess (15min)</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	<b>No indoor exercise or vigorous activity</b> Exercise indoors or avoid vigorous outdoor activities. Sensitive individuals should remain indoors.*	<b>LEVEL 5</b> School districts may consider school closures based on site-by-site concerns.*** No outdoor activity. All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
<b>P.E. (1hr)</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Sensitive individuals should exercise indoors or avoid vigorous outdoor activities.*	Exercise indoors or limit vigorous outdoor activities to a maximum of 15 minutes. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
<b>Athletic Practice &amp; Training (2-4hrs)</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Reduce vigorous exercise to 30 minutes per hour of practice time with increased rest breaks and substitutions. Ensure that sensitive individuals are medically managing their condition.*	Exercise indoors or reduce vigorous exercise to 30 minutes of practice time with increased rest breaks and substitutions. Sensitive individuals should remain indoors.*	No outdoor activity. All activities should be moved indoors.
<b>Scheduled Sporting Events</b>	No restrictions	Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	Increase rest breaks and substitutions per CIF guidelines for extreme heat.** Ensure that sensitive individuals are medically managing their condition.*	<b>No indoor exercise or vigorous activity</b> Event must be rescheduled or relocated.

\* Sensitive Individuals include all those with asthma or other heart/lung conditions \*\* California Interscholastic Federation

\*\*\* To meet the conditions for approval of a waiver due to emergency conditions (Edcom 13.129) from the State Superintendent of Public Instruction poor air quality must be shown to be caused by an emergency event such as a wildfire.

## 20. Playground Equipment

N/A

## 21. Use of non-classroom space to support physical distancing

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.

**Drinking Fountains** Drinking fountains will be closed. Students are encouraged to bring their own water. The bottle filling station will be wiped down regularly.

**PE Changing Rooms** Changing rooms will be closed. *No dressing down for now.*

### **Main Office**

Parents/visitors must call the office from the parking lot and let us know that they are here (415-454-8390). In the case that a visitor cannot call, we have installed an office doorbell for walkup visitors, as we are requiring people to stand outside and wait before entering. Teachers will call the office before sending students down.

Everyone must use hand sanitizer upon entering the office. Marks are placed on the floor to maintain social distancing within the office. We have installed a plastic partition for visitors who need to come into the office.

### **Staff Lunch Room & Patio**

Tables are rearranged and extra chairs removed to allow for social distancing. Staff room can accommodate as many people as can be seated 6' apart.

### **Nurse's Office --**

Minor injuries will be treated in the office or right outside; we may use the administrative assistant's office or health liaison's room if needed.

## **22. Meal Service/Lunch**

Students will be dismissed before lunch. Those ordering a school lunch will pick it up when dismissed and take it home to eat. Signage and marks to designate where to wait will be posted to ensure 6 foot distance when students collect their meal. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining room with individually plated or bagged meals as much as practicable.

## **23. Routines and Schedules for Handwashing**

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

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible on campus and hand sanitizer and spray sanitizer will be available in classrooms and common areas.

## **Hand washing and Sanitizing**

Students will wash hands or use sanitizer in their classrooms throughout the day as follows:

1. Upon first arrival to school
2. Anytime upon reentering the classroom.

Hand Sanitizer and spray sanitizer will be available in classrooms and common areas

There will be handwashing stations placed outside each building

It is recommended students either wash hands or use hand sanitizer whenever they return to the classroom after being out.

Signage will be posted in all bathrooms as reminders to wash hands.

### **Five steps to proper handwashing:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or let air dry.

### **How to use hand sanitizer:**

- Apply the hand sanitizer to the palm of one hand (read the label for the correct amount).
- Rub your hands together.
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

### **Sanitization Stations**

Each classroom has a sanitation station that includes sanitizing spray, hand sanitizer, latex gloves, extra face masks, microfiber towels, and wipes. Sanitizing stations are also set up in the staff room, copy room, and staff bathrooms

## 24. Face Coverings Required

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

If a student does not have a face covering or has lost theirs, or is ill-fitting, one will be provided. Students who refuse to wear their face covering (except for those exempt) will be sent home and will participate via distance learning.

[Cloth face coverings](#) should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance

A face covering means: a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face and fits snugly under the chin. Bandanas, neck gaiters, Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask) are **NOT** considered an acceptable face covering.

Face coverings worn by students must be appropriate and meet district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

## 25. Training for Face Coverings

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. Materials and Supplies

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. Art teachers and PE teachers with shared supplies, will wash the materials between use.

## 27. Electronic Devices, clothing, books, games and other Learning Aids

Sharing of electronic devices, clothing, books, and other games or learning aids will be avoided as much as practicable. If electronic devices are available for use in the classroom, the teacher will ensure they will be cleaned between students using them.

Books from the classroom library will be returned to a used book box. These books will sit in the box for 3 days before being placed back into the classroom library by the teacher.

Students and teachers must adhere strictly to assigned chromebooks.

We will have online versions of textbooks. For novels, we will have students read online versions or give parents the option to purchase their own.

## 28. Privacy Boards and Clear Screens

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

## 29. Non-essential Visitors and Parent Volunteers

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

## 30. School Site Specific Safety Plan Posted

The School Site Specific Safety Plan outlining the above measures is completed, posted, and shared with all stakeholders and updated as state and local Public Health guidance dictates. The School Site Safety Plan will be emailed to staff and parents/guardians and will be posted on the district/school website (See Section 1 for revisions). The Certificate of Completion will be posted on the main office door.

## Additional Information

### Signage

Signs and markings will be placed at all access points and cohort allowable areas. It will include

- Information for calling the office
- Reminders for wearing masks and maintaining 6ft distance.
- Marks placed outside bathrooms, classrooms, bike racks, and parking lot for waiting lines
- Hand washing reminders posted in all bathrooms
- Bathroom occupied signs
- Cohort areas marked - for movement between class and lunch areas
- Isolation room - do not enter signs

**For more information on Health and Safety, our District guidelines are thoroughly covered in the [RVSD Handbook for Covid](#)**

## Community Outreach

There will be a Covid handbook available as well as Covid additions to the White Hill Student Handbook and families and staff will be contacted in the event of Scenarios 2, 3, or 4.

### **Times/Locations for Arrivals Areas & Staggered Start\***

	Black top on painted dot w/ sign			
<b>8:15-8:30</b>	6th grade Hess	6th grade Luong	6th Grade Hickman	6th grade Wilson
<b>8:15-8:30</b>	6th grade Hamilton	6th grade Ciccotelli	6th grade Tunney (virtual)	Wilson/Hess virtual groups

	Quad on Painted Blue Dash	Quad on Painted Blue Dash	Quad on Painted Blue Dash
<b>7:40-8:00</b>	Zero Period 7th Grade in front of 200 building	Zero Period 8th grade near 300 building	Zero Period 8th grade under pavilion

	Quad on Painted Blue Dash	Quad on Painted Blue Dash	Quad on Painted Blue Dash
<b>8:40-8:50</b>	7th Grade in front of 200 building	8th grade under pavilion	8th grade under pavilion

## Covid Bell Schedule

<u>Time</u>	<u>Bell</u>
8:00am	Bell 1
8:02am	Bell 2
9:10am	Bell 1
9:12am	Bell 2
9:25am	Bell 1

9:27am	Bell 2
10:35am	Bell 1
10:37am	Bell 2
10:45am	Bell 1
10:47am	Bell 2
11:40am	New Bell 1 6th Grade
11:42am	New Bell 2 6th Grade
11:55am	Bell 1
11:57am	Bell 2
12:10pm	Bell 1
12:12pm	Bell 2
1:20pm	Bell 1- Walkers,Bikers
1:22pm	Bell 2- A-M
1:23pm	Bell 2- N-Z

Staggered Dismissals Locations/Times

	Walkers down Glen Drive	Bikers down blacktop	Pick up front of school	Pick up front of school
<b>11:38</b>	6th Graders	6th Graders		
<b>11:40</b>			Hess/Luong Tunney/Ciccotelli A or B cohort	
<b>11:42</b>				Hickman/Wilson A or B cohort

	Walkers down Glen Drive	Bikers down blacktop	Pick up near Gym	Pick up near office
<b>1:20</b>	7th/8th	7th/8th		
<b>1:22</b>			Last names A-M	
<b>1:24</b>				Last names N-Z





## **WHITE HILL COVID-19 Health and Safety Procedures and Protocols For Staff**

Whether your role during the physical closure of our campus due to COVID-19 requires you to work on site or is such that you can work at home, new Health and Safety Procedures and Protocols have been developed that we must all be prepared to follow. In this effort to ensure the health and safety of our staff, the work environment, practices and standard operating procedures will need to be modified. The following procedures and protocols have been prepared to maximize employee health and safety and are based on Marin County and CA Department of Public Health Guidelines. As further guidance is provided by our county and the state departments of public health, this document will be updated and employees will be notified. Since we are going beyond the minimum guidelines, we can adjust as appropriate.

