



## COVID-19 Safety Plan(Updated 10/15/21)

### Ross Valley School District Office

#### Public Health and Safety Liaisons

Marci Trahan, Superintendent, [mtrahan@rossvalleyschools.org](mailto:mtrahan@rossvalleyschools.org) 415.454.2162  
 Chris Carson, CBO, [ccarson@rossvalleyschools.org](mailto:ccarson@rossvalleyschools.org) 415.451.4075

#### School Multidisciplinary Task Force Members and Positions

Chris Carson, CBO  
 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  
 Marci Trahan, Superintendent

<b>Principal/ Administrator Name</b>		Chris Carson	
<b>Contact Email</b>	<a href="mailto:ccarson@rossvalleyschools.org">ccarson@rossvalleyschools.org</a>	<b>Contact Phone</b>	415.451-4075

## 1. Public Health Orders

*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 a schedule for regular and frequent hand washing, face coverings required for all, and essential protective equipment (face masks, gloves, barriers) available.*

*Staff members are directed to report their absences in the district absences system and report their absence to their administrator.*

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

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

District Office staff were provided with District Office Staff Health and Safety Procedures & Protocols. Procedures were reviewed during staff meetings and will be revisited periodically. Training includes proper handwashing, wearing of face masks covering nose and mouth as well as directing staff to avoid touching their face.

## 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 (COVID-19 Safety Plan) (points of contact listed above).*

Superintendent Marci Trahan serves as the primary point of contact with the Marin Public Health Officer. The CBO participates 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 CBO is also an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools. Marci Trahan, Superintendent [mtrahan@rossvalleyschools.org](mailto:mtrahan@rossvalleyschools.org)

A secondary point of contact is our CBO, Chris Carson. Both liaisons serve as contacts with Marin Public Health and also serve to receive questions or concerns around practices, protocols, or potential exposure. Chris Carson, CBO [ccarson@rossvalleyschools.org](mailto:ccarson@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)

Donna Faulkner, COVID-19 Response Coordinator, [dfaulkner@rossvalleyschools.org](mailto:dfaulkner@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.*

A refill station for cleaning supplies and hand sanitizer is set up in a central location in the office.

Each meeting room/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.

Custodial staff will administer a disinfectant fogger and disinfectant spray as needed.

Bathrooms and other common areas (e.g. staff rooms) will be cleaned/disinfected daily.

## **6. Health Screening for Students and Staff**

*Staff should monitor themselves for symptoms of infectious illness every day through home-based symptom screening, and should conduct daily health screening self-assessment.*

Health screening for staff is conducted as advised and updated by Public Health. On [September 1, 2021, the CA Department of Public Health \(CDPH\)](#) and on [August 5, 2021, the](#)

[Centers for Disease Control \(CDC\)](#) provided updated guidance on screening K-12 staff emphasizing the need to monitor for signs of infectious illness every day at home, and universal symptom screening for staff is not required. Staff should conduct daily health screening self-assessment.

Staff are asked to observe their symptoms consistent with COVID-19 as listed on the linked decision tree for [fully/partially vaccinated and unvaccinated](#) or any other communicable disease. Staff exhibiting any symptoms consistent with COVID-19 or any other communicable disease, will not be able to come into the District Office or other school campus.

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

*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.*

Staff members who are sick are expected to stay home and to notify their supervisor should they exhibit symptoms of COVID-19 for next steps.

If a staff member has a fever of 100.4°F or higher and/or exhibits symptoms consistent with COVID-19 while at work, they are expected to go home.

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

*Schools and districts requesting Public Health support for testing (including rapid response testing and technical assistance) must complete enrollment and training in the California COVID-19 K-12 Schools Testing Program no later than October 31, 2021. Testing of students must include appropriate parental permissions obtained in advance. If a vaccinated or unvaccinated student or staff member develops COVID-like symptoms, or has close contact with someone confirmed with COVID-19, testing is recommended.*

The District has enrolled in the California COVID-19 K-12 Schools Testing Program by the deadline. Testing of a vaccinated or unvaccinated students or staff members will be done if they exhibit COVID-like symptoms, or have close contact with someone confirmed with COVID-19.

## 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 by 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. Non-vaccinated close contacts need to quarantine. Fully vaccinated close contacts do not need to quarantine.*
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.*

Staff are to check themselves for symptoms of illness **every morning before leaving home for work**. Staff must follow guidelines as outlined in the [appropriate decision tree](#).

Staff will be advised to consult with their healthcare provider if they experience symptoms consistent with or may have been exposed to COVID-19. Staff must inform their immediate supervisor as soon as possible if they, any household member, or anyone with whom they have had close contact with tests positive or is presumed by that person's healthcare provider to have COVID-19. Any staff member who has tested positive or who has been exposed to COVID-19 must stay home from school and follow [Marin County Quarantine Guidance for TK-12 Schools, Child Care, Youth Programs/Activities, and Household/Community Exposures, \(Updated 10/4/21\)](#).

