



COVID-19 Safety Plan (Updated 3/11/2022)

MANOR SCHOOL

Public Health and Safety Liaisons

Peg Minicozzi, Principal, pminicozzi@rossvalleyschools.org, 415-453-1544
Meghan O'Hare, RVSD Nurse, mohare@rossvalleyschools.org, 415-451-4078
To Be Hired, Admin Assistant, manorschool@rossvalleyschools.org, 415-453-1544

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.

Principal/ Administrator Name

Peg Minicozzi

Contact Email

pminicozzi@rossvalleyschools.org

Contact Phone

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.

Health and safety procedures were reviewed during staff meetings and will be revisited as needed. 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. In addition, teachers received training on trauma-informed practices and equity-based practices prior to the start of the school year.

[COVID-19 Resources for the 2021-22 School Year](#) are maintained on the district website.

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.

The secondary point of contact will be the Administrative Assistant (when the vacant position is filled) who will also attend the webinars. manorschool@rossvalleyschools.org

A third point of contact is our Superintendent, Marci Trahan. All three liaisons serve as contacts with Marin Public Health and also serve to receive questions or concerns around practices, protocols, or potential exposure. Marci Trahan, Superintendent mtrahan@rossvalleyschools.org

Additional Contacts:

Meghan O'Hare, School Nurse, mohare@rossvalleyschools.org

Teresa Machado, Executive Assistant, tmachado@rossvalleyschools.org

Lori Ross, HR Specialist, lross@rossvalleyschools.org

Eric Saibel, Director of Student Services, 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.

Cleaning and disinfections supplies were provided for classrooms and common areas and are refilled as requested.

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

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

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.

If any any [symptoms](#) develop, even if mild, students and staff are to:

- Stay home and follow the [Isolation and Quarantine Guidelines](#) to help prevent the virus from spreading to our schools.
- Test and report positive results to their school.
- Notify social close contacts (e.g. known friends, carpool partners) of potential exposures.
- Report student and staff results of home Covid-19 tests (both positive and negative) to Primary Health. Please contact covidresponse@rossvalleyschools.org if you need assistance registering or reporting results.

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 exhibits [symptoms](#) consistent with COVID-19 while at school, as observed by two staff members, we will keep them under observation until they can be picked up by a parent/guardian or other person listed as an emergency contact.

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.

8. Covid-19 Testing for Students and Staff

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

RVSD is enrolled in the California COVID-19 K-12 Schools Testing Program and is partnered with MHHS to provide equitable access for testing, including testing to exit isolation and end quarantine and test to stay (TTS). Testing of students, staff, and volunteers is made available in accordance with applicable state guidelines and parental permission is obtained in advance of testing students.

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 and made available.

9. Protocols for Covid-19 Scenarios

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

All schools follow updated California Department of Public Health (CDPH) [COVID-19 Public Health Guidance for K – 12 Schools](#) and Marin County Public Health protocols, including modified quarantine and test to stay (TTS).

Students, staff, and volunteers should be checking for symptoms of illness **every morning before leaving for school** and must stay home and notify the school if they have symptoms

If any any [symptoms](#) develop, even if mild, students, staff, and volunteers are to:

- Stay home and follow the [Isolation and Quarantine Guidelines](#) to help prevent the virus from spreading to our schools.
- Test and report positive results to their school.
- Notify social close contacts (e.g. known friends, carpool partners) of potential exposures.
- Report student and staff results of home Covid-19 tests (both positive and negative) to Primary Health. Please contact covidresponse@rossvalleyschools.org if you need assistance registering or reporting results.

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, staff member, or volunteer who has tested positive or who has been exposed to COVID-19 must follow Marin County [Isolation and Quarantine Guidance](#).

Parents/guardians will be advised to consult with their healthcare provider if they or their children test positive for or experience symptoms consistent with COVID-19.

If a student or staff member's symptoms are clearly due to another cause, their healthcare provider may clear them 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 student/staff member does not have COVID-19; it only means that a definitive cause other than COVID-19 was found for the symptoms.

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.*

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 in a Google Doc. 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)

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

School-related youth activities, both on-campus and off-site, will follow updated CDPH and MHHS guidance.

Due to the size of the school and space constraints, we do not hold or host mega-events.

19. Outdoor Space and Ventilation

NOT CURRENTLY APPLICABLE: *The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups.*

Applicable: *Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.*

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 workspaces have portable air purifiers with HEPA and carbon filters.

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

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 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.*

Meals are served outside as much as possible. Assigned seating charts are maintained and updated when necessary to have meals indoors.

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

Updated: *Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and other respiratory illnesses. Face coverings are strongly recommended to be worn indoors for all staff and students, regardless of vaccination status. Face masks are not required outdoors as the risk of transmission is low in most outdoor settings.*

If a student, staff member, or visitor does not have a face covering and wishes to wear one, one will be provided.

25. Training for Face Coverings

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

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 (e.g., 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. 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 boosted (if eligible).

Non-essential visitors and volunteers will be limited. All persons will be required to adhere to all health and safety guidelines.

Currently, staff and volunteers (those who regularly are on campus; not those volunteering for one-time events) must be fully vaccinated or test and submit a negative COVID test on a weekly basis.

30. Vaccinations

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

All eligible students and staff are encouraged to get vaccinated as soon as possible and are required to verify their vaccination status. Staff and volunteers who are not fully vaccinated are required to test and provide results weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) is published and posted on the District's [COVID-19 Vaccination Rate Dashboard](#) which is 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 (i.e., student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH and Marin County Public Health guidance, including CDPH requirements for [mega-events](#). Spectators will be able to attend all indoor events. Marin County Public Health encourages all spectators to get vaccinated or boosted (if eligible).

School-related youth activities, both on-campus and off-site, will follow updated CDPH and MHHS guidance.

Due to the size of the school and space constraints, we do not hold or host mega-events.

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 March 11, 2022) and will be revised as state and local public health guidance changes.