### **Health and Safety**

#### **GENERAL GUIDELINES:**

1. Complete the online health form each day by 8:15.
2. All persons, children and adults wear face coverings at all times, except when eating or if other health concerns preclude.
3. Everyone must use hand sanitizer upon entering the office.
4. Sanitizer has been placed around the office and is available for all classrooms. A refill station is setup in central location in office
5. Marks have been placed to maintain social distancing within office
6. Please maintain 6' distance in the office staff room (that allows around three people....and only one person in the copier area at a time)

7. Please wipe down the copier and any other surfaces you use/touch.
8. For the staff rooms in the different grade levels, tables are rearranged and extra chairs removed to allow for social distancing. Staff room can accommodate 6 people seated 6' apart.
9. Drinking fountains will be closed. Please bring water bottles. We will have paper cups available in office/staff rooms at sinks.
10. Cleaning/sanitizing supplies are available in all classrooms and common areas
11. Everyone is required to clean before and after use of common items.

## MAIN OFFICE

Access to the office will be limited; employees should enter the main office only when necessary for the purpose of conducting brief business, such as collecting mail. Use email and phone communication with office staff as much as possible.

Please use back door as front door will remain locked.

Students and other community members must wait outside the door until the office staff determines their need and if they may enter the office. There are marks on the ground 6' apart. A doorbell has been installed and plexiglass partitions have been installed on the main counter in the event that a visitor must enter.

## Work Areas and Common Spaces

Other than the principal, tech, and /custodial/maintenance personnel, do not enter another employee's work station/classroom when the employee isn't present and/or without the employee's knowledge. It is OK to put mail in an employee's mailbox or work station/office inbox

Employees who need to meet are encouraged to meet outside or in their own classrooms with required distancing and good ventilation. Employees who do not have their own workspace, should meet outside, in the staff room or in the conference room if no more than two people.

The library, if not in use, may be used as a meeting room for employees only.

Employees should eat in their own work spaces/classrooms or at outside tables maintaining social distancing from others as much as possible. Lunch breaks for classified employees will be scheduled with a goal of limiting the number of employees who need to use the eating area at the same time. Employees should bring their own plates and utensils which should be stored in each employee's work space. **Employees should clean handles of appliances after use**

**Due to size, only 3 people at a time are permitted in the copy/work room. Staff rooms in the 100, 200 and 400 buildings allow up to 6 people, but again, employees are encouraged to eat in their own workspace or outside.**

## EMPLOYEE HEALTH & HYGIENE PROTOCOLS

Health Guidelines for physical distancing, face covering and hygiene are to be followed. As they are updated, this doc will be revised and staff notified. At this time, guidance includes wearing a face covering, maintaining social distancing, and practicing regular hand-washing hygiene.

Please also follow the additional measures listed below. Wear a face covering when not at your own work area, if you share a work area, or when working with anyone else in a work area. Employees may use a district-provided or personal face covering. Put on face covering while at work station/in classroom when another person comes to speak with you. Face coverings are most essential when physical distancing is not practicable.

Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.

Perform a daily self-check before you come to work (you may want to take your temperature - no-touch thermometers will be available on site). Do not come to work if you are feeling sick, using available leave options (Check with HR for more information).

If you develop symptoms during your shift that are unusual and are not related to seasonal allergies, you should go home, using available leave options (Check with HR for more information). If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, RVSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Marin Public Health if a suspected exposure has occurred at (415) 473-7191. If you leave the site during the day, follow all sanitary/disinfecting protocols when you come back on site.

## Cleaning Protocols

Health and safety practices and protocols are in place, including a schedule for regular and frequent hand washing, face coverings required for all, and essential protective equipment (face masks, gloves, barriers) available.

All staff members will be encouraged to disinfect before and after use of common items, such as copy machines, paper cutters, etc., and supplies will be readily available for them to do so.

Staff attendance and health screening is recorded each morning through an online [Employee Check-in](#).

Signs are posted reminding everyone to clean before and after use of items in common staff areas. Cleaning and disinfecting supplies are available in all classrooms and common areas.

A refill station for cleaning supplies and hand sanitizer is set up in a central location in the main office.

Each classroom/workspace has a disinfection station that includes:

- Spray cleaner
- Pure disinfectant
- Paper Towels and/or Microfiber cloths
- Hand sanitizer
- Latex gloves

Additional disinfection stations are located in the staff lunch rooms and copy room

High-touch surfaces such as doorknobs, copy machines, telephones, etc. will be disinfected daily by custodial staff.

## Signage

Stand Here Circles Placed in main office/hallway/copy room to remind where to stand 6 feet apart.

Wash/Sanitize Hands Signage will be posted in restrooms and other common areas as a reminder.

Clean after each use (and before if you aren't sure) Signage will be posted at equipment location (e.g. copiers, fax, water dispenser)

Bathrooms are limited to one person at a time even in bathrooms with multiple stalls. There will be signage for when a bathroom is in use.



Signage will be posted in spaces that will not permit social distance requirements.

Arrows and numbers will be painted on the ground for ingress and egress/ routes and movement around campus

## Technology & Maintenance

Tech staff will attempt to remotely troubleshoot before accessing a work space.

If they need to access a work space, they will clean area first and after. Employee will need to vacate work station while tech employee is working.

If M&O staff will need to access a work space, they will clean the area first and after. Employee will need to leave the work station while M&O employee is working.

## EPE (Essential Protective Equipment) & Cleaning/Disinfecting Items

Face Covering - Each employee will receive 2 masks and either a face shield or Humanity shield. Employees may use a District provided mask or they may bring their own face

covering as long as it adheres to our mask guidelines as described in our Ross Valley Student and Parent Handbook. Employees needing additional masks should contact the principal.

Gloves - Each employee will receive 2 pairs of gloves

Hand sanitizer (minimum of 60% alcohol) stations at common areas. Hand sanitizer (minimum of 60% alcohol) will be provided for each classroom.

Personal microfiber cloth with a sanitizer bottle will be provided for each classroom

Alcohol wipes, cleaning spray, and hand sanitizer are located in the staff room

#### Resources

[CDC Guidance for Schools Safety](#)

[CA State Office/Workplace Guidance](#)

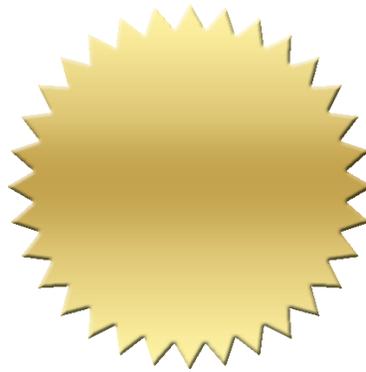
[CDC Guidance on Cleaning/Disinfecting your workspace](#)

[CDC Guidance on face coverings/slow the spread](#)



# School Site-Specific Protection Plan

## Certificate of Completion



White Hill Middle School

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:

<https://www.rossvalleyschools.org/whitehill>

and

<https://www.rossvalleyschools.org/COVID-19>

# Marin County SSSPP Public Health Review

School Name: **Ross Valley School District Office**

Date Received: 1/29/2021

Main Contact: Superintendent Marci Trahan

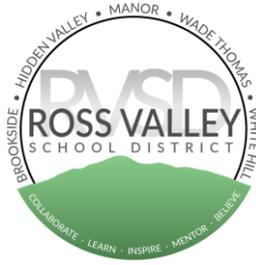
Phone: 415.451.4064

Email: [mtrahan@rossvalleyschools.org](mailto:mtrahan@rossvalleyschools.org)

## Checklist Indicating Complete Application

- ✓ 8/12 Updated SSSPP Template
- ✓ Contact Information Included
- ✓ Task force Members Named
- ✓ Primary and Secondary Liaison Contact Information
- ✓ Signed by Administrator





## Ross Valley School District Office

100 Shaw Dr. San Anselmo, California 94960

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

T: 415.454.2162

F: 415.454.6840

# COVID-19 School Site-Specific Protection Plan Guidance & Template

## Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact. Templates for signs can be downloaded for use from the [Marin Recovers website](#).

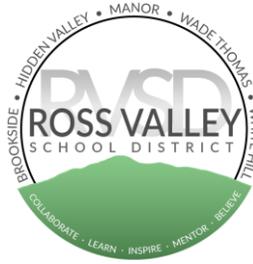
## Tools for Developing Your School Site-Specific Protection Plan

1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



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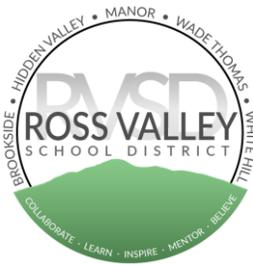
January 29, 2021

<b>School or District Site Name</b>	
Ross Valley School District Office	
<b>School Type (select one)</b>	
Traditional Public School	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Marci Trahan, Superintendent Chris Carson, Chief Business Official Esther Salinas, EdD, Director of Human Resources Teresa Machado, Executive Assistant to the Superintendent, CBO & Board of Trustees (Confidential) Lindsay Crawford, Fiscal Services Technician (CSEA) Sean Maher, Director of Technology and Parent	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Marci Trahan, <a href="mailto:mtrahan@rossvalleyschools.org">mtrahan@rossvalleyschools.org</a> 415.451.4064 Esther Salinas, <a href="mailto:esalinas@rossvalleyschools.org">esalinas@rossvalleyschools.org</a> 415.451.4062	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
January 29, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Marci Trahan	<b>Title:</b> Superintendent
<b>Email:</b> <a href="mailto:mtrahan@rossvalleyschools.org">mtrahan@rossvalleyschools.org</a>	<b>Phone Numbers:</b> 415.451.4062

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

Signature:

Date: January 29, 2021



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### Specific Control Measures and Screenings

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



1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site- Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

A multidisciplinary Task Force has been established. The district had previously held Task Force meetings throughout June, July and August for school stakeholders. The initial SSSPP Task Force meeting was held on September 24, 2020. Additional meetings will be scheduled as needed. The Task Force will monitor and adjust the plan based on input from all stakeholders. The SSSPP will be shared with all district office stakeholders and with the school community and will be posted on the district website.



