



# 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 2020-21 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](mailto:rapidresponse@marinschools.org).

**CONTACT INFORMATION**

<b>School Name</b>	Del Mar Middle School
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<b>School Type (select One)</b>
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- Traditional/Alternative Public School
- Charter School
- Private, Independent or Parochial

<b>Public Health and Safety Liaisons</b> (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
Brian Lynch <a href="mailto:blynch@reedschools.org">blynch@reedschools.org</a> 415 435-1468 Michael Song <a href="mailto:msong@reedschools.org">msong@reedschools.org</a> 415 435-1468

<b>School Multi-Disciplinary Task Force Members and Positions</b> (ie teachers, custodians, secretaries, paras, parents, students, administration)
Brian Lynch, Principal Michael Song, Assistant Principal Laurie Kristy, Office Manager Allison Mankin, Nurse DJ Wade, Campus supervisor Angela Chang, Parent Katie Baker, GLC Abby O’Leary, GLC Ryan Sonnevile, GLC Brian Clark, Custodian

<b>Principal/ Administrator Name</b>	Brian Lynch		
<b>Contact Email</b>	<a href="mailto:blynch@reedschools.org">blynch@reedschools.org</a>	<b>Contact Phone</b>	415 435-1468



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.

<b>Signature</b>		<b>Date</b>	
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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.  
  
Del Mar has aligned practices and procedures with Marin Public Health guidelines and orders. The School Task Force was originally created and met in August of 2020. Membership on the task force will be adjusted for the 2021-22 school year. The School Task Force will meet regularly to review plans as indicated based on applicable public health orders.
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 of which they have been instructed. Portable handwashing stations are distributed throughout each campus. Signage to remind individuals to wash hands for at least 20 seconds 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 both 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 provides students and staff cloth face coverings for individuals who arrive at school without one. Training will be provided to all staff and students on personal safety practices. Access to approved cleaning supplies will be in all classrooms and workstations. Well stocked and available PPE/EPE will be housed at each school. Student and staff attendance tracking (ALMA for students; Frontline for staff) will be taken daily.
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 16, 2021 on 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. District nurses have developed a COVID-19 Parent Handbook and it is posted on the school website. Administration and staff will provide students education and training in advisory reinforcing the importance of health and safety practices and protocols.

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).

Brian Lynch, Principal, is the primary point of contact for Public Health. Michael Song, 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 all 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 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.

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 have been informed of their responsibility to monitor their child(ren) for symptoms each morning before sending students to school. Throughout the year, reminders will be provided in newsletters and through Principal Chats. Staff, as well, have been informed of their responsibility to self-monitor their own health. Training was provided August 16, 2021 and weekly communication will provide reminders of expectations.

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 District 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 and provide options for symptomatic testing for students and staff, exposure response testing, and testing for modified quarantine. Testing of students must include appropriate parental permissions obtained in advance. If a fully vaccinated student or 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](#))

- 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. Non-vaccinated close contacts need to quarantine. Fully vaccinated close contacts do not need to quarantine.
- 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. Parents have been informed to only send students to school when they are asymptomatic. Have a family plan for students that must go home with symptoms.

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.

N/A

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.

N/A

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.

N/A

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

N/A

14. **Not currently applicable:** 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.

N/A

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.

N/A

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

N/A

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

N/A

18. **Not currently applicable:** Large gatherings (i.e., school assemblies) are currently prohibited.

N/A

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.

Staff will be strongly encouraged to continue to use outdoor space, even though it is not currently applicable. 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. MERV13 air filters will be used in all of our HVAC systems. Each classroom, office and work space has been provided a HEPA air purifier.



Each classroom has a designated outdoor learning area.

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.

N/A

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.

N/A

22. **Applicable:** Meals will be served outside as much as possible. **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.

Students will eat outdoors at assigned grade level locations. In the event of inclement weather requiring students to eat indoors, physical distancing and ventilation will be maximized. Drinking fountains will not be used except for to fill water bottles.

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

N/A

24. All staff as well as all students are required to wear face coverings based on the direction of public health (indoors and outdoors), unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, 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 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 16, 2021. 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. **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.





N/A

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

N/A

28. **Not currently applicable:** Use of physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.

N/A

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 fully vaccinated.

RUSD will continue to limit non-essential volunteers and visitors during the 2021-22 school year following Public Health guidelines. Essential visitors include lunch service and carline volunteers. Essential visitors must be fully vaccinated and must show proof of vaccination.. Non-essential visitors are not permitted to enter the school campus beyond the front office.

30. All eligible students and staff should get vaccinated as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public. (Note: State Public Health Order for vaccination requirement is anticipated).

On August 5, 2021, email guidance from Superintendent Kimberly McGrath notified all parents and staff that all eligible students and staff should get vaccinated as soon as possible and will be required to verify their vaccination status via email to District Nurses. In addition, the email also informed parents and staff that vaccination data will be posted on the District website and updated no less than on a monthly basis and vaccination status of individuals will not be made public.

31. Other School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance (pending).

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.

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