



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

MANOR SCHOOL

Public Health and Safety Liaisons

Peg Minicozzi, Principal, pminicozzi@rossvalleyschools.org, 415-453-1544
 Maridith Woodward, Admin Assistant, mwoodward@rossvalleyschools.org 415-453-1544
 Meghan O'Hare, RVSD Nurse, 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.

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.

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.

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.

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 lunchrooms 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 [Decision Tree for Symptoms](#) as well as for any other communicable disease. Students/staff may not attend school on campus if they exhibit any symptoms of COVID-19. Student/staff may return to school with either proof of negative test OR a note from health provider AND if without fever for 24 hours without medication AND symptoms are mild or have significantly improved. The student's parent/guardian (or staff member) should contact the school office and their medical provider.

Students who have 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, may not be able to attend school on campus, depending on their vaccination status and symptoms per the [Decision Tree for Exposures](#).

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 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.

Enrollment and training for COVID-19 testing has been completed. Testing of students is made available in accordance with applicable state guidelines and parental permission is obtained in advance of testing.

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

Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#))

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 on the [decision trees](#) for symptoms and exposures and follow the [Exposure Protocols](#).

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 (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.*

Gatherings are outdoors when possible. For indoor gatherings, such as school assemblies, all attendees must wear facial coverings. Indoor gatherings have less than 1000 persons total in attendance.

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 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

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. Students from grades TK - 2 are supported and taught how to wear them properly; wearing face masks is optional outdoors.

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 (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 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.

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 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 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) is published and posted on the school website and 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 guidance.

School related youth activities (i.e., student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance.

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 October 11, 2021) and will be revised as state and local public health guidance changes.