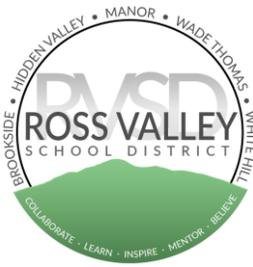
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

A Health and Safety Station that includes essential protective equipment (EPE) is located in the office and will be replenished regularly. Available EPE includes Hand sanitizer, masks, face shields, gloves, protective eyewear, sanitizing spray (Sani-Q), disinfectant supplies, and touchless thermometers. Staff can collect equipment as needed. Hand sanitizer is available in all offices and near all high-touch areas. All staff members have been supplied with a humanity shield. Handwashing posters are placed by all sinks in the restrooms. Face coverings must be worn by all staff and visitors in the office (per MHHS Guidelines) with signs posted in Spanish and English at the main entrance. Plexiglass shields or sneeze guards have been installed in the front offices and desk areas. MERV-13 filters have been installed and HEPA air purifiers as needed throughout the office. Staff members are directed to report their absences in the district absences system and report their absence to their administrator.



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

Staff will be trained in the use of Sani-Q, Coronavirus, Cleaning, and Disinfecting their workplace before the start of in-person instruction. Staff will receive training throughout the year if updated guidance from Public Health is released. Training includes proper handwashing, wearing of face masks covering nose and mouth as well as directing staff to avoid touching their face.



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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)

Superintendent Marci Trahan, will serve as the primary point of contact and Dr. Esther Salinas will serve as the secondary contact liaison with Public Health. Any questions or concerns and potential exposures should be reported to: Superintendent Marci Trahan and Dr. Esther Salinas.



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.

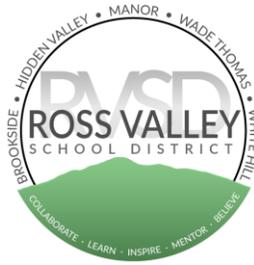
Bathrooms will be cleaned/disinfected daily and offices will be disinfected/sanitized regularly. Offices will be sanitized by staff as needed. Staff members will each have a spray bottle filled with Sani-Q. Staff will be trained on how to clean, sanitize, and disinfect workspaces, high touch areas, and surfaces per Public Health and CDC recommendations. Custodial staff will disinfect high touch areas in hallways and bathrooms daily.



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 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 Health Screening)

Staff is required to do a passive screening before entering the district office. Staff should answer “yes” to the following question:

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms or respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours.



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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:

The isolation area is located in the small room located between the restrooms. Those with individual offices will isolate in their own office until they can leave the district office.



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)

Staff testing will be offered weekly in accordance with Marin County Health and Human Services guidelines.



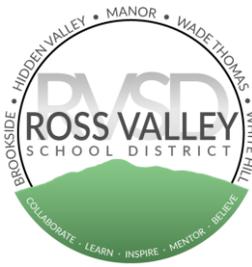
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
  - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
  - A student or staff member tests positive for COVID-19.
  - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Ross Valley School District Office will follow the County Public Health protocols that are broken into the four scenarios and use the communication templates provided. The poster is displayed in the front office. Letters are prepared. The Superintendent and the Director of Human Resources will have copies of the communication for each scenario.



10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Staff office and work areas have been visually marked and measured for a minimum of 6 feet of physical distancing.



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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.

Not Applicable for the District Office as no students are present.



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 schoolwide mixing of students and staff.

Not Applicable for the District Office as no students are present.



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

Staff office and work areas have been measured and arranged to minimize face to face proximity to maintain at least 6-10 feet of physical distancing.



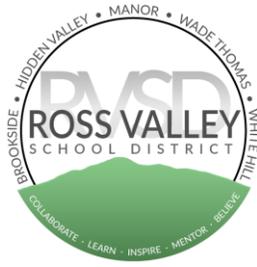
14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

The District office remains locked during open hours. Staff enter via key. All others ring the door bell before they enter. All who visit the District office are to follow Public Health guidance.



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

Two points of entry and exits will be utilized. Signage will be placed at each entry point of each entry door. Visual markings and signage show routes and cue social distancing.



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

Not Applicable for the District Office as no students are present.



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

Staff will walk in a single file on one side of the hallway in either direction, maintain 6 feet physical distancing when practicable, and not linger as to ensure no congregation.



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

No large gatherings, public meetings or special events will be permitted.



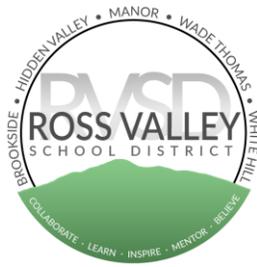
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

Windows and doors will be open in office work areas and private offices when allowable. MERV-13 filters have been installed and HEPA air purifiers have been provided for every work space.



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.

Not Applicable for the District Office as no students are present.



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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 conference rooms will be limited in use unless 6 feet of physical distancing can be maintained.



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

Not Applicable for the District Office as no students are present.



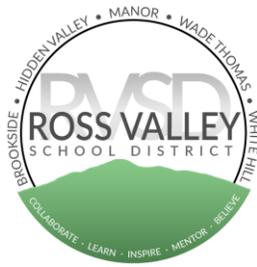
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

Regular hand washing is encouraged and handwashing signs are displayed by all restroom and kitchen sinks.



24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

- All staff have been provided with a face covering and humanity shield.
- Face coverings shall not be required for staff if there is a medical reason for not wearing a face covering. This must be verified in writing from a medical professional.
- Staff may use face coverings provided from home and use a Humanity Shield provided by RVSD.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, staff may consider using face shields in combination with face coverings when in the office to further reduce the risk of transmission.
- Staff may consider using a Humanity Shield to enable others to see their mouth and in settings where a face-covering poses a barrier to communicating with others who may be hearing impaired or have a disability.
- The staff has been trained about appropriate procedures for putting on, taking off, and storing the face-covering (i.e. during meal times, snack times).
- The district office maintains a supply of disposable masks if a staff member needs a replacement during the day.



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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.

Staff training on the correct use of face coverings will be provided. Staff will receive a face shield and/or Humanity shield. <https://coronavirus.marinhhs.org/masks#correctly>



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.

Staff members have their own office supplies.



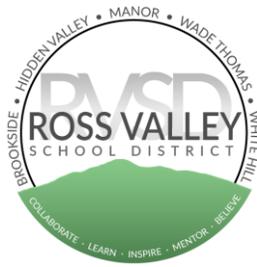
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

Staff will not share devices or other materials unless sanitized before and after use or will leave items that cannot be sanitized "unused" for three days before another person's use. In addition to providing sanitization supplies in the work room, each staff member has their own sanitization supplies to use before and after using common machines such as copy machines.



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

The public counters have a plexiglass barrier between the receptionist and the public.



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

*Non-essential visitors will be limited. The district office is open by appointment only. All visitors will need to call the office for entry. A sign will be posted on the front door. All visitors will be required to check-in.. All visitors, except for those under the age of 2, are required to wear a mask at all times and adhere to social distancing.*



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

The School Site-Specific Protection Plan will be shared with all stakeholders. It will be posted on the district website and updated when necessary.

See the [RVSD Student and Family Handbook for COVID-9 Health & Safety](#)

### Resources

[State of California office workplace guidance](#)

[CDC Guidance for School Settings](#)

[March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)

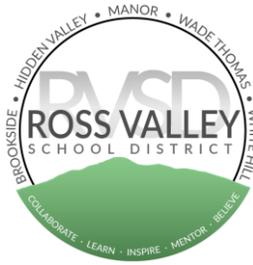
[Reminders for Using Disinfectants at Schools and Childcare Centers](#)

[CDC Environmental Cleaning and Disinfecting Recommendations](#)

[Use Cloth Face Coverings to Help Slow Spread.](#)

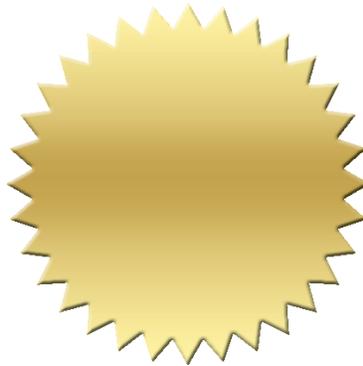
[Cleaning and Disinfecting Your Facility](#)

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



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# **School Site-Specific Protection Plan Certificate of Completion**



## **Ross Valley School District Office**

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:

<https://www.rossvalleyschools.org>  
<https://www.rossvalleyschools.org/COVID-19>

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

**TENTATIVE AGREEMENT  
ON IMPACTS AND EFFECTS NEGOTIATIONS  
Ross Valley School District and  
Ross Valley Teachers Association  
2020-2021  
DISTANCE LEARNING MODEL – RETURN TO SCHOOL**

August 4, 2020

This Tentative Agreement ("TA") between the Ross Valley School District ("District") and the Ross Valley Teachers Association ("RVTA") (referred to collectively as "the Parties") is entered into regarding the return to work for the 2020-2021 school year in light of the ongoing Novel Coronavirus ("COVID-19") pandemic.

