



## COVID-19 Safety Plan(Updated 9/17/21)

### MANOR SCHOOL

#### Public Health and Safety Liaisons

Peg Minicozzi, Principal, [pminicozzi@rossvalleyschools.org](mailto:pminicozzi@rossvalleyschools.org), 415-453-1544  
 Maridith Woodward, Admin Assistant, [mwoodward@rossvalleyschools.org](mailto:mwoodward@rossvalleyschools.org) 415-453-1544  
 Meghan O'Hare, RVSD Nurse, [mohare@rossvalleyschools.org](mailto:mohare@rossvalleyschools.org), 415-451-4078

#### School Multidisciplinary Task Force Members and Positions

Peg Minicozzi, Principal  
 Maridith Woodward, Administrative Assistant  
 Meghan O'Hare, RVSD Nurse  
 Victor Montoya, Building Manager  
 Teachers, Cara Chambers, Kristen Marcucci  
 Parents, Mike Mason, Andy Newall.

<b>Principal/ Administrator Name</b>		Peg Minicozzi	
<b>Contact Email</b>	<a href="mailto:pminicozzi@rossvalleyschools.org">pminicozzi@rossvalleyschools.org</a>	<b>Contact Phone</b>	415-453-1544

## 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 hand washing, appropriate face coverings, access to essential protective equipment, and up to date attendance tracking of students and all adults.*

Student attendance is taken each day in Aeries, the student information system.

## 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.*

Procedures were reviewed during staff meetings and will be revisited periodically. Staff also received training on school re-opening procedures and the use of cleaning and disinfecting protocols prior to the first day of in-person instruction.

Staff, parents/guardians, and students have been provided the *Student & Family Handbook for COVID-19 Health and Safety*, and the Handbook is maintained on the [COVID-19 Mitigation Resources page](#) on the district website. The principal reviewed these guidelines with staff and parents/guardians. Teachers reviewed 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 (COVID-19 Safety Plan) (points of contact listed above).*

The school principal serves as the primary point of contact with the Marin Public Health Officer. The principal 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 principal is also an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools. Peg Minicozzi, [pminicozzi@rossvalleyschools.org](mailto:pminicozzi@rossvalleyschools.org).

The secondary point of contact is the Administrative Assistant Maridith Woodward who also attends the webinars. Maridith Woodward, Administrative Assistant [mwoodward@rossvalleyschools.org](mailto:mwoodward@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 [mtarahan@rossvalleyschools.org](mailto:mtarahan@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)

## **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.

Classrooms will be cleaned and disinfected daily 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

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

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

Health screening for students and staff are 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 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.

Parents/guardians are asked to observe their children daily for symptoms consistent with COVID-19 as listed on the linked decision trees for [fully vaccinated](#), [partially vaccinated](#) [and unvaccinated](#) 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.

## 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.*

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 outside the school office until they can be picked up by a parent/guardian or other person listed as an emergency contact. A room, both with exterior doors and close to, but closed off from, the main school office has also been designated as an isolation room if needed.

Students waiting in an isolation room if needed 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.
- When the parent/ guardian arrives to pick up their child, they will pick up their child outside the office or a staff member will escort the child to the parent's car.
- 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, and provide options for symptomatic testing for students and staff, exposure response testing, and testing for modified quarantine. Testing of students must include appropriate parental permissions obtained in advance. If a fully vaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.*

Once fully vaccinated, testing or evaluation by a healthcare provider is required for employees when they develop COVID-like symptoms or have close contact with someone confirmed with COVID-19. Testing of students will be made available in accordance with applicable state guidelines.

## 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.

Parents/guardians are to check their child(ren) for symptoms of illness **every morning before leaving for school**. Students and staff must follow guidelines as written in the decision trees for daily for symptoms consistent with COVID-19 as listed on the linked decision trees for [fully vaccinated](#), [partially vaccinated and unvaccinated](#) persons.

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. 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

**NOT CURRENTLY APPLICABLE:** *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.*

## 11. Classroom Cohorts

**NOT CURRENTLY APPLICABLE:** *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.*

## 12. Middle School and High School

**NOT APPLICABLE**

## 13. Desk Arrangement

**NOT CURRENTLY APPLICABLE:** *Where practicable, desks are arranged facing forward to minimize face to face proximity between students.*

## 14. School Staff Classroom Visit Recording Form

**APPLICABLE:** *School staff are permitted to visit and instruct more than one classroom group and must document/record visits to classrooms that are not identified as their primary classroom, following face covering protocols. **NOT CURRENTLY APPLICABLE:** physical distancing protocols.*

School staff follow face covering protocols, and any school staff who visit and instruct more than one classroom group document/record visits to classrooms that are not identified as their primary classroom by updating the Google Doc Staff Contact with Students provided each. All

other contacts are tracked via attendance and the master schedule. If there are any changes to the master schedule, staff must inform the school office about the changes.

## 15. Routes for Entry and Exit

**NOT CURRENTLY APPLICABLE:** *Routes for entry and exit to the campus will be designated for each classroom group, using as many entrances/exits as feasible.*

## 16. Arrival and Dismissal

**NOT CURRENTLY APPLICABLE:** *Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.*

## 17. Movement Through Hallways/Walkways

**NOT CURRENTLY APPLICABLE:** *Congregate movement through hallways will be minimized as much as practicable.*

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

**APPLICABLE:** *Large gatherings (ie. school assemblies) are currently prohibited indoors. **NOT CURRENTLY APPLICABLE:** Large gatherings (ie. school assemblies) are currently prohibited outdoors.*

No indoor school assemblies are held at this time. A 15-minute outdoor gathering occurs once a month on the school blacktop. All students, staff, and parents are asked to wear masks.

## 19. Outdoor Space and Ventilation

**NOT APPLICABLE:** *The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **APPLICABLE:** Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.*



Classroom HVAC systems have been adjusted for maximum fresh air circulation. In addition, staff members are 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.

## 20. Playground Equipment

**NOT CURRENTLY APPLICABLE:** *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.*

## 21. Use of Non-Classroom Space to Support Physical Distancing

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

## 22. Meal Service/Lunch

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

Meals are served outside and students are sitting 6 feet apart while eating.

## 23. Hand Washing

**NOT CURRENTLY APPLICABLE:** *Routines and schedules will be developed to enable students and 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, and recommended to wear face coverings outdoors based on the direction of public health, 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.*

All staff as well as all students are required to wear face coverings indoors and it is recommended they wear face coverings outdoors, unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 are 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 supported in a non-punitive way about mask compliance.

[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 and how to ensure a proper fit.*

The school principal will review with staff proper use of face coverings and how to ensure a proper fit. Teachers will train students and review as needed. A section on face coverings is included in the COVID-19 Health and Safety Student and Family Handbook.

## 26. Materials and Supplies

**NOT CURRENTLY APPLICABLE:** *Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.*

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

**NOT CURRENTLY APPLICABLE:** *Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.*

## 28. Privacy Boards and Clear Screens

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

## 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. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.*

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

Substitutes, contractors, visitors, and volunteers working directly with students 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 no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public. (Note: State*

*Public Health Order for vaccination requirement is anticipated).*

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) will be published and posted on the school website no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public.

### **31. Other School Related Activities**

*Other School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance (pending).*

School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance, which are pending.

At this time, we will not participate in off campus activities, such as day and overnight field trips.

### **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.*

Manor School's SSSPP / CSP has been updated in accordance with the 32-point Marin County School Guidelines (updated September 7, 2021) and will be revised as state and local public health guidance changes.