

COVID-19 School Site-Specific Protection Plan

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;
 - **Not currently applicable:** 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 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.

Reed Elementary

1199 Tiburon Blvd

Tiburon, CA 94920

(415) 435-7840

www.reedschools.org


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.

School or District Site Name
Reed Elementary (Reed Union School District)
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School Charter School Private, Independent or Parochial
School Task Force Members and Positions (ie teachers, custodians, secretaries, paraprofessionals, parents, students, administration)
Mary Niesyn, Principal Isabelle Moattar, Executive Secretary Juli Tantum, Office Secretary Alison Mankin, District Nurse Eduardo Munoz, Director of Maintenance and Operations Carli Hamilton, parent representative Michelle Thomsen, parent representative and PTA Site Chair Carey Ritola, Teacher/GLC Patty Ryan, Teacher/GLC Erica Leinbach, Teacher/GLC Lindsey Smith, Teacher/GLC
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)
Mary Niesyn mniesyn@reedschools.org (415) 435-7840 (primary) Alison Mankin amankin@reedschools.org (415) 435-1468 (secondary)
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
September 1, 2021
Principal or Administrator

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: 9/1/2021


Marin County School Guidelines

Issued June 18, 2020

Revised August 12, 2020 - December 8, 2020 - March 23, 2021

Updated August 4, 2021 for 2021-22 School Year

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate fulltime site-based classroom instruction for the 2021-22 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves. Some guidelines are **not currently applicable** and may phase in or out as determined by Public Health.

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 Reed Elementary School site-specific committee was initially formed on August 27,

2020. Members were revised in August 2021. The committee will continue to review plans as needed based on applicable state and local 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.

Staff received training in safety practices and procedures at the onset of the 2021-22 school year. Staff trained students in all safety procedures. Safety practices include implementing hand washing protocols, wearing face covering, and following any applicable schoolwide safety procedures. Signs to remind individuals to wash hands for at least 20 seconds are posted prominently throughout the school. In addition to classroom and bathroom sinks, ten portable handwashing stations have been distributed throughout the campus to expedite handwashing. Face coverings are used at all times by staff and students. The district continues to provide face coverings to students and staff as needed. Approved cleaning supplies are in all classrooms and workstations. Well stocked and available PPE/EPE are housed at each school. ALMA is used to provide up to date student attendance tracking. Frontline is 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 16, 2021 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. Teachers and staff provide ongoing safety instruction to students.

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).

Points of contact are 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. Mary Niesyn and Alison Mankin attend ongoing Public Health Meetings provided to site liaisons.

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 are assigned to day shifts at each school to accommodate increased disinfecting/cleaning throughout the day. The third custodian is assigned to adjusted hours to support thorough cleaning. Staff was trained on proper disinfection guidelines. Staff disinfect shared high touch objects after use (refrigerator, microwave, etc.). Disinfecting wipes are provided.

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 will monitor student health and only send asymptomatic student(s) to school. Staff will monitor self for symptoms and will report to work only if

asymptomatic.

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 are not 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 is contacted and students must be picked up from school within 30 minutes. The student is 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](#)):
- 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 following an exposure.
 - 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.

Not currently applicable

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.

Not currently applicable

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.

Not currently applicable

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

Not currently applicable

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

See above

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

Not currently applicable

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

Not currently applicable

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

Not currently applicable

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

Large gatherings (i.e., school assemblies) will be held outdoors. Large gatherings are defined as over 100 people.

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.

RUSD HVAC systems meet the criteria recommended for students to return to classroom instruction. MERV11 air filters are used in all HVAC systems. Each classroom, office, and work space has been provided a HEPA air purifier. Windows and doors will remain open to the fullest extent possible. School Air Quality recommendations will be followed based on county guidance.

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.

Not currently applicable.

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.

Not currently applicable.

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 when eating, with individually plated or bagged meals as much as practicable.

Students will eat outdoors at assigned locations. In the event of inclement weather requiring students to eat indoors, assigned seating, physical distancing and ventilation will be maximized.

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

Not currently applicable. *(Handwashing will continue to be implemented on a regular basis even though a specific schedule is no longer applicable. The classroom sink, restroom sink, and outdoor portable handwashing stations are 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 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 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 are used at all times by staff and students and all persons have been trained accordingly. Students in all grade levels are expected to wear face coverings. If there is a documented medical or behavioral contraindication or exemption, a student may wear an alternative approved face covering. Students may temporarily remove face coverings for a break if outdoors and as directed by the classroom teacher or when

eating.

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 17, 2021. Students were instructed 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.

Not currently applicable.

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

Not currently applicable.

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

Not currently applicable.

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. 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 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. Unvaccinated staff are required to be tested weekly. (Note: State Public Health Order for vaccination requirement is anticipated).
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 as a component 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.

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

<p>Reed Elementary School 1199 Tiburon Blvd Tiburon, CA 94920 (415) 435-7840 www.reedschools.org</p>	<h2 style="text-align: center;">School Site-Specific Protection Plan</h2>
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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:

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Resource Documents:

[July 12, 2021 CDPH COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#)
[July 12, 2021 CDPH K-12 school-based COVID-19 testing strategies for school year 2021-22](#)
[July 9, 2021 CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
[July 20, 2021 What Parents Should Know About the Updated COVID-19 School Guidance](#)
[June 22, 2021 Safely reopening California](#)
[July 27, 2021 CDC Interim Public Health Recommendations for Fully Vaccinated People](#)
[July 29, 2021 California Department of Public Health Vaccine Record Guidelines & Standards](#)
[CDC K-12 Guidance on Disabilities or Other Health Care needs](#)
[State of California Safe Schools For All Hub](#)
[July 28, 2021 CDPH - Guidance of the the Use of Face Coverings](#)
[June 15, 2021 CDC Cleaning and Disinfecting your Facility](#)
[CDPH Indoor Air Quality](#)
[June 30, 2021 CDPH Travel Guidance](#)
[May 25, 2021 Marin County School Air Quality Activity Recommendations](#)
[June 21, 2020 Cal/OSHA Prevention Emergency Temporary Standards - What Employers Need to Know About the June 18 Standards](#)
[June 11, 2021 CDPH State Public Health Orders](#)
[June 11, 2021 CDC How to Wear Masks](#)
[CDC Symptoms of COVID-19](#)
[California K-12 School Antigen Testing Program Playbook](#)
[COVID-19 Public Health Guidance for K-12 Schools in California \(June 4, 2021 - Summer only\)](#)
[Public Health References for Rethinking Schools Bibliography](#)

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