**INTRODUCTION**

The 2020-2021 school year shall be reopened under a distance learning model. In order to facilitate the opening of District schools consistent with the negotiated school year calendar, the Parties have agreed to limit this TA to those issues related to unit member working conditions under the full Distance Learning Model.

The Parties have a shared commitment in providing an educational program that supports the needs of all students while ensuring a safe learning environment for students and staff by following the guidelines established by federal, state, and local county public health authorities in order to prevent the spread of illness arising from COVID-19 within the context of school operations. Continued education of our students during the 2020-2021 year will thus require collaboration between the Parties given the impact of COVID-19 and the possible need to fluctuate between different models of instruction (e.g. in-person, hybrid/blended, and full distance learning).

To support this, instructional delivery models have been developed through input gathered from RVTA, teaching and non-teaching unit members, administrators, and parents. The particular instructional model put into practice at individual sites and/or District-wide shall be triggered based on the needs of the District in coordination with the direction and guidance from the State of California, Marin County Department of Health and Human Services, and the Marin County Office of Education.

The Parties recognize that there is a need to address particular features as related to the teaching and learning environment and instructional model of schools in the COVID-19 environment. To this end, it is thus determined that based on the safety guidelines currently in effect, the District shall commence instruction for the 2020-2021 school year in a full distance learning model known as the Virtual Learning Academy.

As such, the parties hereby agree as follows:

**I. Adherence to Health Guidelines**

The District shall adhere to the COVID-19 guidelines issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), the California Department of Industrial Relations Division of Occupational Safety and Health ("Cal-OSHA"), the Marin County Department of Health and Human Services ("MCHHS"), and the Marin County Office of Education ("MCOE"). To the extent such guidelines are inconsistent, the District shall adhere to the most restrictive guidelines then in effect. The parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to those guidelines, as set forth by the above agencies.

The District shall contact and consult with the MCHHS in determining whether schools and/or worksites should be closed, continue with a distance learning model, transition to a hybrid/blended learning model, or return to traditional school operations similar to that which was in effect at the beginning of the 2019-2020 school year. The parties agree to meet as soon as possible to negotiate any new impact and effects of any return to full distance learning.

## **II. Safety Conditions of Employment During Distance Learning**

The current collective bargaining agreement addresses safety of employees. Specific processes and procedures will be implemented as appropriate under the guidance of the State of California, Marin County Department of Health and Human Services, and the Marin County Office of Education as it relates to the COVID-19 pandemic.

All adults must wear a cloth face covering at all times (except when alone in a unit member's assigned classroom/private work space) while on campus, except while eating or drinking. Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards. To this end, all unit members shall be provided with proper Personal Protective Equipment (PPE) as needed including masks and face shields for unit members. Unit members may also wear their own PPE, as long as they meet the state and county guidelines for face coverings.

Unit members shall be provided with all necessary cleaning supplies, hand sanitizer, soaps, paper towels, and any other protective equipment.

The District shall ensure the circulation of air in rooms and offices and use recommended air filters for HVAC units consistent with applicable public health requirements. **The District and Association agree to continue the HVAC conversation and sharing information on the HVAC systems.**

The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces. The District shall ensure all employees and visitors are checked for symptoms daily prior to entering school, which may include self-assessments and/or temperature checks using no touch thermometers. Visitors with any symptom consistent with COVID-19 shall be denied entry. Staff presenting with any symptom consistent with COVID-19 or who have, within the immediately preceding 14 day period, had close contact with a person having tested positive for COVID-19, should be sent home or sent to an isolation room on site pending travel home.

Upon notification that an employee has been infected with COVID-19, the District shall participate in contact tracing in conjunction with and as permitted by local health department officials. All identified persons who may have come in contact with the infected individual shall be notified consistent with applicable health and safety guidelines. In addition, the District shall notify the Association President of the location(s) where the infected individual was present on District premises during the suspected incubation/active infection period. Notwithstanding the foregoing, nothing in this TA shall be construed as requiring the unauthorized disclosure of confidential/protected personnel and/or medical information.

If there is a quarantine and/or a full shut down, all closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being reopened for use.

The District shall communicate any and all decisions about closures and reopenings to all unit members at a school site or district wide as appropriate. Such communication shall be by email or by telephone.

In-person meetings shall be eliminated to the extent possible during the pandemic (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences). All meetings shall be held virtually when possible.

Back-To-School Night, Open House, and in-person Promotion meetings or ceremonies shall be held virtually for the 2020-2021 school year unless otherwise mutually agreed upon by the Parties.

The District shall comply with the following hand washing logistical requirements:

1. every room with a sink shall be stocked with soap and hand drying equipment;
2. every classroom shall be provided medically effective hand sanitizer;
3. non-classroom workspaces shall be provided medically effective hand sanitizer;
4. hand sanitizer shall be provided at each ingress and egress point;
5. all hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked regularly and restocked immediately as needed as well as prior to the beginning of each work day.

The District shall reinforce proper handwashing techniques, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes. The District will post signage in high visibility areas to remind all individuals on site of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.

Daily cleaning and disinfecting shall be done by trained custodial personnel. Certificated unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties within the bargaining unit. Cleaning and disinfecting shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, administrators, or visitors.

The District shall ensure that all classrooms and workspaces are cleaned and disinfected daily consistent with Cal-OSHA COVID-19 guidelines, including but not limited to disinfecting of desks, doorknobs, light switches, faucets, chairs, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.

Members shall be notified as soon as possible if common spaces (including but not limited to: bathrooms, kitchens, copy rooms, office, other spaces shared by multiple members) are not cleaned prior to the start of the work day.

Site protocol plans shall be developed by principals and include procedures for members moving about campus during full distance learning. Members shall be notified when other people visit their classrooms.

School site may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter workdays for unit members.

### **III. Distance Learning**

The 2020-2021 school year shall be reopened under a distance learning model. In order to facilitate the opening of District schools consistent with the negotiated school year calendar, the Parties have agreed to limit this TA to those issues related to unit member working conditions under the full Distance Learning Model. To this end, the Parties agree to promptly begin negotiations concerning the impacts and effects on unit member safety and working conditions of the hybrid/blended and traditional, full capacity learning models no later than August 31, 2020.

The District shall immediately notify the Association and negotiate when it intends to transition to a hybrid/blended learning model or the traditional, full capacity model.

## A. Distance Learning Model

For the purpose of this TA, “distance learning” means instruction in which the student and instructor are in different locations. Methods may include on-line instruction, the use of electronic devices and media, television and computer educational programs, phone calls, emails, text reminder applications, and other means of communication.

All content shall be aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

The minimum daily instructional minutes for each grade level shall be as follows:

TK-K = 180 minutes  
1-3 = 230 minutes  
4-8 = 240 minutes

When providing distance learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet the daily minimum minutes per grade level. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher.

Unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.

Interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the unit member with opportunities to provide each student encouragement and feedback.

In compliance with SB 98, unit members shall provide students with daily live interactions for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders and consistent with this TA.

This live interaction shall be designed to meet the needs of students at the discretion of the classroom teacher but shall include live online instruction at the following daily minimums:

	TK - K	1st - 3rd	4th - 5th	6th - 8th
Daily Minimum Instructional Minutes	180	230	240	240
Daily Minimum Live Interaction (Recommended)	75 (90)	115 (135)	120 (150)	Block Period = 40 min per period Non Block = 20 min per period 0 Period = 25 min

If the District determines that live interaction is not feasible as part of regular instruction, the District shall develop an alternative plan in consultation with and based on meaningful input from students, parents, and the Association.

The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

Unit members may and are encouraged to work from their assigned classroom/office workspace during regular school hours where they shall have access to all equipment and supplies necessary to provide distance learning, including but not limited to required technology and any other items normally provided during in-person instruction. Unit members may work remotely if they have their own reliable internet access. Unit members working remotely shall ensure that their visible workspace is consistent with professional standards and is appropriate for online teaching and learning.

In the event a unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in the Safety Section of this TA.

Consistent with Education Code section 51512, the parties agree that the unauthorized use of listening or recording devices in any classroom, which shall include online classrooms, without the prior consent of the teacher and the principal of the school is prohibited. Prior to the start of instruction, the District will communicate to all students and parents that they shall not record or attempt to record live/synchronous virtual instruction.

