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Principal: Brian Lynch

Assistant Principal: Ann-Marie Skaggs

## 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:
  - Not enter the facility with any COVID-like symptoms;
  - Maintain the minimum physical distancing as detailed in below Guidelines;
  - 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 reopen your school or school office and prompts you to “fill



DEL MAR MIDDLE SCHOOL

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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>		
Del Mar Middle School (Reed Union School District)		
<b>School Type (select one)</b>		
<input checked="" type="checkbox"/> <b>Traditional/Alternative Public School</b>	<input type="checkbox"/> Charter School	<input type="checkbox"/> Private, Independent or Parochial
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paraprofessionals, parents, students, administration)</b>		
Brian Lynch, Principal Ann-Marie Skaggs, Assistant Principal Laurie Kristy, Office Manager Alison Mankin, District Nurse David Wade, Campus Supervisor Ryan Sonnevile, Teacher Janet Cerni, Teacher Mary Marshall, Teacher Katie Baker, Teacher Bryan Nielsen, Teacher Brian Clark, Custodian Sherril Lybrook, Parent Becky Miller, Parent Angela Chang, Parent		
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>		
Brian Lynch   <a href="mailto:blynch@reedschools.org">blynch@reedschools.org</a> (415) 435-1468 (primary)		



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Ann-Marie Skaggs   <a href="mailto:askaggs@reedschools.org">askaggs@reedschools.org</a> (415) 435-1468 (secondary)	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
March 23, 2021	
<b>Principal or Administrator</b>	
Name: Brian Lynch	Title: Principal
Email: <a href="mailto:blynch@reedschools.org">blynch@reedschools.org</a>	Phone: 415-435-1468


I, Brian Lynch, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature: 

Date: 3/23/2021



### 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.

The committee was initially formed on June 23, 2020 and will continue to meet as needed to review plans as indicated based on applicable public health orders.



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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.

Students and staff will follow hand washing protocols, schedules and procedures in which they have been instructed. Ten portable handwashing stations are distributed throughout each campus. Upon entering campus, students will be directed to first wash hands at these portable hand washing stations. Signage to remind individuals to wash hands for at least 20 seconds and maintain physical distancing can be found throughout campus, in and out of bathrooms. Portable hand sanitizing automatic dispensers have been placed throughout the campus, as well as hand sanitizer bottles have been placed in each classroom and are continually stocked. Face coverings will be used at all times by staff and students, and they will be trained accordingly by our school nurses. The district will provide each person with 2 cloth face coverings and have disposable face coverings available for individuals who arrive at school without one. Training will be provided to all staff and students in personal safety practices. Teachers will use a face mask when physical distance is less than 6 feet, or they are in outdoor areas. Access to approved cleaning supplies will be in all classrooms and workstations. Well stocked and available PPE/EPE will be housed at each school. Up to date student and staff attendance tracking (ALMA for students; Frontline for staff)

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

The Superintendent and district nurses provided training to all staff on August 24 in safety protocols necessary to reopen schools. The District will provide ongoing training sessions during all reopening phases. Attendance in this meeting was tracked by supervisors so that any employee who missed the training would be provided the information and training prior to the opening of schools. The nurses have developed a COVID-19 parent handbook that will be sent to families through *Actionaly* to read and sign acknowledgement confirmation. Administration and staff are developing videos to provide to students prior to schools reopening, additionally teachers and staff have provided instruction to students when they returned to a hybrid model. A video will be created for students explaining the procedures of student lunch on campus.



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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).

Brian Lynch, Principal, is the primary point of contact for Public Health. Ann-Marie Skaggs, Assistant Principal, is the secondary point of contact for Public Health. These individuals received training from Public Health on information and requirements of individuals in this role provided by Dr. Lisa Santora. They also attend weekly public health meetings provided by Marin Public Health and the Marin County Office of Education.

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.

