



# 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>	
<b>School Type (select one)</b>	
<input 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>	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
<b>Principal or Administrator</b>	
<b>Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Phone Numbers:</b>

I, \_\_\_\_\_, 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:

*Peg Minicozzi*

## 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.

- ☐ 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.

- ☐ 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 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).

- ☐ 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.

- ☐ 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](#))

- ☐ 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:*

- ☐ 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)

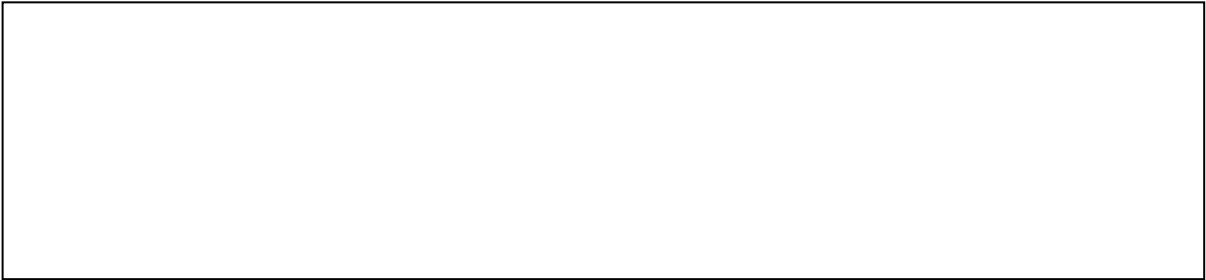
- ☐ 9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 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.

- ☐ 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.

- ☐ 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 schoolwide 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. 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.

- ☐ 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 room 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 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.



- ☐ 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 and shared with all stakeholders and updated as state and local Public Health guidance dictates.

***\*\*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**

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 monthly 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 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

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

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 webinar on September 3, 2020 entitled: Public Health Liaison Training.

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.

### 5. Plans for Cleaning and Disinfecting

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 lunch room, 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**

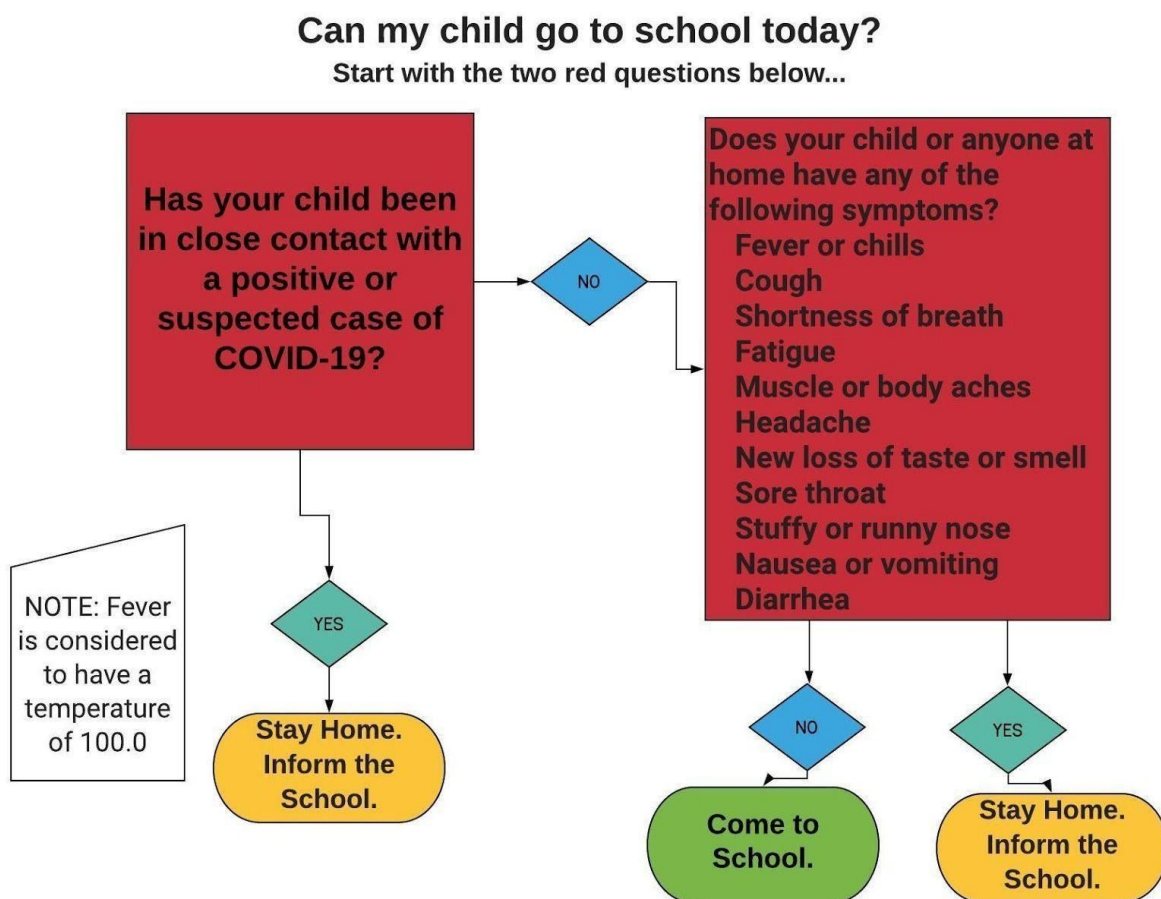
Parents/guardians will be asked to observe their children daily for symptoms consistent with COVID-19 (see chart below) or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to attend school on campus. The student's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

