

# Marin County

## SSSPP Public Health Review

**School Name:** Reed Elementary

**Date Received:** 9/9/2020

**Main Contact:** Mary Niesyn

**Phone:** (415) 435-7840

**Email:** mniesyn@reedschools.org

### Checklist Indicating Complete Application

- ✓ 8/12 Updated SSSPP Template
- ✓ Contact Information Included
- ✓ Task force Members Named
- ✓ Primary and Secondary Liaison Contact Information
- ✓ Signed by Administrator



## REED ELEMENTARY

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# 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>	
Reed Elementary (Reed Union School District)	
<b>School Type (select one)</b>	
<input checked="" type="checkbox"/> Traditional/Alternative Public School	Charter School      Private, Independent or Parochial
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Mary Niesyn-site principal; Isabelle Moattar-Executive Secretary; Juli Tantum-School Secretary; Eduardo Munoz-Director of Maintenance & Operations; Carli Hamilton-parent representative & District PTA Vice President; Michelle Thomsen-parent representative & Reed PTA Site Chair; Melissa Daymond-teacher; Sarah Vattuone-teacher; Kathleen Sheridan-teacher.	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Mary Niesyn   <a href="mailto:mniesyn@reedschools.org">mniesyn@reedschools.org</a> (415) 435-7840 (primary) Alison Mankin   <a href="mailto:amankin@reedschools.org">amankin@reedschools.org</a> (415) 435-1468 (secondary)	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
September 30, 2020	
<b>Principal or Administrator</b>	
Name: Mary Niesyn	Title: Principal
Email: mniesyn@reedschools.org	Phone: 415-435-7840

I, Mary Niesyn, 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: 8/27/2020

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## 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 Reed Elementary School site-specific committee formed on August 27, 2020. The committee will continue to meet within the first week of each month, or more frequently as needed to monitor and adjust plans as needed based on input from staff, students and parents.

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.

Staff received training in safety practices and procedures. Staff will train students in all safety procedures. Safety practices include implementing hand washing protocols, wearing face covering, maintaining social distancing, and following schoolwide safety procedures. Signs to remind individuals to wash hands for at least 20 seconds and maintain physical distancing are posted. In addition to classroom and bathroom sinks, ten portable handwashing stations have been distributed throughout the campus to expedite handwashing. Face coverings will be used at all times by staff and students, and students will be trained accordingly. The district will provide each staff member with 2 cloth face coverings. Additional disposable face coverings will be available for individuals who arrive at school without one. Staff may use face shields with a drape when instructing students from a distance of 6 feet or greater. Staff will use a face mask when physical distance is less than 6 feet, or when they are in outdoor areas. Approved cleaning supplies will be in all classrooms and workstations. Well stocked and available PPE/EPE will be housed at each school. ALMA will be used to provide up to date student attendance tracking. Frontline will be used for staff attendance.

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. 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 parent handbook that will be sent to families through Actionaly to read and sign acknowledgement confirmation. Teachers and

staff will provide safety instruction to students.

4. 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).

Points of contact are Dr. Mary Niesyn as primary and Alison Mankin as secondary. These individuals received training from Public Health on information and requirements of individuals in this role provided by Dr. Lisa Santora.

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.

Facility 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. All disinfecting chemicals have been approved by the CDC for use against COVID-19. Each school 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. Each school has 5 touchless hand sanitizer dispensers on stands. Hand dryers have been replaced at each school, 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 work day shifts at each school to accommodate increased disinfecting/cleaning throughout the day. The third custodian will be assigned to adjusted hours to support thorough cleaning. Staff will be trained on proper disinfection guidelines. Staff are expected to disinfect shared high touch objects after use (refrigerator, microwave, etc.). Disinfecting wipes will be provided.

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. Staff should conduct daily health screening self assessment, which may be completed through an online survey. (links: [Sample Daily Health Screening for Students](#) and [Sample Daily Health Screening for Staff](#), and [QR Code Check-In System Instructions](#)).

Daily home health screening will be conducted online through an email sent to staff and parents each day 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. *Describe placement of designated Isolation Area:*

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. Reed School has a designated quarantine area for individuals who begin to exhibit symptoms of COVID-19. 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 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 testing will follow Marin County COVID-19 protocols and be tested prior to the start of the site-based classroom instruction, and then no less than every two months thereafter. Students may be tested with appropriate parental permissions obtained in advance. Testing will be provided through Marin Public Health Department, PMH laboratories, Color and Kaiser.

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.

This document is embedded into our Safely Reopening Schools Document which provides additional information to staff and families. This template was reviewed with staff as part of their training in safety protocols. This document will be shared broadly with staff and our community.

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

All students will have a designated seating area with floor markings indicating where desks and tables should be located. Tables are fitted with a plexiglass protective barrier (if desks are not used) to separate students sitting across the table. Each cohort has a designated outdoor

learning area for instructional purposes. Use of the outdoor learning area will be maximized. Furniture is spaced to adhere to physical distancing guidelines.

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.

Students are assigned to a stable classroom cohort that will be maintained throughout the day. Students will attend recess and lunch with their class and will not mix with students in other classrooms. Teachers, including specialists, will be able to rotate into the cohorts they serve (in-person or virtually). All students remain in assigned classrooms. Staff will sign in and out when entering and leaving classrooms to support contact tracing.

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.

All desks in classrooms will face forward. In classrooms using 6 foot tables, a plexiglass shield has been installed to create a barrier between students.

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.