Facilities cleaning protocols/schedules are implemented. Facilities and Maintenance staff have been trained in COVID-19 cleaning procedures and protocols through Keenan and Associates. Cleaning supplies are well stocked and will be available in classrooms and throughout campus when students return to campus. All disinfecting chemicals have been approved by the CDC for use against COVID-19. Del Mar has 2 electrostatic sprayers for disinfecting classrooms and offices at the end of each day. Enhanced cleaning machines have been purchased for each school to disinfect restrooms. Del Mar has 5 touchless hand sanitizer dispensers on stands spread out throughout the campus. Hand dryers have been replaced in restrooms at Del Mar, and paper towel dispensers have been replaced to accommodate touchless access. Foot pulls have been installed on doors to provide for a touchless option when opening doors. Two custodians will be assigned to days at each school to accommodate increased disinfecting/cleaning throughout the day. The third custodian will begin their shift earlier. Staff will be trained on proper disinfection guidelines. Staff are expected to disinfect shared high touch objects after use (refrigerator, microwave, etc.)

6. Health screening for students and staff are conducted as advised and updated by Public Health. Parents, caregivers, or guardians should be strongly encouraged to monitor students for



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symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

Daily home health screening will be conducted online through an email sent to staff and parents each morning through our *Actionaly* communication system. Any staff member or student that does not complete the assessment prior to arrival at school, will be asked to do so immediately and screened for 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.

Students and staff who are ill are expected to stay home and will not be allowed on campus. Protocols have been established and communicated by our Nurses in collaboration with Marin Public Health to provide guidance to parents about when their children are ill, when they need to stay at home, and when they can return to school. The school site isolation area is located in room M-2. At Del Mar, a designated quarantine area for individuals who begin to exhibit symptoms of COVID-19 has been established in the gym lobby and its office. A parent or emergency contact will be provided information on picking up the child while remaining in their car. Students must be picked up from school within 30 minutes. The student will be walked to the caregiver's car to reduce exposure.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month, unless fully vaccinated. This may include testing of students with appropriate parental permissions obtained in advance. If a fully vaccinated staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Testing is available for staff, students, and household members through the County of Marin in accordance with public health guidance.

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 by Tier](#)):



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- a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
- b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- c. A student or staff member tests positive for COVID-19. Fully vaccinated school staff or student with no COVID-like symptoms do not need to quarantine following an exposure.
- d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Site based protocols and procedures are continuously revised to be in alignment with guidance from Marin County Public Health.

10. 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.

All students will have a designated seating area. Tables will be fitted with a plexiglass protective barrier to separate students sharing the table. Each stable group will have a designated outdoor learning area as outdoor space for instructional purposes will be maximized. Furniture is spaced to adhere to physical distancing guidelines. Seating charts and attendance records are maintained for each classroom.

11. 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.

N/A

12. 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 schoolwide mixing of students and staff.

Students are assigned to a stable classroom group that will be maintained throughout the day. Students will attend break and lunch with their class and not mix with students in other stable groups. Teachers, including specialists, will be able to rotate into the stable groups they serve (in-person or virtually) while students remain in classrooms.



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Staff and students will sign in and out when entering and leaving classrooms to support contact tracing.

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

All classrooms with desks will face forward. In classrooms that have maintained 6 foot tables, plexiglass will be installed to separate students on each side of the table.

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

Teachers will maintain a 6 foot distance as practicable from students, wear a face covering, and wash/disinfect hands prior to entering and leaving the classroom. Teachers, administration and staff will sign in using a staff survey with the date and time of their visit to the classroom if they are not the stable group's teachers of record.

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

A staggered start and dismissal schedule has been created to support physical distancing practices. Groups will be assigned to a specific and consistent entry/exit gate. Additional entry/exit locations have been designated at the school. Physical distancing markings will be visible on the ground at all entry/exit gates for each class to line up. The same entry/exit gate will be used at the end of the day when the teacher walks students at dismissal time.

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

Arrivals at school will be staggered with 1/3 of the classes arriving at 8:00, 8:15, and 8:30, and have subsequent staggered dismissal times at Del Mar Middle School. Students are assigned to a stable classroom group that will be maintained throughout





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the day. Students will attend recess and lunch with their class and not mix with students in other stable groups. Recess and lunch will be held on staggered schedules that coincide with school start/dismissal times. All groups will use their designated outdoor space for lunch & snack, or in the classroom if there is inclement weather.

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

Walkway travel patterns are established throughout the campus to mitigate contact amongst groups. Students remain in their stable classroom throughout the day with the exception of the teacher taking students to their designated break, outdoor learning space or lunch area. Staggered start and dismissal time traffic patterns will adhere to this practice as well. In the case of emergency, safety protocols and procedures will supersede these established travel patterns.

