

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 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	<input type="checkbox"/> Charter School <input type="checkbox"/> 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 and District PTA Vice President Michelle Thomsen, parent representative and PTA Site Chair Melissa Daymond, Teacher Sarah Vattuone, Teacher Kathleen Sheridan, Teacher	
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:	
March 29, 2021	
Principal or Administrator	
Name: Mary Niesyn	Title: Principal

Reed Elementary

1199 Tiburon Blvd

Tiburon, CA 94920

(415) 435-7840

www.reedschools.org

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: 3/29/2021

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.

A Reed Elementary School site-specific committee was initially formed on August 27, 2020. 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 2020-21 school year. Staff trained 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 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 each staff member with 2 cloth face coverings. Additional disposable face coverings are available for individuals 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 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 was sent to families through Actionaly to read and sign acknowledgement confirmation. 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. 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 symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

Daily home health screenings are 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, is 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 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 provided information on picking up the child while remaining in their car. 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. Fully vaccinated school staff or student with no COVID-like symptoms 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.

All students have a designated seating area. Tables are fitted with a plexiglass protective barrier to separate students sharing the table. Furniture is spaced to adhere to

physical distancing guidelines. Seating charts and attendance records are maintained for each classroom. Each stable group has a designated outdoor learning area for instructional purposes.

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.

Students are assigned to a stable group (classroom) that is maintained throughout the day. Students enter/exit and attend recess and lunch with their stable group and do not mix with students in other groups (classrooms). Limited mixing may be used for the delivery of services for students receiving Tier 2, ELD, and/or and Special Education services. Accurate attendance records are maintained to support contact tracing.

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.

N/A

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

Classrooms use 8 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 group, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom.

Teachers 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 maintain a record of entry of classrooms other than their

primary classroom.

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

A 3-tiered staggered start and dismissal schedule is utilized to support physical distancing practices (8am; 8:30am; and 9am). Two stable groups from each grade level (six classes total) are assigned to a specific start/end schedule. Each grade level within the tiered start/end schedule is assigned to a specific and consistent entry/exit gate. All kindergarten students enter/exit using the bus gate to the left of the front office. All first grade students enter/exit using the front gate. All 2nd grade students enter/exit from the upper carline gate. Physical distancing markings are visible on the ground at all entry/exit gates for each class to line up. The teacher greets students and walks them to the classroom. The same entry/exit gate is used at the end of the day when the teacher walks students at dismissal time. Parents and caregivers must 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 groups.

Students arrive and depart from school based on a 3-tiered staggered schedule. Students are assigned to a stable classroom group that is maintained throughout the day. Students attend recess and lunch with their stable group and do not mix with students in other classrooms (with exception to limited mixing outlined in # 11). Recess and lunch is held on staggered schedules that coincide with school start/dismissal times. All stable groups use a designated outdoor space for lunch and snack. In the case of inclement weather, students 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 stable groups and/or staff. Students remain in their stable classroom groups throughout the day with the exception of the teacher taking students to their designated recess, outdoor learning space or lunch areas. Staggered start and dismissal time traffic patterns 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 continues to explore 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 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 learning spaces have been created for each stable group. These spaces are utilized to the fullest extent possible. When indoor spaces are used, windows and doors remain open to ensure adequate ventilation. 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.

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 has separate play equipment (e.g., balls and supplies). PE teachers provide a program that minimizes the use of equipment and teaches students games that do not require equipment to play during recess breaks. Use of climbing structures is limited to PE instruction for stable groups. Climbing structures remain closed at recess.

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 are 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 are 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 stable groups use a designated outdoor space for lunch & snack. In the case of inclement weather, stable groups use either protected designated outdoor spaces (as feasible) or the classroom as necessary. Choice lunch is individually packaged and delivered to students in the stable group.

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 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 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 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 are used at all times by staff and students and all persons have been trained accordingly. The district provided each person with 2 cloth face coverings. Disposable face coverings are available for individuals as needed. 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 as directed by classroom teacher or when eating if adhering to social distance protocols and procedures.

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, 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.

Individual classroom supplies have been provided to each student. Supplies are kept in individually labeled boxes or pouches. On occasions when classroom resources are shared, they are cleaned between uses and hands washed prior and after use. Students use individually designated iPads. Student totes, backpacks, and extra clothing remain on hooks outside of the classroom. Limited sharing of materials may occur between or amongst class stable groups.

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

Students 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.

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.**

Del Mar Middle School
105 Avenida Miraflores
Tiburon, CA 94920
(415) 435-7840
www.reedschools.org

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

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

Reed Elementary

1199 Tiburon Blvd

Tiburon, CA 94920

(415) 435-7840

www.reedschools.org

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](#)