

Marin County Schools COVID-19 Safety Plan

Guidance and Template

2021-22 School Year

Guidance for Developing Your School Site Specific Safety Plan (SSSPP) / COVID-19 Safety Plan (CSP)

1. Maintain and update a Multi-disciplinary Task Force formed during prior school year (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this COVID-19 Safety Plan who will meet regularly, will seek and gather input from stakeholders, and will monitor Public Health Information to help adjust and implement 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 [Marin County Schools Health and Safety Guidelines](#) as a guide for conducting your assessment.
3. Develop and finalize your CSP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own CSP 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 Marin County Public Health Officer.
5. Finalize your CSP to distribute widely to staff and families, and post on your school website, encouraging input, suggestions and questions. 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. CSPs should be updated if protocols shift under the direction of Public Health.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - Not enter the facility with any COVID-like symptoms; stay home if sick
 - Wear face coverings indoors; and
 - Practice good hand hygiene.

Tools for Developing Your COVID-19 Safety Plan (CSP)

1. COVID-19 Safety Plan 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 COVID-19 Safety Plan (CSP). It contains all of the standard content already written for you to apply the Health and Safety Guidelines to your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your CSP. 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.

*** This COVID-19 Safety Plan has been developed with significant opportunity for public comment and input over the course of the 2021-22 School Year. Ongoing and additional public comment is welcome and encouraged for any future revisions by contacting a site administrator and/or one of the Public Health and Safety Liaisons identified on the CSP. Any comments, questions or concerns may also be forwarded to the Marin County Office of Education's Rethinking Schools Task Force at rapidresponse@marinschools.org.

CONTACT INFORMATION

School Name	Ross Valley Charter
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School Type (select One)

- Traditional/Alternative Public School
- Charter School
- Private, Independent or Parochial

Public Health and Safety Liaisons (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
Dr. Page Hersey, School Director - page.hersey@rossvalleycharter.org - (415) 534-6970 Elizabeth Ellis, Office Manager - elizabeth.ellis@rossvalleycharter.org - (415) 534-6970

School Multi-Disciplinary Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
Sharon Sagar, Board Chair Juana Cruz, Custodian All Classroom Teachers Merrell Maschino, Marketing & Admin Deepti Manepalli, Parent, Co-Facilitator of the Community Council & Covid Working Group

Principal/ Administrator Name	Dr. Page Hersey		
Contact Email	page.hersey@rossvalleycharter.org	Contact Phone	415-534-6970

The above Principal/Administrator certifies that all staff and parents have been provided a copy of this CSP, which is posted on the school/district website, and that staff have received training as described in this CSP.

Signature		Date	
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SPECIFIC CONTROL MEASURES

Please provide as much detail as possible for how you intend to implement each guideline or check the box to indicate that you will adhere to the corresponding Guideline. If you need additional space, please provide an attachment.

Enter your School's protocols below each Guideline. If a Guideline is 'Not currently applicable' or not relevant to your student population, you may enter N/A. Even if 'Not currently applicable', protocol information is welcome.

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

The School Director and Office Manager will ensure that school procedures meet up-to-date state and local Public Health Orders and the Marin County Smarter Schools Plan.

The School Director and office staff will communicate any changes to student or family requirements as needed through our communication protocols (Emails, texts, and automated voice calls).
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 are 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, disposable gloves, hand sanitizer, cleaning and disinfecting spray bottles with paper towels.

Supplies including 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 are also on hand. 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 is provided to all staff. Staff receive updates 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, occur as part of classroom self-help skills instruction and schoolwide meetings. Staff models and reinforces practices such as hand washing 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 serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan (COVID-19 Safety Plan).

Primary: Page Hersey, Director - (415)534-6970 school
Secondary: Elizabeth Ellis, Office Manager - 415-534-6970

5. Plans are implemented for intensified cleaning and disinfecting, including training for all 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 and daily observation. All staff 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 are 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 disinfect high touch areas in the breezeways, multi use rooms, bathrooms and classrooms on a nightly basis. Desks and tables, countertops and restrooms will all be disinfected.