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

Large gatherings such as assemblies and field trips are currently prohibited. The school will seek ways to provide virtual assemblies and field trips to students during the time of this restriction. The school will follow Marin Public Health guidance to develop an 8th grade graduation ceremony.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. 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.

Outdoor spaces will be maximized in the following ways: All stable groups will use their designated outdoor space for lunch, or in the classroom if there is inclement weather. All stable groups will use their designated outdoor areas for breaks. Locations may be rotated on a scheduled basis. Windows and doors will remain open as weather permits to ensure adequate ventilation. RUSD HVAC systems meet the criteria recommended for students to return to classroom instruction. MERV11 air filters will be used in all of our HVAC systems. Each classroom, office and work space has been



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provided a HEPA air purifier. Each classroom has a designated outdoor learning area.

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. If used, outdoor playgrounds/natural play areas only need routine maintenance.

Each stable group will have separate play equipment (i.e. balls and supplies). PE teachers will provide a program that minimizes the use of equipment and teach student games that do not require equipment to play during recess breaks. If equipment is used during PE classes, they will be fully sanitized between stable group usage.

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.

Non-classroom spaces such as gyms and elective classrooms can be used to support larger spaces for physical distancing with cleaning between stable group uses. Additional designated outdoor areas, including our outdoor amphitheatre, blacktop, track and field, and portable tents will also be used to provide flexible spaces for students to learn outside of the classroom.

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

All stable groups will use their designated outdoor space for lunch & snack, or in the classroom if there is inclement weather. Choice lunch will be delivered to classrooms or designated areas. When lunch tables are used, they have a plexiglass protective barrier down the middle of the table if students face each other while physically distanced on the benches. Drinking fountains will not be used except for to fill water bottles.

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

[Handwashing protocols](#) and procedures are in place. The classroom sink and outdoor



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portable handwashing stations can be used for this purpose, in addition to sinks in restrooms. Additionally, CDC approved hand sanitizer is available in each classroom. Staff and students have been instructed on the proper way to wash hands and apply hand sanitizer.

24. All staff as well as all students are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication or exemption. Students from grades K - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.

Face coverings will be used at all times by staff and students, and they have been trained accordingly. The district will provide each person with 2 cloth face coverings and have disposable face coverings available for individuals who arrive at school without one. Students in all grade levels will be expected to wear face coverings. If there is a documented medical or behavioral contraindication or exemption, a student may wear a face shield.

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.

Staff were trained on this protocol on August 20, 2020. Students were provided videos to watch prior to returning to school on this protocol and were instructed again by teachers once they returned to campus. Reminders are provided as needed to staff and students.

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 will be provided individual supplies that will be kept in an individually labeled box or pouch. When classroom resources are shared, hands are washed prior and after use. Students will use individually designated iPads. Limited sharing of materials may occur between or amongst class stable groups.



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

Students will use individually designated iPads. Sharing of materials between or amongst class stable groups is limited.

28. Use of physical barriers (e.g. privacy boards or clear screens) may be considered but should not replace other measures herein.

Classroom and office spaces may be fitted with plexiglass barriers.

29. 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.

RUSD will continue to limit non-essential volunteers and visitors for the duration of the 2020-21 school year. Essential visitors will adhere to masking and physical distancing practices when on campus. Parents are encouraged to communicate with the school by phone whenever possible rather than coming to the office. Non-essential visitors are not permitted to enter the school campus beyond the front office. Choice Lunch is received and distributed by staff to the fullest extent possible.

30. A [School Site-Specific Protection Plan SSSPP](#) outlining the above measures is completed, posted and updated on school or district websites as a component of their COVID Safety Plan (CSP) and shared with all staff and families. Schools should update SSSPPs as state and local Public Health guidance changes.

The School Site-Specific Protection Plan is completed and posted per current Public Health Guidelines.

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



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## School Site-Specific Protection Plan

# Certificate of Completion



**Del Mar Middle School**

**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.reedschools.org](http://www.reedschools.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.**



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**Resource Documents:**

- [Marin County Public Health Order](#)
- [Marin County Public Health and Human Services](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)