



COVID-19 Safety Plan (Updated 10.11.2022)

INFORMATION

School Name	Ross Valley School District	School Type	Traditional Public School
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Public Health and Safety Liaisons

(List Primary and Secondary Contact Information: Names, Emails and Office Phone)

Marci Trahan, Superintendent, mtrahan@rossvalleyschools.org 415.454.2162
 Chris Carson, CBO, ccarson@rossvalleyschools.org 415.451.4075

School Multi-Disciplinary Task Force Members and Positions

(ie teachers, custodians, secretaries, paras, parents, students, administration)

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

Principal/ Administrator Name	Chris Carson		
Contact Email	ccarson@rossvalleyschools.org	Contact Phone	415.451.4075

I certify that I take authority and responsibility for all information in this document and attest to that the above school adheres to all elements required in the following CCR (California Code of Regulations), Title 8 sections:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation](#)
 - The four Additional Considerations provided at the end of the CPP Template.

Additional guidance and resources are available at www.dir.ca.gov/dosh/coronavirus/.

Signature	Date
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SPECIFIC CONTROL MEASURES

1. Public Health Orders

All activities are consistent with and will adjust to changing applicable state and local Public Health Orders.

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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 student and staff attendance tracking.

Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment.

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, students and families 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, and the use of cleaning and disinfecting products.

[COVID-19 Resources for the 2022-23 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)

Superintendent Marci Trahan serves as the primary point of contact with Marin County Public Health and the Marin County Office of Education. A secondary point of contact is our CBO, Chris Carson, who is an active member on the RVSD Operations Committee that focuses on the health and safety protocols and procedures for reopening schools.

Both liaisons serve as contacts with Marin Public Health and also serve to receive questions or concerns around practices, protocols, or potential exposure.

Primary and Secondary Contacts:

Marci Trahan, Superintendent mtrahan@rossvalleyschools.org

Chris Carson, CBO ccarson@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

Donna Faulkner, COVID-19 Response Coordinator, 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.

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

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

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 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 to monitor for symptoms consistent with COVID-19 as listed in the [Isolation and Quarantine Guidelines](#) and for any other communicable disease. Staff exhibiting any symptoms consistent with COVID-19 or any other communicable disease, must stay home, notify their supervisor, and not come into the District Office or other school campus.

7. Isolation Protocol: If a Student or Staff Member 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.

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

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. Testing of students, staff, and volunteers is made available in accordance with applicable state guidelines; parental permission is obtained in advance of testing students.

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 if fever free for > 24 hours without the use of fever-reducing medicine, symptoms improving, and negative COVID test on day 5. 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. Staff are to check themselves for symptoms of illness **every morning before leaving home for work**. Staff must follow guidelines as outlined in the [Isolation and Quarantine Guidelines](#)

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 follow Marin County [Isolation and Quarantine Guidance](#) .

Sometimes staff members' symptoms are clearly due to another cause. In these situations, a healthcare 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.

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 CURRENTLY APPLICABLE: *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.

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.*

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.

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 and outdoors. Participants and attendees must follow current [CDPH Guidance for Face Coverings](#). For indoor [mega-events](#) with 1000 or more people, schools and event operators using school facilities must follow CDPH requirements for [mega-events](#). Attendees must verify [fully vaccinated status](#) or pre-entry negative test result is required of all attendees. Testing must be conducted within one day for an antigen test and within two days for a PCR test prior to entry into an event. Attendees cannot self-attest to verify vaccination status or a negative test result.*

Due to the size of the District Office 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.*

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 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.*

Meal service is not applicable at the District Office.

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.

Staff will review the proper use of face coverings and how to ensure a proper fit. 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

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 vaccinated and boosted (if eligible).

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

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 no longer required to test and provide results weekly per the Governor's order on 9/13/2022. 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 monthly. 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, includes 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.

The Brookside SSSPP / CSP has been updated in accordance with the 32-point Marin County School Guidelines (updated October 11, 2022) and will be revised as state and local public health guidance changes.