6. 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.

Parents/guardians are asked to observe their children daily for symptoms consistent with COVID-19 or any other communicable disease. Students exhibiting any symptoms consistent with COVID-19 or any other communicable disease, are not able to attend school on campus. The student's parent/guardian should contact the school office and their medical provider.

Staff are required to self assess for symptoms consistent with COVID-19.

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.

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 they will not be able to attend school on campus.

In the event that 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.

Should a student exhibit any symptoms during the school day, they will be isolated from other students. 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.

8. 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.

The school will collaborate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff. If a student or employee exhibits COVID-19 symptoms and/or has had a close, household exposure to someone with COVID-19, they will be referred for testing.

Employees will contact their medical provider or local medical clinic as outlined in the COVID-19 Testing Information provided by the school. The school will report any confirmed cases of COVID-19 for students and staff infectious while at school to Public Health, and provide student and staff contact information when needed for contact tracing. All testing and contact tracing strategies will be conducted in a way that protects privacy and confidentiality consistent with applicable laws and regulations as outlined by the Equal Employment Opportunity Commission (EEOC) for employees and Family Educational Rights and Privacy Act (FERPA) for students.

Home tests are available in the office for families or staff needing to test based on symptoms or to exit quarantine. The Family Outreach Coordinator will assist in calling families who are unable to come into the office to pick up tests or may need language assistance.

9. 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 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](#))

Families have been provided with the Isolation and Quarantine Guidance, and are kept up to date via school communication channels (Email, text, and phone) about the most recent guidance from the Marin County Office of Public Health.

Staff regularly attends the Public Health Updates for the School Community and encourages families to attend the Public Health Updates for Parents, Guardians, etc.

Home tests are available in the office to ensure staff and students have take-home tests available to follow health protocols and quarantine exit testing.

10. **Not currently applicable:** Physical distancing of six feet is maintained between adults and 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. **Not currently applicable:** For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.

12. **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.

13. **Not currently applicable:** Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

14. **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 and (**Not currently applicable**) physical distancing protocols.

Staff follows a schedule and documents visits to secondary classrooms.

15. **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. **Not currently applicable:** Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.

17. **Not currently applicable:** Congregate movement through hallways will be minimized as much as practicable.

18. **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.

All large gatherings are being conducted out of doors. RVC does not host mega-events.

19. **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.

RVC installed new HVAC equipment and portable air cleaners in each classroom to increase ventilation and air quality.

20. **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. **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. **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 when possible. If meals are consumed indoors, students are required to follow their classroom seating charts.

Meals provided by the school are individually packaged.

23. **Not applicable:** Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

24. 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.

Face coverings are recommended for all staff and students. Face coverings worn by students must be appropriate (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.) If a student does not have a face covering, has lost theirs, or is ill-fitting, one will be provided in the office or from masking stations in classrooms.

Staff are recommended to wear N-95 masks or a combination of cloth over surgical mask.

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, and how to ensure a proper fit.

The school director and lead teacher review staff proper use of face coverings with staff.

Teachers and staff will train students and reinforce best practices as needed.

Messages from the school include reminders about health and safety practices, including proper mask use and requirements.

26. **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. **Not currently applicable:** Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

28. **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, 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, including parent volunteers are limited. Essential workers are required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students will be required to adhere to all health and safety guidelines.

All volunteers must provide proof of vaccination status.

30. 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 staff must provide proof of vaccination and booster. Staff not eligible for vaccination provide proof of weekly negative test results.

Staff vaccination rate is posted on our website on the Covid Safety Plan page.

Student vaccination rate data is currently unavailable.

31. 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 activities, including afterschool enrichment activities, follow the latest CDPH and MCPH guidance.

At this time, RVC has no activities with spectators.

32. 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.

A School Site-Specific Protection Plan (SSSPP) / COVID Safety Plan (CSP) outlining the above measures is completed, posted and updated on the school website and shared with all staff and families. <https://rossvalleycharter.org/covid-mitigation/>

RVC will update SSSPPs / CSPs as state and local Public Health guidance changes.