

# COVID-19 School Site-Specific Protection Plan Guidance & Template

## Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

## Tools for Developing Your School Site-Specific Protection Plan

### 1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to "fill in the blank" where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.

<b>School or District Site Name</b>	
Ross Valley Charter	
<b>School Type (select one)</b>	
<input type="checkbox"/> Traditional/Alternative Public School <input checked="" type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Luke Duchene, School Director Sharon Sagar, Board Chair Jen Wolf, Receptionist and Lunch/Recess Aide Juana Cruz, Custodian Elizabeth Ellis, Office Manager All Classroom Teachers Merrell Maschino, Community Council Parent Laura Mans, Parent	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Elizabeth Ellis, Office Manager, elizabeth.ellis@rossvalleycharter.org, (415) 534-6970 school  Luke Duchene, School Director, luke.duchene@rossvalleycharter.org, (415)534-6970 school, (415) 484-0816 cell	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
9/5/2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Luke Duchene	<b>Title:</b> School Director
<b>Email:</b> luke.duchene@rossvalleycharter.org	<b>Phone Number:</b> (415) 534-6970 school, (415) 484-0816 cell

I, Luke Duchene, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature: 

Date: 9/15/2020

## Specific Control Measures and Screenings

*Please provide as much detail as possible for how you intend to implement each guideline. If you need additional space, please provide an attachment.*

- 1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site-Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

A multi-disciplinary Task Force of administration, teachers, staff, and parents was established to develop and support this SSSPP. Meetings began at the beginning of the summer and were conducted weekly. Further meetings are held regularly to monitor and adjust this plan based upon input from all stakeholders.

- 2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

Ross Valley Charter is supplied with standard Health and Safety Stations that include EPE and cleaning/disinfecting supplies. Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. Stations include extra disposable face coverings for staff or students who may need them, gloves, face shields, disposable gloves, hand sanitizer, thermometers, cleaning and disinfecting spray bottles with paper towels. Isolation kits have also been provided which include EPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school. Staff have been provided guidance on the use of protective equipment.

- 3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.

Training to reinforce the health and safety practices and protocols will be provided to all staff prior to the start of in-person instruction. Staff will receive training throughout the year when new/updated guidance from Public Health is released. Instructional materials outlining health and safety practices and protocols are provided and reviewed with staff and families.

Age and developmentally appropriate training for students, such as teaching children to avoid contact with one's eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills instruction. Staff will model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

- 4. 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. (Points of Contact listed above).

Luke Duchene, Director, and Elizabeth Ellis, Office Manager, will serve as the primary and secondary points of contact respectively and serve as the Liaisons to Public Health. Any questions or concerns around practices, protocols, or potential exposure should be sent to the primary contact: Luke Duchene, School Director, [luke.duchene@rossvalleycharter.org](mailto:luke.duchene@rossvalleycharter.org), 415-484-0816; or secondary contact: Elizabeth Ellis, Office Manager, [elizabeth.ellis@rossvalleycharter.org](mailto:elizabeth.ellis@rossvalleycharter.org), 415-534-6970.

- 5. 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, sanitizing, and disinfecting schedules and protocols for Ross Valley Charter are based on CDC and CDHP guidelines have been designed. All staff will implement regular cleaning and sanitizing procedures throughout the day. Cleaning schedules are based on the age and needs of students served and instructional materials used. Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations. Custodial staff will disinfect high touch areas in the breezeways, multiuse rooms, bathrooms and classrooms on a nightly basis. Playground equipment, tops of desks and tables, countertops and restrooms will all be disinfected.

- 6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention 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.

All staff will be required to respond to the following questionnaire before entering the classroom. This survey has health screening questions and you will be asked what school/classroom you are in for the day.

1. I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. 2. I affirm that anyone that I live with or anyone that I have been in close contact with has been without fever (100.4 or above) for 24 hours, without the use of fever-reducing medication, and that they have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. Staff are not required to have their temperature taken but are strongly encouraged to take it at home before leaving for work.