Unit members shall conduct parent-teacher conferences in a synchronous manner. This may include telephonic or online interaction at the discretion of the unit member. Regardless of modality, unit members are expected to adhere to professional standards for conducting such communications remotely.

Unit members who are non-teaching unit members (Counselors, Speech and Language Pathologists, Psychologists, Specialists) shall continue to perform their profession/assignment's functions and reporting. Both parties acknowledge that such a working condition is different than in the usual school setting. To this end, the parties agree that assessments and non-instructional services may occur in an in-person setting while the District is in full distance learning (e.g. special education assessments, counseling, EL assessments, academic assessments, etc.) consistent with applicable public health guidelines. Prior to commencement of such activities, the parties agree to meet and further negotiate.

The District shall provide unit members access to District provided technical support via virtual tools. This may include access to technical support personnel, including distance learning coaches, helplines, and other technical support from District vendors and/or staff, as well as instruction on distance learning platforms and instructional materials.

## **B. Distance Learning Accountability Requirements**

Unit members shall document daily participation for each pupil on each school day for which distance learning is provided. A pupil who does not participate in distance learning when assigned to do so shall be documented as absent by the distance learning teacher.

Consistent with SB 98, evidence of daily student participation in distance learning shall be obtained using: evidence of participation in online activities; completion of regular assignments and/or assessments; and/or contacts between employees of the District and pupils or parents or guardians.

The District shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60% of the instructional days in a school week.

Classroom teachers shall regularly communicate with parents and guardians regarding a pupil's academic progress consistent with established practices and procedures for traditional in-person learning.

#### **IV. Compensation and Benefits**

While working under any proposed learning model due to COVID-19 (In-Person, Hybrid/Blended, or Full Distance), unit members shall continue to receive their full compensation and benefits. If any portion of extracurricular duties are performed, unit members shall receive all designated stipends and/or additional pay, as provided for under the current collective bargaining agreement.

If a unit member is unable to work due to their own or a family member's COVID-19 illness, or required quarantine due to a possible or confirmed exposure to COVID-19, the unit member shall be afforded any and all applicable leaves, paid or unpaid, to which they are entitled under law. However, a unit member's entitlement to Emergency Paid Sick Leave (PSL) consistent with the Families First Coronavirus Response Act (H.R. 6201) shall be applied to the member's first ten (10) days of absence. If FFCRA does not cover a unit member's salary in full, the member has the option to use available accrued leave to fill in any gap in pay resulting from application of the maximum daily pay limitations. All other applicable leave entitlements shall thereafter be applied to any and all periods of absence until exhausted or the member returns to duty, whichever occurs first.

A unit member's request for an unpaid leave of absence for the 2020-2021 school year shall only be granted should the District be able to find a suitable replacement, if needed. If the District is unable to find a suitable replacement and a leave is not granted, the District will release the unit member from their contract only upon the unit member providing at least 15 working days' notice of resignation or retirement.

#### **V. Evaluation**

If a unit member's final observation for the 2019-2020 school year was not completed by March 13, 2020, evaluation timelines shall be extended and the summative evaluation shall be finalized by December 15, 2020.

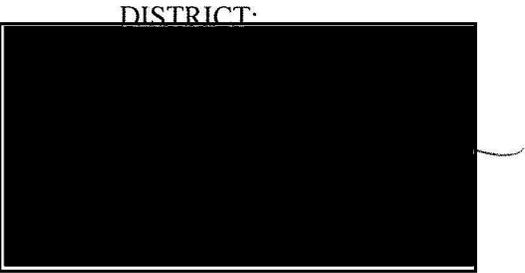
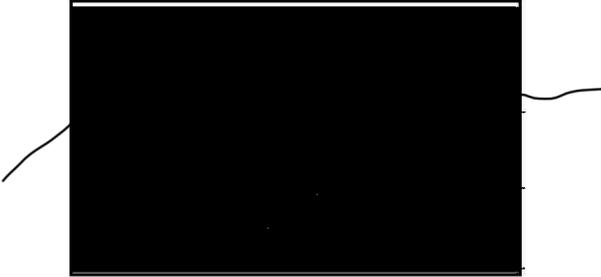
For the 2020-2021 school year, temporary or probationary unit members will be evaluated in accordance with the existing provisions of the evaluation program. Any permanent unit member who is scheduled to be evaluated during the 2020-2021 school year may, notwithstanding the eligibility provisions set forth in Article XI and the District's agreed-upon Certificated Evaluation Program, request to forego evaluation until the 2021-2022 school year by mutual agreement.

#### **VI. Miscellaneous**

As Distance Learning is a new way of teaching and learning, the District agrees to take the challenges associated with delivering instruction online into meaningful consideration when considering appropriate response, should the District receive a report and/or allegation of student or employee misconduct.

This TA shall sunset and expire without precedent no later than June 30, 2021, unless both parties mutually agree in writing to an extension. The provisions of this TA shall not be modified and/or changed except upon written mutual agreement.

Due to the continually evolving nature of the COVID-19 pandemic, the Parties agree to meet and negotiate safety and/or other impacts and effects related to changes in any applicable public health guidelines or other changes in law pertaining to the pandemic as needed.



**AGREEMENT BETWEEN  
ROSS VALLEY SCHOOL DISTRICT  
and  
ROSS VALLEY TEACHERS ASSOCIATION  
IN-PERSON LEARNING MODEL FOR  
RETURN TO SCHOOL 2020-2021**

The Ross Valley School District ("District") and the Ross Valley Teachers Association ("RVTA") have entered into an agreement to address the impacts and effects of return to school operations in a distance learning model dated August 4, 2020. The following agreement reflects the parties' agreements concerning the impacts and effects on working conditions and safety should the District transition to a full or partial in-person teaching and learning model during the 2020-2021 school year. To this end, except as otherwise provided herein, all provisions of the August 4, 2020 agreement shall remain in full force and effect for in-person instruction.

The COVID-19 pandemic has caused federal, state, and local public health officers to issue orders and guidance impacting the educational operations of the District in order to minimize health and safety risks associated with COVID-19 infection and illness. As a result of the orders and guidance issued by federal, state, and local public health officers, any in-person learning offered by the District during the pandemic shall be offered consistent with all of the provisions set forth herein. If the District is unable to comply with the most restrictive conditions established by the CDC, CDPH, and MCHHS, (hereafter referred to as "Public Health Agencies" or "PHA") for provision of in-person teaching and learning, then the District will offer an educational program in accordance with the provisions of Section III. DISTANCE LEARNING, as set forth in the agreement dated August 4, 2020 or as may otherwise agreed to by the parties. Specifically, nothing in this agreement shall preclude the parties from agreeing on terms to support a COVID-19 TK-6 waiver for reopening in-person learning.

The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines.

**I. SAFETY CONDITIONS OF EMPLOYMENT DURING IN-PERSON INSTRUCTION AND/OR SERVICES**

- 1.1 In addition to the provision of PPE provided in Section II of the August 4, 2020 agreement concerning Distance Learning, the District shall provide unit members with any additional PPE necessary to provide in-person instruction and/or services consistent with public health orders and guidelines, including face shields, masks, plexi barriers, and gloves. During in-person instruction and/or services, unit members may wear their own facial covering as long as they meet the state and county guidelines for face coverings.
- 1.2 Unit members shall be provided with all necessary cleaning supplies, hand sanitizer, soaps, paper towels, and other protective equipment.
- 1.3 If PPE, cleaning station supplies, and hand sanitizer are not supplied, or nightly cleanings are not verified via checklists, unit member and cohort of that classroom will be temporarily relocated to another location on campus, which may include outdoor spaces as appropriate (given weather and air quality conditions).

### Physical Distancing Classroom/Instructional/Academic Learning Spaces

- 1.4 District shall ensure minimum physical distancing of six (6) feet between all student workspaces, between all unit member and student workspaces, and between all employee workspaces. If public health guidelines specify a different distance, both parties agree to negotiate the changes.
  - 1.4.1 The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements of six (6) feet. The capacity for each classroom space shall be posted prior to the start of in-person learning and communicated to individuals.
  - 1.4.2 All workspaces shall be measured and marked to maintain the physical distancing requirements prior to the start of in-person learning. The spacing and location of desks shall be clearly marked with tape or other acceptable means to indicate the six (6) feet physical distance spacing requirements within the classroom.
  - 1.4.3 A six-foot space from the whiteboard to the student "separation zones" shall be provided and maintained.
  - 1.4.4 Unit members shall ensure that students maintain a minimum of six feet when lining up outside classrooms, when lining up in classrooms, when entering classrooms, and when exiting classrooms. The District will provide markers to determine 6' distancing outside of each classroom.
- 1.5 No unit member shall be directed to violate the six (6) feet of physical distancing requirement except as to prevent imminent bodily or physical harm from occurring or as required by the nature of their position and needs of the student(s) (e.g. toileting, assistance with students with mobility issues, etc.) in which case the District shall ensure that such unit members have all necessary PPE.

### Lunch

- 1.6 Unit members shall maintain required physical distancing of six (6) feet during their duty-free lunch period(s).
- 1.7 Staff lounge capacity while maintaining physical distancing requirements shall be determined and posted on all entrances to the staff lounge. Staff lounges shall be marked for social distancing purposes.