**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.

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, (room 3 and room 8) 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**

The school will cooperate with Marin Public Health to support testing of students and staff to mitigate transmission of COVID-19, report any presumed or confirmed cases of COVID-19 to Public Health, and provide student and staff contact information when needed for contact tracing.

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

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

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
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 have 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**

Protocols, actions and template communications are in place for the four COVID-19 related scenarios defined by Marin County Public Health:

<b>Marin County Public Health Protocols on the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School/Classroom Setting</b>		
Scenario	Action	Communication
<b>1</b> A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.	<ul style="list-style-type: none"> <li>Report information to administrator, send home</li> <li>Contact Healthcare provider/Public Health for testing (recommend testing)</li> <li>If positive, see Scenario #3. If negative, see Scenario #4</li> <li><b>School/Classroom OPEN</b></li> </ul>	<b>No action is needed</b>
Scenario	Action	Communication
<b>2</b> A family member or someone in close contact with a student or staff member test positive for COVID-19.	<ul style="list-style-type: none"> <li>Report information to administrator, send home, quarantine for 14 days</li> <li>Contact Healthcare provider/Public Health for testing (recommend testing)</li> <li><b>School/Classroom OPEN</b></li> </ul>	<b>To:</b> Student Families and Staff <b>Template Letter:</b> <b>Household Member or contact w/ C19+</b>
Scenario	Action	Communication
<b>3</b> A student or staff member tests positive for COVID-19.	<ul style="list-style-type: none"> <li>Report information to administrator, send home, isolate as per Public Health</li> <li>Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing</li> <li><b>Classroom CLOSED for 14 days from last exposure</b></li> <li><b>School Remains OPEN</b></li> </ul>	<b>To:</b> Student Families and Staff <ul style="list-style-type: none"> <li><b>Phone call and</b></li> <li><b>Template Letter:</b></li> </ul> <b>Confirmed C19+ in Cohort</b>
Scenario	Action	Communication
<b>4</b> A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.	<ul style="list-style-type: none"> <li>May return to school 24 hours after symptoms resolve</li> <li>14 day quarantine required for close contact with COVID-19 positive case</li> <li><b>School/Classroom OPEN</b></li> </ul>	Consider notification to families and staff if prior awareness of testing. <b>Template Letter:</b> <b>Negative Test Cohort Member</b>
<b>For more detailed information visit: <a href="https://bit.ly/ExposureProtocols">https://bit.ly/ExposureProtocols</a></b> <b>Public Health (415) 473-7191</b> <b><a href="https://bit.ly/MCOERethinkingSchools">https://bit.ly/MCOERethinkingSchools</a></b> <b><a href="mailto:RapidResponse@marinschools.org">RapidResponse@marinschools.org</a></b>		
Updated 7/31/2020		

Families and staff will be contacted in the event of Scenarios 2, 3, or 4

Students or staff members infected with, or who may have been exposed to, COVID-19 may not attend on-campus. In order to return, they must meet the criteria outlined below:

<p align="center"><b>Criteria for children to return to school after COVID-19 symptoms, close contact, or confirmed COVID-19</b></p>
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<u>SCENARIO</u>	<u>RETURN WHEN <b>ALL</b> OF THE FOLLOWING ARE TRUE:</u>
Student or staff member has a <b>negative test after symptoms</b> of COVID-19	<ul style="list-style-type: none"> <li>• Symptoms have improved.</li> <li>• No fever for 24 hours, without using fever-reducing medicine such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)</li> </ul> <p><i>Documentation of the negative test <b>must</b> be presented to the school. For example, a copy of the result or a message from the clinic or test site that the test was negative. This may be in electronic form. A health care provider's note is not needed.</i></p>
Student or staff member had <b>symptoms</b> of COVID-19 and <ul style="list-style-type: none"> <li>• had a <b>positive test/</b> confirmed COVID-19</li> <li>- OR -</li> <li>• <b>was not tested</b></li> <li>- OR -</li> <li>• was tested but is still <b>waiting for the test result*</b></li> </ul>	<ul style="list-style-type: none"> <li>• After 10 days since symptoms began</li> <li>• Symptoms have improved.</li> <li>• No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve)</li> </ul> <p><i>A health care provider's note is not needed.</i></p>
Student or staff member had <b>close contact</b> with someone with confirmed COVID-19.	<ul style="list-style-type: none"> <li>• 14 days after the last close contact, even if the child has a negative test during this time, or is still waiting for test result</li> <li>• No symptoms have developed since the last close contact.</li> </ul> <p><i>If the student or staff member has ongoing close contact with the person with COVID-19 (for example, a household member or caregiver), they must quarantine for <u>14 days after the person with COVID-19 is no longer infectious</u>. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.</i></p>
Student or staff member had a <b>positive test but never had symptoms</b>	10 days after their positive test was collected (not 10 days after the result was received)

\* See exceptions on next page

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

During test shortages, test results from commercial labs may take more than 10 days to return. If a student receives a positive result more than 10 days after the test was collected and has been allowed to return, they may stay in school, childcare or program. Contact Marin Public Health for guidance.

If a student had possible symptoms of COVID-19 and has a note from their health care provider saying that the child may return, they will be allowed to return to campus , even if they were not tested. The note may be an email, electronic message or part of an after-visit summary. This is not common.

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.

<p><b>Criteria for students/staff members to return to school after illness not related to COVID-19</b></p>
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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

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

### 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) First - Third walkers and bikers - gate next to YMCA.
  - 3) Fourth - Fifth grade walkers and bikers - gate at the very end of the field.
- 
- Kindergarten students and parents line up outside of the library on designated spots.
  - First grade students line up outside room 4 on designated spots.
  - Second graders line up in front of the learning center on designated spots.
  - 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 will be a staggered dismissal process.

11:30 pm - Kindergarten Dismissal

11:55 pm - Walkers and bikers

12:00 pm - Car pick up

There will be FOUR dismissal areas:

- 1) Kindergarten in front of the library
- 2) First -Third grade gate by YMCA
- 3) Fourth - Fifth grade gate at the end of the field.
- 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**

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**

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**

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.

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!  <i>*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.</i>
 <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	<b>An email communication from Marin County Public Health Officer will be sent out through MCOE to all schools.</b> 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>
 <b>red</b> UNHEALTHY = 151-200	<b>A conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b> 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</b> indoors or rescheduling them to another day or time. 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	<b>A daily conference call will be initiated by MCOE and Marin County Public Health Officer for all Marin County Schools.</b> <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/dislookup/dislookup.php](http://www.arb.ca.gov/app/dislookup/dislookup.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>No outdoor activity.</b> 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.*	<b>No outdoor activity.</b> 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.*	<b>No outdoor activity.</b> All activities should be moved indoors. <b>No indoor exercise or vigorous activity</b>
<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.*	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 (Exem. I-134) 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.

Each classroom will have its own playground equipment; no playground equipment will be shared outside of a cohort.

All play structures will be closed due to the challenge of disinfecting the structure after each use. Playground games and activities that don't require sharing equipment will be encouraged.