Teachers and support staff may visit or instruct up to 3 cohorts of students following current Public Health guidance and approved MOU with Reed Teachers Association, during the phase 2 and 3 of our Phases of Reintroduction plan that implement a hybrid learning model. Teachers visiting more than one class will maintain at least 6 feet distance from students, wear a face covering, wash/disinfect hands prior to entering and leaving the classroom. Teachers will scan a barcode by the door with the date and time of their visit to the classroom if they are not the cohort teacher of record.

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

A 3-tiered staggered start and dismissal schedule has been created to support physical distancing practices (8am; 8:30am; and 9am) . Two cohorts from each grade level (six classes total) will be assigned to a specific start/end schedule. Each grade level within the tiered

start/end schedule will be assigned to a specific and consistent entry/exit gate. All kindergarten students will enter/exit using the bus gate to the left of the front office. All first grade students will enter/exit using the front gate. All 2nd grade students will enter/exit from the upper carline gate. Physical distancing markings will be visible on the ground at all entry/exit gates for each class to line up. The teacher will greet students and walk them to the classroom. The same entry/exit gate will be used at the end of the day when the teacher walks students at dismissal time. Parents and caregivers will adhere to social distancing practices and wear face coverings when on the Reed campus.

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

Students will arrive and depart from school based on a 3-tiered staggered schedule. Students are assigned to a stable classroom cohort that will be maintained throughout the day. Students will attend recess and lunch with their class and will not mix with students in other classrooms. Recess and lunch will be held on staggered schedules that coincide with school start/dismissal times. All cohorts will use their designated outdoor space for lunch & snack. In the case of inclement weather, students will eat in their dedicated classroom.

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

Walkway travel patterns have been established throughout the campus to mitigate contact between and amongst cohorts. Students remain in their stable classroom throughout the day with the exception of the teacher taking students to their designated recess, outdoor learning space or lunch area. Staggered start and dismissal time traffic patterns will adhere to this practice as well.

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.

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.

Outdoor spaces will be maximized in the following ways: All cohorts will use their designated outdoor space for lunch & snack, or in the classroom during inclement weather or poor air quality. All cohorts will use designated areas for recess. Designated cohort areas 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. Filters will be changed as recommended by CDC. Every classroom and office is equipped with a HEPA air purifier. Circulating fans will be used in all classrooms and shared spaces. Each cohort 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.

Each cohort will have separate play equipment (e.g., 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. Climbing structures will be closed. If they are opened, they will be disinfected after use.

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.

Designated outdoor areas will be used to provide flexible spaces for students to learn outside of the classroom. Non-classroom spaces such as gyms and MPRs used to support physical distancing will be cleaned between cohort use.

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 cohorts will use their designated outdoor space for lunch & snack. In the case of inclement weather, cohorts will use either protected designated outdoor spaces (as feasible) or the classroom as necessary. Choice lunch will be delivered to classrooms or designated areas. Outdoor lunch tables will have a plexiglass protective barrier down the middle to create a barrier between students setting across from one another. Students will be physically distanced on the benches. Drinking fountains will be used solely for the purpose of refilling water bottles.

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

[Hand Washing protocols](#) and handwashing schedules are in place. Students will wash hands upon entering and exiting any room on campus, before and after eating, before and after PE, and after using the restroom. The classroom sink, restroom sink, and outdoor portable handwashing stations can be used for this purpose. CDC approved hand sanitizer also 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 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.

Face coverings will be used at all times by staff and students. Staff has been trained accordingly. The district will provide each person with 2 cloth face coverings. Disposable face coverings will be provided for individuals who arrive at school without one. Students in all grade levels will be expected to wear face coverings, unless there is a medical or behavioral contraindication. Face shields will be used for individuals who are not able to wear face masks as appropriate. Teachers may use face shields with a drape when instructing from 6 feet distance. When teachers need to move in closer proximity to students, they will wear their face 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.

Staff were trained on this protocol on August 17, 2020. Students will be provided videos to watch prior to returning to school on this protocol and will be instructed again by teachers once they return to campus.

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.

Individual classroom supplies will be provided to each student. Supplies will be kept in an individually labeled box or pouch. On occasions when classroom resources are shared, they will be cleaned between uses, and hands washed prior and after use. Students will use individually designated iPads. There will be no sharing of materials between or amongst class cohorts. Student totes, backpacks, and extra clothing will remain on hooks outside of the classroom.

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. No sharing of materials between or amongst class cohorts. Students will not be permitted to share snacks or items brought from home.

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

Plexiglass barriers have been installed on all 6-foot student tables. Portable plexiglass barriers will be used when a teacher or specialist must provide individual support or assessments with a student. Front office desks are 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.

All visitors will be required to wait just outside of the front office to be greeted by office staff. Hand sanitizer will be available. Visitors are required to adhere to physical distancing practices and wear face covering when waiting. Parents will be encouraged to communicate with the school by phone or email whenever possible rather than coming to the campus. Visitors will not be permitted to enter the school campus beyond the front office. On-campus parent and/or community volunteers will not be utilized until further notice. Choice Lunch will be received and distributed by staff. The school gates will remain locked throughout the regular school hours.

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.

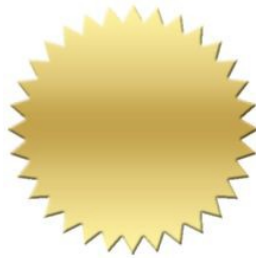
The School Site-Specific Protection Plan is completed and posted per current Public Health Guidelines. This document accompanies the [RUSD Reopening School Safety Plan 2020-21](#) the [RUSD Phases of Integration](#), and the [Student & Family Handbook for COVID-19 Safety and Protocols 2020-2021](#).

**\*\*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



**REED ELEMENTARY 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.**

### **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](#)