### One-Way Directions/Movement

- 1.8 In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the physical distance spacing requirements.

### School Ingress and Egress Points

- 1.9 Students and parents will be notified of their designated ingress and egress point for use when coming to school. Each site principal will determine a plan for limiting parents and guardians on campus during pick-up and drop-off, and share with staff.
- 1.10 Unit members shall not be assigned to monitor ingress and egress locations in order to minimize the number of different people with whom a unit member interacts.
- 1.11 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter workdays than past practices for unit members.

#### Recess/Student Break Times

- 1.12 All recess and break times shall be designed to maintain physical distance requirements, minimize the number of different people with whom staff and students interact, and to maintain cohort stability.

#### Meetings and Gatherings

- 1.13 All meetings shall be held virtually during the terms of this agreement (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, District meetings, staff gatherings, parent meetings, and parent-teacher conferences) except as otherwise required by law.
- 1.14 Large in-person gatherings (i.e. school assemblies) are prohibited.
  - 1.14.1 Back-To-School Night, Open House, and in-person Promotion/Graduation meetings or ceremonies shall be held virtually for the 2020-2021 school year unless mutually agreed upon by the Parties.

#### Student Cohorts Elementary Schools (TK-5)

- 1.15 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each quarter, trimester, or semester, with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts.
- 1.16 Student cohort sizes shall be designed to ensure minimum physical distancing requirements as set forth in this agreement, which shall not exceed half of the class size referenced in the CBA. In the rare instance that a cohort will be larger than half class size, the Principal will consult with the affected unit member prior to implementation.
- 1.17 Unit members shall ensure that students remain in their same workspace as much as practicable.
- 1.18 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials.

- 1.19 Technology required to be used in the classroom shall be provided on a 1:1 basis or brought from home.
- 1.20 In the event that equipment, materials, and/or technology is shared between students, it shall be appropriately cleaned.
- 1.21 Unit member work with student cohorts shall be in accordance with applicable guidelines from PHA.

**Student Cohorts Middle School (6-8)**

**1.22 The Parties agree to meet and negotiate concerning any additional impacts and effects of the District's middle school in-person instructional models which agreements shall be attached to this MOU and incorporated herein.**

**Other Health and Safety Issues Daily Cleaning and Disinfecting**

- 1.23 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, consistent with federal, state, and/or local public health guidelines. Checklists with dates and signatures will be provided and utilized.
- 1.24 The District will develop and communicate restroom use safety protocols, prior to the beginning of in person learning, for staff and students.
- 1.25 Daily cleaning and disinfecting as described in Section 3.30 shall be done by trained personnel. Certificated unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties in the CBA.
- 1.26 Additional disinfecting (e.g. fogging) of classroom spaces and staff workspaces shall be completed at least once per week. Such disinfecting—shall be done by trained personnel and shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by students, staff, administrators, or visitors.

**Air Ventilation and Filtration**

- 1.27 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air.
  - 1.27.1 All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.
  - 1.27.2 The fan setting for all HVAC units shall be on during the work day.

### Health Screening, Testing, Notification, and Contact Tracing

- 1.28 The District shall ensure that all students, employees, and visitors are checked daily for symptoms associated with COVID-19 infection prior to entering school consistent with applicable public health guidelines
- 1.29 All students and staff will be trained on these protocols and procedures prior to the start of in-person learning.
- 1.30 Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility.
- 1.31 Upon notification that an employee or student has been infected with COVID-19, the District shall participate in contact tracing with and as permitted by local health department officials. All identified persons who may have come in contact with the infected individual shall be notified consistent with applicable health and safety guidelines. In addition, the District shall notify the Association President of the location(s) where the infected individual was present on District premises during the suspected incubation/active infection period. Notwithstanding the foregoing, nothing in this TA shall be construed as requiring the unauthorized disclosure of confidential/protected personnel and/or medical information.
- 1.32 All bargaining unit members shall be provided the opportunity for free COVID-19 testing at least once per month but shall be required to be tested at least once every two months.
- 1.33 All members shall be tested and have their results prior to the start of in-person models of instruction.

### **II. SUBSTITUTE COVERAGE DURING IN-PERSON INSTRUCTION**

- 2.1 Substitutes shall be mandated to be trained on the safety protocols for each school site prior to arrival on campus.
- 2.2 All substitutes shall be provided the opportunity for free COVID-19 testing, at least once every two months.
- 2.3 Assignment of substitutes to class cohorts shall be in accordance with PHA guidelines.
- 2.4 In the event a cohort is without a teacher or a substitute during in-person learning, in no circumstances shall two (2) or more stable student cohorts be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.
- 2.5 In the event a cohort is without a teacher or a substitute teacher during in-person learning, the cohort may be instructed by an administrator until such time as a certificated substitute becomes available.
- 2.6 In the event a 6th - 8th grade substitute is unavailable, the unit member who voluntarily covers the class during their preparation time will be paid pursuant to Article 6.15.1

and 6.15.2 of the CBA. Part time TK- 5th grade classroom teachers who voluntarily cover a class during their non-contracted time will be paid pursuant to Article 6.15.1 and 6.15.2 of the CBA.

- 2.7 If a TK - 5th grade substitute is unavailable and a teacher takes another teacher's students for distance learning in addition to their own class for the whole day, the teacher will receive the substitute rate for the day.

### **III. DAYS AND HOURS**

#### In-Person Learning Unit Member Hours of Employment

- 3.1 Unit members shall report to work according to the bargaining unit member start time consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall adjust their contractual start and end time so that the overall workday remains the same number of minutes as consistent with past practice.

#### In-Person Adjunct Duties, Committee Assignments, or Extra Duty Work

- 3.2 Any and all in-person adjunct duties, committee assignments, or extra-duty positions shall be conducted virtually unless such duties, assignments, or positions can be reasonably performed in in-person consistent with public health guidelines.

#### 2020-2021 Academic Calendar

- 3.3 The District shall schedule at least three (3) shortened instructional days during Distance Learning, prior to the initial transition to the next in-person instructional model. On these days unit members shall provide at least 45 minutes of live interaction while ensuring that their students receive the remaining required minimum daily instructional minutes through asynchronous instruction. Unit members shall use asynchronous instructional time for setting up classrooms, making plans to modify curriculum for the in-person models of instruction and receive additional training.
  - 3.3.1 Unit members will be given a minimum of one (1) week notice before the set date for implementation of general in-person instruction.
- 3.4 While District schools are required to remain closed pursuant to the CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year dated July 17, 2020, and/or in the absence of an approved TK-6 waiver, the District may implement in-person instruction, assessments, and/or services consistent with applicable public health guidelines, including but not limited to the CDPH August 25, 2020 Small Cohorting Guidance as updated on September 4, 2020. All unit members and students shall be required to adhere to all applicable health and safety requirements set forth in this MOU, including but not limited to face coverings and physical distancing.

#### **IV. ELEMENTARY ENRICHMENT/PHYSICAL EDUCATION**

- 4.1 For unit members who teach elementary enrichment, or physical education classes, whenever possible, any and all instruction shall be provided virtually.
- 4.2 Unit members who teach elementary enrichment, or physical education may provide in person instruction to multiple stable student cohorts in one school day consistent with applicable public health guidelines.
- 4.3 Unit members who teach elementary enrichment, or physical education shall prepare daily lesson plans based on academic content standards that provides an equivalent level of rigor as in-person learning for stable student cohorts engaged in in-person learning and for students engaged in distance learning.
- 4.4 Cohort size for in-person instruction in large performance-based classes (e.g. instrumental music, PE) shall ensure compliance with all applicable public health guidelines.

#### **V. COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE**

- 5.1 Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.
- 5.2 If a staff member, administrator, student, or household member associated with a stable student cohort tests positive for COVID-19, the District shall follow all applicable state and local orders and guidelines concerning notice, recommended quarantine, and class, school, and/or District closures and transition to distance learning. The bargaining unit member shall provide virtual instruction and/or services to the cohort if quarantine for the unit member and/or class or school closure and transition to distance learning is required.
  - 5.2.1 All closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened for in-person learning.
  - 5.2.2 The District shall communicate via email any all decisions about closures and re-opening to all bargaining unit members. Communications regarding unit member potential exposures and quarantine shall be made by telephone and email.

#### **VI. TRAINING**

- 6.1 All unit members shall be provided with health and safety information, protocols, and/or training consistent with federal state, and county public health guidelines.
- 6.2 The District shall provide appropriate software and training for bargaining unit members required to engage with students in a virtual setting either as part of in-person learning, distance learning, or a hybrid model.
- 6.3 The District shall provide a minimum of 72 hours' notice to all bargaining unit members of additional required training hours or days not already provided for in the CBA.

**VII.ACCESS LIMITATIONS AND ASSOCIATION RIGHTS**

- 7.1 The District shall minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers consistent with county and state public health guidelines.
- 7.2 Representatives from the Association, including local Association leaders, shall be granted access to District worksites subject to and consistent with individual school site access and safety procedures.