## **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 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**

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 unless exempt for specific medical or behavioral reasons. Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:

- Younger students, such as those in early elementary school.
- Students, teachers, and staff with severe asthma or other breathing difficulties.
- Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.

In these specific instances when wearing a cloth face covering may not be feasible, parents/guardians will need to meet with the school principal to determine an alternative solution. Parents/guardians may need to consult with their healthcare and/or service provider. Students who continually refuse to wear their face covering (except for those exempt) 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 may be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by the child's parent/guardian (clearly marked with the student's name).

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.)

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, kept in separate individually labeled boxes or cubbies for their individual use only. 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.

## 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 & Protocols for Staff



## 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.

<b>EMPLOYEE HEALTH &amp; HYGIENE PROTOCOLS</b>
<p>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.</p> <p>At this time, guidance includes wearing a face covering, maintaining social distancing, and practicing regular hand-washing hygiene.</p> <p>Please also follow the additional measures listed below.</p>
<p>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.</p>
<p>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.</p>
<p>Remind each other and visitors to wear face covering and social distance. If they continue to violate after reminders, report to HR.</p>
<p>Wash hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.</p> <p>Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.</p>
<p>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).</p>
<p>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).</p>
<p>If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.</p>
<p>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.</p>
<p>If you leave the site during the day, follow all sanitary/disinfecting protocols when you come back on site.</p>

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.*

<b>CLEANING PROTOCOLS</b>
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
<p>The following products will be provided for cleaning and sanitizing:</p> <ul style="list-style-type: none"> <li>Pure - sanitizer</li> <li>H2Orange Light Duty Cleaner (Green bottle) - for general cleaning</li> <li>Microfiber cloths or paper towel</li> <li>Alcohol wipes - for disinfecting copy machine touch pad</li> <li>Hand sanitizer</li> </ul> <p>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</p>
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.
<p>Custodial staff will clean and disinfect the following high touch items <u>daily</u>:</p> <ul style="list-style-type: none"> <li>Door handles</li> <li>Light switches</li> <li>Sink handles in common areas</li> <li>Bathroom surfaces</li> <li>Copy Machines</li> <li>Kitchen surfaces</li> <li>Refrigerator and microwave handles</li> <li>Tables / Chairs in common areas (e.g. conference and staff room)</li> </ul>
<p>Custodial staff will clean the following as needed.</p> <ul style="list-style-type: none"> <li>Garbage cans</li> </ul>
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.

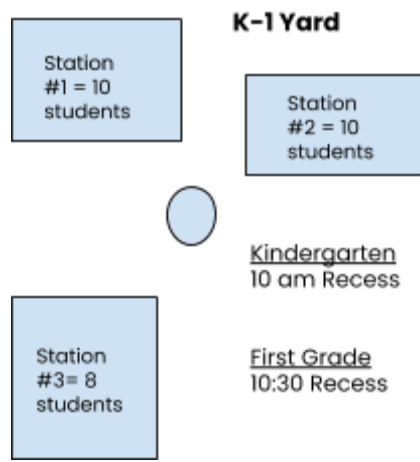
<b>EPE (Essential Protective Equipment) &amp; Cleaning/Disinfecting Items</b>
Face Covering - Each employee will receive 2 masks and either a face shield or Humanity shield. Employees may use a District provided mask or they may bring their own face covering. Employees needing additional masks should 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>
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

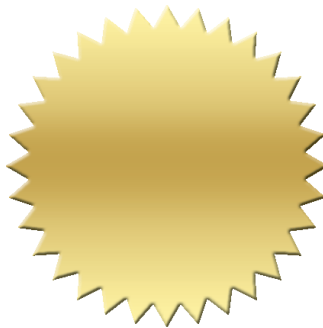
10:15	Mon	Tues	Wed	Thurs	Fri
<b>Rm 17</b>	BBall	4 Square	Ball-field	Soccer	End of field
<b>Rm 18</b>	End of field	BBall	4 Square	Ball-field	Soccer
<b>Rm 11</b>	4 Square	Ball-field	Soccer	End of field	BBallBBall
<b>Rm 12</b>	Ball-field	Soccer	End of field	BBallBBall	4-square
10:45	Mon	Tues	Wed	Thurs	Fri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

**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)

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