

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.

CONTACT INFORMATION

School Name	Rancho Elementary School
--------------------	--------------------------

School Type (select One)

- Traditional/Alternative **Public School**
- Charter School
- Private, Independent or Parochial

Public Health and Safety Liaisons (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
<p>Primary contact: Catherine Nam, Principal: cnam@nUSD.org (415) 897-3101 Secondary contact: Carole Mencarelli, Office Manager: cmencarelli@nUSD.org (415) 897-3196</p>

School Multi-Disciplinary Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<p>The site principal has convened a site level Task Force with meetings throughout the year. The Task Force will monitor and give feedback based on input from stakeholders. Members of the Rancho Task Force: Catherine Nam, Principal; Carole Mencarelli, Office Manager; Monica Lopez, Custodian; Allison Nygaard, Parent; Emily Larsen, Parent; Kristina Bradshaw, Teacher; Shannon Field, Nurse. The team will meet as needed to update this document and review current practices.</p>

Principal/ Administrator Name	Catherine Nam		
Contact Email	cnam@nUSD.org	Contact Phone	415-897-3101

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.

Signature		Date	
------------------	--	-------------	--

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.

Activities at Rancho Elementary are consistent with and will adjust to 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.

All classrooms and office spaces will be supplied with standard COVID Supplies that include EPE and cleaning/disinfecting supplies. COVID Supplies will be replenished on a regular basis, either weekly and/or as needed. COVID Supplies include extra disposable face coverings for staff and/or students who may need them, gloves, face shields, hand sanitizer, cleaning and disinfecting supplies, disinfectant wipes (or spray bottles with paper towels). Isolation supplies will be provided to site offices which include EPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school. Student attendance will be taken daily (each individual period at secondary sites) using the student information system (Aeries). Staff Attendance will be tracked through Frontline Absence Management System and Sign In Logs at the Office. All staff will be sharing vaccination status with NUSD to be inputted into a database. Database will provide percentages of staff vaccinated and unvaccinated. Unvaccinated staff will be required to present a negative COVID-19 test once a week to school site public health liaisons.

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

Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff prior to the start of in-person instruction. Staff will receive training throughout the year when new/updated guidance from Public Health is released. Training resources are available on the NUSD COVID-19 website (<https://nUSD.org/covid/>) and Marin County Office of Education (MCOE) Rethinking Schools website (<https://sites.google.com/marinschools.org/mcoerethinkingschools/home>). Age appropriate health and training for students will be provided as needed.

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).

The Principal and Office Manager will serve as the primary and secondary points of contact respectively and serve as the Liaisons to Public Health. Any questions or concerns around practices, protocols, or potential exposure should be sent to the primary contact: Catherine Nam, [Principal: cnam@nUSD.org](mailto:cnam@nUSD.org) (415) 897-3101 or secondary contact: Carole Mencarelli, Office Manager: cmencarelli@nUSD.org (415) 897-3196

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.

Cleaning, sanitizing, and disinfecting schedules and protocols based on CDC and CDHP guidelines have been designed. All custodial staff and custodial substitutes have been trained on disinfecting schedules and protocols. Custodial staff will disinfect all high touch areas in the classrooms, hallways, and other areas on campus on a nightly basis and sanitize these areas as needed. Bathrooms will be disinfecting on a nightly basis and sanitized as needed. The District has purchased additional equipment to aid in the disinfecting process in the evening. Continual training for custodial staff will be mandated to reinforce cleaning protocols and as guidelines are updated.

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 are notified of what COVID symptoms to watch out for and required to keep students home if presenting with any of those symptoms. Rancho will follow the County issued decision trees, and inform parents of those decision trees, to aid parents in understanding when they need to keep their children home from school.

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.

It is critical that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. Children should not return to school until the fever has been gone for at least 24 hours without the use of fever-reducing medication. Should a student arrive and exhibit any symptoms, s/he will be isolated in a predetermined isolation area. The Rancho isolation area will be in the room in the front office a door and a viewing area to monitor the student. If a student is absent from school due to symptoms, the parent/guardian is requested to contact the school to report the absence reason, contact their healthcare provider, and monitor their child's symptoms.

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.

Rancho School will provide staff and students with resources for local testing options and will comply with any district or County directives regarding testing for unvaccinated staff and students who are on modified quarantine. Should any testing resources become available on site, we will facilitate testing of staff and/or students through our Office Manager and School Nurse.

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.

The school will follow the Decision Trees and template communications provided to us by the County of Marin to guide us in determining the appropriate response to each individual case. In the event that the procedure is unclear in a particular case we will reach out to the rapid response team for guidance and follow their recommendations. All Decision Trees and Communications will be updated per the County guidelines and Health Liaison weekly calls.

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.

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.

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.

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

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.

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.

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

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

practicable.

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

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.

Use of outdoor areas will be utilized to the extent practicable for instruction to maximize physical distancing between students. Windows and doors will be kept open, when weather and other external factors allow, to maximize fresh airflow. Use of HVAC will be based upon CDC, Cal/OSHA, and ASHRAE guidelines. All classrooms will be outfitted with air purifiers with HEPA filters.

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.

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.

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.

Lunch and Break will be served outside in a grab and go format. Students will not be permitted to eat indoors at this time unless we are experiencing inclement weather, in which case, students will remain socially distanced to the extent possible.

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

24. All staff as well as all students are required to wear face coverings indoors, and recommended to wear face coverings outdoors based on the direction of public health, 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.

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 training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be part of instruction in classrooms.

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.

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

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

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.

Non-essential visitors will be limited. Student drop-off and pick-up will be in designated areas. Parents will not be permitted past the front gates of the campus. Signs will clearly mark these drop off areas. All campus visitors will be required to sign-in at the office and provide vaccination status. Any non-essential visitors will require office approval prior to the visit.

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).

Novato Unified School District is requiring staff to report their vaccination status. The school will update percentage of staff who are fully vaccinated per District protocols. Individual staff records 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).

The music program will follow public health guidance and YMCA after care will follow guidelines given by CDPH.

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. Parents and Staff are provided a copy of this SSSPP, and it is available on the Rancho and NUSD website.