**VIII. DURATION**

- 8.1 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.
- 8.2 Due to the evolving nature of the pandemic, the Association reserves the right to negotiate any additional impacts and effects on unit member working conditions related to any changes in any applicable state or federal laws or guidelines pertaining to the COVID-19 pandemic as needed.

This agreement shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties.

BY: 

DISTRICT: 

\_\_\_\_\_

\_\_\_\_\_

**ADDENDUM TO  
AGREEMENT BETWEEN  
ROSS VALLEY SCHOOL DISTRICT  
and  
ROSS VALLEY TEACHERS ASSOCIATION  
IN-PERSON LEARNING MODEL FOR  
RETURN TO SCHOOL 2020-2021  
Middle School (6-8)**

- 1.1 Student cohort sizes shall be designed to ensure minimum physical distancing requirements as set forth in this agreement, which shall not exceed half of the class size referenced in our CBA. In the rare instance that a cohort will be larger than half class size, the Principal will consult with the affected unit members prior to implementation.
- 1.2 Unit members shall see no more than two (2) different cohorts per day.
- 1.3 Unit members shall see no more than four (4) different cohorts per week.
  - 1.3.1 In the event that a unit member would need to see more than four (4) different cohorts per week in order to accommodate student/family choice for in-person instruction, the Principal will consult with the affected unit members and an Association representative regarding possible solutions.
- 1.4 Appropriate time shall be provided between cohorts to allow for surface cleaning and appropriate social distancing.
- 1.5 Unit member work with student cohorts shall be in accordance with applicable guidelines from PHA.
- 1.6 The parties acknowledge that circumstances during this pandemic remain fluid and that the District may need to revise the 2020-2021 instructional schedule(s) at the middle school to ensure a program that provides in-person instruction to the greatest extent possible. The parties agree to promptly meet and negotiate the impacts and effects of any such proposed revisions.
- 1.7 The parties agree to suspend and not schedule conference days at the middle school (Article 6.12) for the 2020-2021 school year only.



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**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**AND ITS GOLDEN HINDE CHAPTER NO. 719**  
**TO THE**  
**ROSS VALLEY SCHOOL DISTRICT**

**REGARDING RETURN IMPACTS AND EFFECTS ON SCHOOL YEAR 2020-2021**

This memorandum is agreed between Ross Valley School District and the California School Employees Association and its Golden Hinde Chapter No. 719 (together "CSEA") concerning the impacts and effects of resumed District operations in the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual written agreement of the District and CSEA. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") California Government Codes 3540 et seq. apply and remain in effect. This MOU supersedes the parties' prior COVID-19 MOU.

The District and CSEA recognize the importance of adhering to state and county health orders put forth to support students, staff and community health. In the reopening of schools, the parties agree to the principles of fostering student learning and progress, maintaining positive, healthful learning environments, supporting emotional health of all community members, and caring for most vulnerable populations. In their commitment to these principles, the parties have worked together and developed the agreement detailed below:

**Safety and Personal Protective Equipment**

1. The District agrees to maintain physical distancing and safety standards in school facilities and vehicles, including but not limited incorporating the following concepts:
  - a. The District shall require the use of face coverings for all persons who enter the District and/or school facilities, consistent with State and MHHS requirements.
  - b. The District shall ensure compliance with all applicable physical distancing requirements for students, staff, and visitors while on District premises consistent with State and MHHS requirements. This shall include reconfiguration of workspaces and use of physical guides such as tape on floor or signs, as necessary and appropriate.

- c. The District shall limit -the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of six (6) feet of distance between individuals, or current CDC recommended distance.
  - d. Pursuant to public health guidance, the District shall create smaller student and educator cohorts to minimize the mixing of student groups throughout the day and shall minimize movement of students and educators or staff as much as possible.
  - e. The District shall install plexiglass shields in the front office areas of all District schools and provide portable plexiglass shields for use in student assessments and other one-to-one interactions between staff and students, consistent with public health guidelines.
  - f. The District will ensure that there are adequate hand-washing stations (whether in restrooms or otherwise) for all staff, and that these stations are stocked with soap and hygienic (single-use) towels. Staff are to be given adequate time to wash hands consistent with the District's adopted Health and Safety Procedures and Protocols and public health guidelines and are to be trained and/or provided information on proper hand washing. Every classroom and non-classroom workspace shall be provided hand sanitizer. Hand sanitizer will also be accessible in other high traffic areas at District schools and facilities.
  - g. The District shall designate specific routes for entry and exit.
  - h. The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to the maximum capacity that an individual HVAC unit can handle without damage.
2. The District shall provide sufficient personal protective equipment ("PPE") to comply with California Department of Public Health ("CDPH") and Marin County Health and Human Services Department ("MHHS") guidance for students and staff appropriate for each classification or duty, relevant to Cal/OSHA requirements. If appropriate protective equipment is not available, unit members will not be required to work and will not suffer any loss in pay. PPE includes, but is not limited to:
- a. For all staff:
    - i. Surgical and/or cloth face coverings. Face shields and humanity shields will be provided upon request for bargaining unit members in situations where MHHS and CDPH guidance so indicates, including situations where there is 1:1 student instruction or interaction. Disposable gloves, and paper gowns are also available and will be provided upon request.
  - b. Additional PPE for unit members:
    - i. N95 masks for use when providing care to sick or injured students.
  - c. Additional PPE for custodial staff:

- i. Surface cleaning – Any and all equipment required or recommended for use of cleaning agents provided.
  - ii. Disinfecting – Any and all safety equipment recommended for COVID-19 disinfecting procedures or required for use of disinfecting agents provided (N95 masks, disposable gowns, disposable gloves, face shields, protective eyewear).
3. The District will develop reasonable staffing plans to ensure increased frequency of routine cleaning and disinfecting.
4. The District shall ensure sufficient supplies of non-methanol hand sanitizers, soap, hand washing stations, no-touch trash cans and paper towels.
5. Signs in relevant languages will be posted by the District in visible locations throughout various worksites with messages that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and wearing a face covering.)
6. Determine COVID-19 point person for the District, and for each work site; this person shall be a management level employee of the District who shall have authority to enforce the safety provisions of the IIPP, State and local Public Health Orders, and this MOU. The District shall inform CSEA of the initial and any subsequent changes in these point persons within 48-hours of appointment/designation by the District.
7. The District shall develop consistent protocols for each school to follow regarding how to deal with students exhibiting symptoms of COVID-19, including but not limited to proper utilization of isolation room(s) and student management until the child is picked up by a parent or guardian.
8. The District will follow Labor Code § 6403 and provide necessary training and information to all bargaining unit members in safety protocols, public health measures, hygiene, and sanitation to help prevent the spread of the virus.

#### **Entry to District School/Work Sites**

9. The District agrees to develop a plan to limit non-essential visitors, facility use permits and volunteers.
10. The District agrees to maintain specific plans for health screenings and clear standards in accordance with Centers for Disease Control (“CDC”), CDPH, and/or MHHS guidelines. Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and will not be used to inquire into other medical conditions. Bargaining unit members shall not be required to respond to screening questionnaire questions that are not based on CDC recognized symptoms (i.e. fever, chills, cough, difficulty breathing, sore throat). Temperature checks and questionnaires shall be performed in a confidential manner, screening records shall be kept confidential and will be destroyed once no longer required for contact tracing purposes consistent with public health guidelines. Screenings are not reason for discipline and shall be considered part of the standard workday.

11. Before the District assigns the new task of screening students for COVID-19 symptoms to classifications other than as provided in this MOU, the District shall notify CSEA in writing of the proposal and the parties shall meet to negotiate the decision and effects. Participating bargaining unit members will be trained in screening technique prior to screening and will be provided appropriate PPE.

### **Reporting Unsafe Conditions or Work Issues Related to COVID-19**

12. In the interest of protecting community and workplace health, all bargaining unit members shall report, in writing, any unsafe condition in the working environment or work issue related to COVID-19 to their immediate supervisor and/or designated COVID-19 point person either at the site or for the District without fear of discipline. The supervisor or designated COVID-19 point person shall, as soon as possible, but not more than five (5) working days, respond in writing to the unit member, with simultaneous copy to CSEA, stating what has been/will be done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file CalOSHA or other administrative complaints or to bring a grievance for violation of this agreement.
13. All unit members shall have the right, without retaliation, to refuse to perform work reasonably considered to be unsafe, by notifying their supervisor in writing of such refusal and the basis therefore. Unit members may be directed to complete alternate work or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses safety concern(s).
14. Concerns regarding lack of adherence to physical distancing protocols on District schools and/or facilities by District staff, parents, volunteers, students, or other members of the public should be directed to the unit member's immediate supervisor or Human Resources whenever appropriate. The District shall provide support to unit members in addressing student discipline matters as well as noncompliance with District health and safety requirements (e.g. facial coverings and physical distancing).

### **Testing and Tracing**

15. The District will inform CSEA as soon as practicable should it learn of a confirmed coronavirus infection of District employees or students and at which campus or worksite said infection was found. The District shall not be required to disclose any information which is considered private, such as personal, medical or confidential student information.
16. The District shall institute regular COVID-19 testing for unit members pursuant to public health orders or other directives and according to the schedule provided by such agencies. Testing will be available at no cost to the unit member.