Sometimes staff members' symptoms are clearly due to another cause. In these situations, the provider may clear the staff member to return to work.. 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 staff member does not have COVID-19. Many individuals 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 staff member out of work.

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

*Physical distancing of six feet is maintained between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.*

**NOT CURRENTLY APPLICABLE**

## 11. Classroom Cohorts

*For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout the school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.*

**NOT APPLICABLE** at the District Office.

## 12. Middle School and High School

*For middle and high schools, larger stable groups made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.*

**NOT APPLICABLE** at the District Office.

## 13. Desk Arrangement

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

**NOT APPLICABLE**

## 14. School Staff Classroom Visit Recording Form

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

The District office remains unlocked during business hours. However, visitors are asked to ring a doorbell for assistance from staff. All who visit the District office are to follow Public Health guidance.

**NOT CURRENTLY APPLICABLE:** *physical distancing protocols at the District Office.*

## 15. Routes for Entry and Exit

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

**NOT CURRENTLY APPLICABLE**

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

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

**NOT CURRENTLY APPLICABLE**

## 17. Movement Through Hallways/Walkways

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

**NOT CURRENTLY APPLICABLE**

## 18. Large Gatherings (i.e. school assemblies)

*Large gatherings (i.e., school assemblies) are allowed indoors. Attendees must wear facial coverings indoors. For indoor events with 1,000 or more people, attendees must provide proof that they: are fully vaccinated, or have proof of a negative COVID-19 test completed within 72 hours of the scheduled event. Attendees cannot self-attest to verify vaccination status or a negative test result.*

**NOT APPLICABLE:** The District Office does not physically hold enough people to reach this limit of 1,000 people.

## 19. Outdoor Space and Ventilation

*The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. Applicable: Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible. In the event of poor air quality updated School Air Quality Recommendations should be followed.*

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 workspace.

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.

## 20. Playground Equipment

*Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. If used, outdoor playgrounds/natural play areas only need routine maintenance.*

**NOT APPLICABLE** at the District Office.

## 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.*

**NOT CURRENTLY APPLICABLE** for physical distancing.

## 22. Meal Service/Lunch

*Meals will be served outside when possible. If meals are served indoors, schools should have assigned seating charts. Not currently applicable: Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.*



**NOT APPLICABLE:** *Not Applicable for the District Office.*

## 23. Hand Washing

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

**NOT CURRENTLY APPLICABLE:** *Routines and schedules will be developed to enable staff to regularly wash their hands at staggered intervals.*

## 24. Face Coverings Required

*All staff as well as all students are required to wear face coverings indoors, 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. Masks are optional outdoors and, in general, people do not need to wear masks when outdoors (e.g., participating in outdoor play, recess, and physical education activities). Staff and students should follow CDC and CDPH face covering guidance.*

All staff as well as all students are required to wear face coverings indoors, unless there is a medical or behavioral contraindication or exemption. Masks are optional outdoors.

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

[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.

## 25. Training for Face Coverings

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

Staff will review the proper use of face coverings and how to ensure a proper fit. Staff will receive a face shield and/or Humanity shield. Resources from the CDC on the selection and proper use of face coverings will be shared with staff.

<https://coronavirus.marinhhs.org/masks#correctly>

## 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.*

**NOT CURRENTLY APPLICABLE**, however, staff members have their own office supplies.

## 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.*

**NOT CURRENTLY APPLICABLE.**

## 28. Privacy Boards and Clear Screens

*Use of physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.*

**NOT CURRENTLY APPLICABLE**

## 29. Non-essential Visitors and Parent Volunteers

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

Substitutes and contractors should be fully vaccinated. Employees are required to provide verification of vaccination status to the RVSD HR department, and volunteers are required to provide verification of vaccination status to the school office where they are volunteering. All who are determined to be unvaccinated, partially vaccinated, or decline to state will be required to do weekly COVID-19 testing.

## 30. Vaccinations

*All eligible students and staff should get vaccinated as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website and updated on a monthly basis. Vaccination status of individual students and staff will not be made public.*

All District Office staff have been required to provide proof of vaccination. Those that have not provided status, or that have not been vaccinated are required to submit COVID-19 testing status weekly to the Human Resources Department.

The District posts on its website the staff and student vaccination rate data monthly.

## 31. Other School Related Activities

*Other District Office related activities (ie. Governing Board meetings, leadership meetings, staff meetings, etc.) will follow updated CDPH guidance.*

Staff are required to wear proper face coverings for all district meetings, per current CDPH guidelines.

For Board meetings, all District staff and board members will wear proper face coverings inside the building per current CDPH guidelines. Guests at the board meeting are also required to wear face coverings per current CDPH guidelines. Should individuals not be wearing proper face coverings, they will be asked to go into the hall of the District Office where they will be able to watch and hear the meeting of the Governing Board live.

## 32. School Site Specific Safety Plan Posted

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

The District Office SSSPP / CSP has been updated in accordance with the 32-point Marin County School Guidelines (updated October 11, 2021) and will be revised as state and local public health guidance changes.