While a Daily Health Screening for students is not mandatory, in an abundance of caution and for the health and safety of all of our students and staff, it is vital that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. The child should not return to school until the fever has been gone for at least 24 hours without the use of medicine. Should the student arrive and exhibit any symptoms, they will be isolated in a predetermined isolation area. If the student is absent from school due to symptoms, the parent/guardian is requested to contact the school to report the absence reason, contact their healthcare provider, and monitor their child’s symptoms.

- 7. 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.  
*Describe placement of designated Isolation Area:*

Should a student exhibit any symptoms during the school day, s/he will be isolated in the ‘Living Room’ isolation area. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, emergency contacts will be contacted to pick up the child. Each classroom has a specific isolation plan for their classroom which may include the isolation area, a safe area outside of the classroom, or having the symptomatic student remain in the classroom and all other students taken to another space on campus. Depending on the individual student and other students in the classroom, the staff will determine the most appropriate isolation location for the symptomatic student, preferably outside of the classroom.

Should a student, classroom, or school be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided.

- 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Staff have been provided information on how to register for testing. Staff will be notified of future testing windows and encouraged to obtain a test. Administration will work with staff that may require release time in order to be tested

9. 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):
- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
  - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
  - A student or staff member tests positive for COVID-19.
  - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

The following Exposure Protocols for all staff and students will be implemented. Marin County Public Health Protocols on the onset of symptoms, potential exposure, to and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting are broken into 4 scenarios:

**1: A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above. Action for Scenario One:**

- Report information to administrator, send home
- Contact Healthcare provider/Public Health for testing (recommend testing)
- If positive, see Scenario #3; If negative, see Scenario #4
- **School/Classroom are OPEN**

**2: A family member or someone in close contact with a student or staff member tests positive for COVID-19. Action for Scenario Two:**

- Report information to administrator, send home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- **School/Classroom are OPEN**

**3: A student or staff member tests positive for COVID-19. Action for Scenario Three:**

- Report information to administrator, send home, isolate as per Public Health
- Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing
- **Classroom CLOSED for 14 days from last exposure**
- **School Remains OPEN**

**4: A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:**

- May return to school 24 hours after symptoms resolve
- 14 day quarantine required for close contact with COVID-19 positive case
- **School/Classroom are OPEN**

- 10. Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Staff will implement spacing strategies and instruction in both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand (e.g. markings on the floor, yoga mats to define space). Staff training is provided to maintain physical distancing when practicable and still meet the medical, personal, and support needs of students.

- 11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

Student will be in half-class sized cohorts that do not mix with other cohorts. Times where potential mixing could occur are kept at a minimum, and when times coincide the cohorts will be assigned different paths of travel and areas to congregate.

- 12. For middle and high schools, larger cohorts 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 schoolwide mixing of students and staff.

Not applicable.

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

Student desks, worktables, and floor activity will be arranged so that students face in the same direction to the extent practicable.

- 14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

Related services providers (Speech Pathologists, Occupational Therapists, etc.), School Psychologist, and administrator may visit and/or instruct in more than one classroom and will follow Public Health guidance.

All entry and exits by staff are logged daily including rooms visited and cohorts visited. This will be documented through a QR Code scan with their cell phone. Administrative staff will also monitor movements to ensure compliance with procedures and protocols.

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

Students should enter and exit the campus from the front of the school through the gate. Parent and bus drop off will be outside the music room. Students will have different paths of travel depending upon the location of their classroom.

- 16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.

Arrival and departure of students will be coordinated by the classroom staff, school site administration, and transportation providers in order to prevent the mixing of students from different classrooms. Classroom staff will walk with students to the classroom from the parent dropoff location and to assist with staggering and prevention of student cohorts mixing. Students will eat snacks and lunches in their classrooms or weather permitting outside using physical distancing. Recess times for each classroom on the playground will be staggered.

- 17. Congregate movement through hallways will be minimized as much as practicable.

Students will enter and exit through the exterior classroom doors, rather than into the shared interior hallway to minimize congregate movement.

- 18. Large gatherings (i.e., school assemblies) are currently prohibited.

No gatherings of multiple classroom cohorts, such as assemblies, holiday events or special performance, will be permitted. To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

- 19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

Use of outdoor areas will be utilized to the extent practicable for instruction. Classroom staff and School Director will collaborate to ensure access to outdoor space on campus. Community-Based Instruction, such as campus and community walks may be considered.