### **Leave**

17. In the event a bargaining unit member tests positive with or has symptoms known to be associated with COVID-19, the unit member may use all available leaves provided by the

collective bargaining agreement and state or federal laws, including paid leave provided by the Families First Coronavirus Response Act ("FFCRA"), without fear of reprisal. In addition, unit members may request to use all such available leaves upon presenting a doctor's note verifying that the unit member is unable to work because the doctor has advised the member to self-quarantine for reasons related to COVID-19, or that the member is unable to work because they are caring for a member of their immediate household who has been advised by a doctor to self-quarantine for reasons related to COVID-19. Unit members seeking to use such leaves must follow standard absence reporting procedures. This paragraph does not affect a unit member's right to take a leave of absence for any other reason permitted by the collective bargaining agreement and state or federal laws.

18. Unit members may use available existing forms of leave to address a childcare provider or school emergency affecting their children, including but not limited to Expanded FMLA leave as set forth in the Families First Coronavirus Response Act.
19. The parties recognize that, in order to comply with CDPH guidelines, the District must conduct wellness checks on unit members for possible COVID-19 symptoms. If a unit member reports to work but the District directs them to leave the school or work site following a wellness check, the unit member will promptly comply and not have any accrued leave of absence deducted for the day. Thereafter, the unit member is responsible for promptly obtaining and providing the District with verification from a health care professional that they have tested negative for COVID-19. The District will not deduct from accrued or other available leaves of absence if the test is negative. If the test is positive, the unit member shall use accrued or other available leaves for any related period of absence as stated above. This paragraph applies only to District directives that a unit member leave work following a wellness check; it does not apply to unit member requests to leave work because the unit member believes they are presenting symptoms associated with COVID-19.
20. The use of sick or other available leave to secure a unit member's own health, or the health of their family, shall not be grounds for discipline or negative evaluation.
21. Unit members who have exhausted all paid leave and must be absent due to coronavirus, including to care for family or household members or to meet a childcare emergency, may request an unpaid leave consistent with the existing provisions of the CSEA Contract.

## **Accommodation**

### **Accommodation of High-Risk Individuals**

22. The parties recognize that the CDC has advised that some individuals are at increased risk for severe illness due to COVID-19 because of certain underlying health conditions. If a unit member has such an underlying health condition and that condition qualifies as a "disability" under the Americans with Disabilities Act ("ADA") or California Fair Employment and Housing Act ("FEHA"), the District and unit member will promptly engage in the interactive process to discuss whether the unit member can safely and effectively perform their essential duties, with or without a reasonable accommodation.

23. If the unit member's underlying health condition does not qualify as a "disability" under the ADA or FEHA, the District and unit member will, upon the unit member's request, discuss reasonable alternatives to the unit member's current assignment with the goal of ensuring that the unit member can safely and effectively perform their essential duties. Such reasonable alternatives may include, among other things, remote work, work at a different location, or work in a different assignment. The parties understand that this discussion is outside of the accommodations process required by the ADA and FEHA. If no reasonable alternatives are available or the unit member declines an offered alternative, the unit member shall be afforded all available leave entitlements, including but not limited to an unpaid personal leave, in accordance with state and federal laws, including the FFCRA.
24. As part of either of the processes above, the District reserves the right to request the unit member to provide sufficient documentation to verify that they have an underlying health condition recognized by the CDC as increasing the unit member's risk of severe illness due to COVID-19.

#### **Accommodation for Dependent Care**

25. Unit members may use existing forms of leave to address a childcare provider or school emergency affecting their children, including but not limited to Emergency Paid Sick Leave and Expanded FMLA leave consistent with HR 6201.

#### **Return Personnel**

26. The District and CSEA agree that CSEA bargaining unit members are essential workers and shall be required to report to work at their regularly assigned site(s) for the 2020-2021 school year.

#### **Workload and Staffing Ratios**

27. Unit members will be provided an opportunity to give direct feedback to their supervisor on a daily basis regarding workload concerns and will make a good faith effort to resolve informally before escalating it to a grievance.

#### **Work Hours and Compensation**

28. The parties agree that unit members shall report to work at regularly assigned hours for the 2020-21 school year, consistent with Article IV of the collective bargaining agreement.
29. Unit members shall continue to receive their contractual compensation and benefits as long as they are working or in accordance with applicable leave provisions. If the work receiving a stipend is still happening, then bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement. Nothing in this MOU shall preclude the District from releasing a unit member to the extent permitted by law and the collective bargaining agreement.
30. All other unit member compensation, including compensation for any extra hours worked, will be provided in accordance with the collective bargaining agreement.

**Duties**

31. The District and CSEA acknowledge that California Education Code §45101(a) and 45109 require that all classified positions have a specific statement of the duties required to be performed. However, the parties recognize that, due to the unique circumstances presented by COVID-19, some CSEA bargaining unit positions may be asked to perform duties not currently contained within the current job description, as authorized by Education Code section 45110. Such responsibilities may include, among other things, duties necessary for the District to ensure compliance with CDPH and MHHS guidelines and to that end, CSEA and the District are in agreement as follows:

<b>Classified Position</b>	<b>In Person Expectations Hours/Days</b>	<b>Distance Learning and Hybrid Expectations</b>	<b>Potential Temporary Additional Duties</b>
Clerical, Administrative, and Related Classes	Regular Hours (subject to change)	Same assigned	Temperature checks and monitoring Assistance with cleaning/disinfecting* Remote or in-person support of students in Distance Learning Enforcement of safety precautions Phone calls to parents and families
Fiscal, Business, and Related Classes	Regular Hours (subject to change)	Same assigned	Temperature checks and monitoring Assistance with cleaning/disinfecting* Enforcement of safety precautions
Student Supervision, Health, and Related Classes	Regular Hours (subject to change)	Same assigned	Temperature checks and monitoring Assistance with cleaning/disinfecting* Enforcement of safety precautions Supervisions of students in ingress/egress Remote or in-person support of students in Distance Learning Distribution of food service items Clerical support Phone calls to parents and families

Instructional Assistants and Related Classes	Regular Hours (subject to change)	Same assigned	Temperature checks and monitoring Assistance with cleaning/disinfecting* Enforcement of safety precautions Supervisions of students in ingress/egress Remote or in-person support of students in Distance Learning Distribution of food service items Clerical support Phone calls to parents and families
Food Service Classes	Regular Hours (subject to change)	Same assigned	Temperature checks and monitoring COVID-19 compliant cleaning procedures (i.e. sanitization, check-off list, etc.)* Enforcement of safety precautions
Maintenance, Operations, Custodial and Related Classes	Regular Hours (subject to change)	Same assigned	Temperature checks and monitoring COVID-19 compliant cleaning procedures (i.e. sanitization, check-off list, etc.) Enforcement of safety precautions

\* Assistance with disinfecting and/or sanitization shall not include Custodial duties such as vacuuming, mopping, and/or use of electrostatic disinfecting machinery.

32. Unit members identified above who will be assigned employee/student/visitor health monitoring will do so in a confidential manner consistent with the District's COVID-19 health and safety handbook, which shall be emailed to unit members and available on the District's website, as well as all applicable state and county guidelines, including but not limited to implementation of appropriate PPE, equipment disinfecting, and physical distancing.

33. The parties understand and agree that the assignment of these responsibilities will be temporary and will not result in out of class compensation pursuant to Article 5.7 of the CSEA Contract and Education Code section 45110. The District will ensure, prior to assigning such temporary duties, that the unit member is either already qualified or will receive appropriate training to perform those responsibilities. These temporary assigned duties will not factor into a unit member's performance evaluation, nor will they factor into the determination of whether a new employee passes their initial probationary period or a promoted employee passes their trial period in the higher classification.

34. A list of Custodial duties for daily performance will be developed and provided to each Custodian. If the complete list of duties cannot be accomplished in the regular workday, the

Custodian is to report to their supervisor which of the duties were not accomplished before the end of their shift. Management may offer Overtime pursuant to Art. 4.5 of the Collective Bargaining Agreement if more priorities must be completed than can be completed in the regular workday.

35. The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties shall be negotiated.

#### **Curtailement of Operations**

36. In the event the District closes any facility, or any District operations are curtailed, due to COVID-19, unit members who report to a traditional worksite for duty as assigned by the District or are directed by their supervisor to stay at home (whether or not they are working remotely), will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment due to COVID-19 as long as they remain available for duty as assigned.

#### **Information and Further Negotiation**

37. The District will share with the CSEA President all new information it receives from local health authorities about the COVID-19 epidemic as they relate to District operations. The District will inform CSEA, in writing, prior to any changes in operations and will negotiate effects on terms and conditions of employment, including occupational health and safety.

#### **Compliance with Further Governmental Orders**

38. The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit members and will bargain as needed over the effects of such further directives.

#### **Duration of Agreement:**

39. This agreement shall expire without precedent on June 30, 2021.
40. Any alleged violation of the terms of this MOU shall be subject to the grievance provisions of Article XII of the CBA. The parties are committed to resolving any health/safety disputes at the lowest level possible in the most expeditious time practicable.

For CSEA:



For the District:



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