

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	Olive 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)

Primary Health and Safety Liaison:

Lori Nuno lnuno@nUSD.org ext. 4470

Secondary Health and Safety Liaisons:

Carla Brouillette cbrouillette@nUSD.org ext. 4467

School Multi-Disciplinary Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)

The members of the site level Task Force are:

SSC members: Christopher Carey/Parent, Guillermo Melantoni/Parent, Tim O'Connor/Parent, Jodie Grotins/Parent, Katia McHaney/Parent, Summer Gill/Teacher, Amy Krause/Teacher, Wendy Hitchcock/Teacher, Carla Brouillette/Office Manager, and Jan Miller/Projects Coordinator

Principal/ Administrator Name	Lori Nuno		
Contact Email	lnuno@nUSD.org	Contact Phone	408-674-1181

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.
 - We follow all health and safety guidelines outlined by the Marin County and the CDC.
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 are equipped with standard COVID supplies that include EPE and cleaning/disinfecting supplies. COVID supplies are replenished on an as needed basis. COVID supplies include; extra masks, gloves, hand sanitizer, disinfecting wipes.
 - Student attendance is taken daily using the student information system (Aeries). Students who have been absent from class due to an illness must show proof of a negative COVID test in order to come back to school.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
 - Staff, students and families are updated on all safety protocols as it comes out from Marin County or Novato Unified.
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 site Principal is the primary point of contact and the Office Manager is the secondary point of contact. One person will attend weekly Marin County Public Health Meetings and distribute appropriate information to all stakeholders.
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.
 - Site custodians work with the District Maintenance and Operations department to order all needed supplies. Frequently touched surfaces are to be disinfected daily.
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.

- Students must stay home if they show any of the following symptoms: runny nose, coughing, shortness of breath, nausea, vomiting, diarrhea, congestion, fever, body aches or general feeling of malaise, headache, and loss of taste or smell.
- Students who show any symptoms may return to school when they are 24 hours symptom free and have shown a negative COVID test.

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. Should a student arrive and exhibit any symptoms, s/he will be isolated in a predetermined area until a parent/guardian can pick her/him up.

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.

- Administration will work with families and staff to find free testing through Marin County testing facilities or available rapid test kits.

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.

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.



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 times are staggered by grade cohorts (1st/2nd, 3rd, 4th/5th). Meals are eaten outside with classes eating together, six students to a table.
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 based on the direction of public health (indoors and outdoors), unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.
- All staff and students TK-5 will wear a face covering indoors and during close contact outside activities. Students with a medical or behavioral contraindication or exemption will not be required to wear a face covering. Students from grades TK-2 should be supported and taught how to wear them properly.
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 was conducted last year; however, staff who feel they need additional training can contact the site administrator. Age and developmentally appropriate instruction on the use of face coverings shall be a part of instruction in the classroom.



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, including parent volunteers will be limited and essential volunteers will be required to submit proof of vaccination.
- Student drop-off and pick-up will be at designated areas and parents will not be permitted beyond the designated drop-off area in front and in back of the school.

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).

- All staff are required to show proof of vaccination. Staff who choose not to be vaccinated must test weekly.



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

- After school extracurricular activities provided by the school continue to be virtual.
- School wide events must be held outdoors with masking required.

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.

This SSSPP will be posted on the school website, and publicly available to all parents and staff. We will update the SSSPP any time new guidance is issued by the County of Marin Public Health.