High quality air filters have been installed in classrooms. The classrooms have an external door and windows which can be opened to maximize fresh airflow.

- 20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

The School Director and Classroom Teachers will coordinate regarding access and schedule. Activities that require less contact with surfaces and shared equipment will be provided. All outdoor play equipment is cleaned and disinfected between use by different groups of children and cleaned in between use individual children to the extent possible. Physical activity such as community walks may be considered as part of the Community Based Instruction planning.

- 21. 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.

Classroom staff and School Director will collaborate to ensure access to spaces on campus, as appropriate. Outdoor Classroom space use will be maximized to support physical distancing.

- 22. Meals will be served classrooms or outside or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Meals will be served in the classroom or weather permitting in designated outdoor area. Families are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers. Parents should provide detailed information to classroom teacher regarding any special dietary needs. Children will be instructed not to share food or touch each other’s food. Eligible students will be provided free and reduced lunch as “grab and go” meals. All meals are served using disposable food items, such as utensils and dishes, and is prepackaged for each individual.

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

Ross Valley Charter is equipped with sinks for each classroom. Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after playing outside, before and after providing routing care, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

- 24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

All staff will wear a face covering. Instructional staff have been provided with a mask and a Humanity Shield (faceshield with cloth drape). This is a multi-grade classrooms. Students in third through fifth grade will wear a face covering, unless behaviorally or medically contraindicative. Face coverings are strongly encouraged for young children in grades transitional kindergarten through second grade, if they can be worn properly. Students will be taught how to wear a face cover in an age and developmentally appropriate manner and encouraged to do so, if they are able.

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

Staff training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be part of the self-help skills instruction in classrooms.

- 26. 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.

Students have been provided boxes with frequently used items to be kept at their desk. Classrooms are set up with multiple learning manipulatives and activities for students that are easy to clean and disinfect throughout the day and individually labeled bins with, learning activities, books, manipulatives and belongings for each child. Manipulatives that may be put in a student’s mouth will be cleaned and sanitized. The use of a “dirty” bin will be implemented for items that need to be cleaned and disinfected before being used again. Materials that are difficult to clean (e.g. soft toys) are either removed from the classroom or carefully monitored for use by individual children only.

- 27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

Individually labeled bins and/or cubbies with learning activities, books, toys and belongings for each child will be used to reduce sharing. All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others.

- 28. Use of privacy boards or clear screens will be considered as much as practicable.

Movable student desk barriers are available for use in each classroom when physical distancing between students may be challenging, when providing certain physical health care services for a student, or at other times when deemed appropriate by staff.

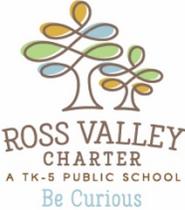
- 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

Non-essential visitors will be limited. Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom. All campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening. When possible, essential workers will be scheduled after student hours. To the extent possible, Individual Education Program (IEP) meetings will be scheduled virtually. Electronic submission of required documentation (e.g., proof of residency, registration forms) will be utilized. Parents should contact the special education office or classroom teacher if there is a need to drop off a lunch/snack, medication, specialized equipment, or other necessary documentation that cannot be completed electronically so that arrangements can be made for safe drop-off.

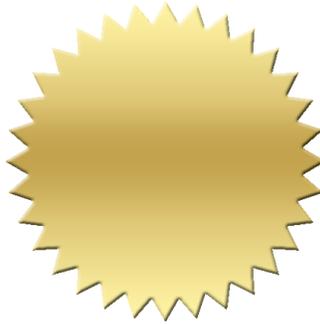
- 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Parents and Staff are provided a copy of this SSSPP and it is available on the MCOE website.

**\*\*Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.**

 <p>ROSS VALLEY CHARTER A TK-5 PUBLIC SCHOOL Be Curious</p>	<h2 style="text-align: center;">School Site-Specific Protection Plan</h2>
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# Certificate of Completion



**Ross Valley Charter**

**has completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:**

[www.rossvalleycharter.org](http://www.rossvalleycharter.org)

**This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.**