

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



COVID-19
Prevention and Response
Health and Safety Protocols

Shoreline Unified School District

Cal/OSHA COVID-19 Safety Program (CSP)
Documentation

COVID-19 Prevention and Response Health and Safety Protocols

Overview

On March 16, 2020 site-based classroom instruction was suspended by order of the Marin County Public Health Officer in all Public and Private Schools in Marin County to help mitigate the spread of COVID-19 in the local community. All schools were forced to develop remote instruction for students, including all schools in the SHORELINE UNIFIED School District. Under the guidance of the Marin County Public Health Officer, Marin County School Guidelines (30 Point Plan) and School Site Specific Protection Plans (SSSPPs) have been developed for all SHORELINE UNIFIED School District Schools, Programs and offices. These SSSPP's meet all requirements of and serve as the Cal/OSHA COVID Prevention Plan (CPP), and along with the COVID-19 School Guidance Checklist serve as the SHORELINE UNIFIED School District COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on the SHORELINE UNIFIED School District Website, and individual SSSPP's for schools sites are posted on the school web sites and made available to staff, students and families as required.

A copy of this entire document will be posted on the SHORELINE UNIFIED School District Homepage as required, and will also be included in the updated SHORELINE UNIFIED School District Injury Illness & Prevention Program as an Appendix.

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Marin County School Guidelines

A Public Health Guided Return to Site-Based Classroom Instruction

**Dr. Matt Willis, Marin County Public Health Officer and
Mary Jane Burke, Marin County Superintendent of Schools**

**Issued June 18, 2020 / Revised August 12, 2020 (#6, #7, #9 & #19)
Revised December 8, 2020 (#8, #19 & #24)**

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 and return to site-based classroom instruction for the Fall 2020-2021 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.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment, and up to date student and staff attendance tracking.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
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.
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.
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 (D) 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. ([Sample MCOE Staff Daily Health Screening](#))

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.
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. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Exposure Protocols & Communication Templates](#) [Purple Tier/Stay Home Order](#) ~ [Red Tier](#) ~ [Orange Tier](#))
 - a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
10. Where practicable, physical distancing of six feet is maintained between adults and between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
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.
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 school wide mixing of students and staff.
13. Where practicable, desks are arranged facing forward to minimize face to face proximity 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.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
17. Congregate movement through hallways will be minimized as much as practicable.
18. Large gatherings (i.e., school assemblies) are currently prohibited.
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. 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.
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.
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.
22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. 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 while in the classroom and on campus, 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.
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.
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
28. Use of privacy boards or clear screens will be considered as much as practicable.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
30. A [School Site-Specific Protection Plan](#)** outlining the above measures is completed, posted on school or district website and shared with all staff and families and will be updated as state and local Public Health guidance dictates.

****Please submit to SSSPP@marinschools.org.**

Completed plans will be forwarded to Public Health for review.

** **8.12.2020 Note:** Based on updated guidance from the California Department of Public Health (CDPH), Governor Newsom, and Marin County Public Health, site-based classroom instruction cannot resume until a waiver is granted by Public Health, which, if granted would apply to grades TK-6 only, or Marin County has been off of the state monitoring list for 14 days. During this time, teachers / staff may meet small cohorts of students (15 or fewer) onsite to onboard students to virtual learning and provide safety instruction to prepare for return to school (e.g., meet their teacher, obtain learning materials, receive hygiene instruction), and/or to participate in academic and emotional assessments. Students and staff must adhere to face covering, and physical distancing requirements described in these guidelines. While Marin remains on the CDPH county watch list, 6th grade students in schools who are granted waivers will be considered elementary school students during the waiver period.*

12.8.2020 Note: *If applicable and helpful, schools may update SSSPP's to reflect changes in guidelines #8, #19 and #24 and additional detail on implementation. Previously approved SSSPP's do not need to be re-submitted after making these revisions.*

Resource Documents:

- [August 3, 2020 California Health Officials Release Guidance on Youth Sports and Elementary School Waivers](#)
- [July 15, 2020 News Release regarding Marin County Public Health Recommendations and Guidance to Delay In-Classroom Learning](#)
- [July 17, 2020 Guidance from Governor Newsom and the California Department of Public Health](#)
- [Updated August 3, 2020: California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [July 23, 2020 Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Marin County Health and Human Services COVID-19 Surveillance Data](#)
- [Marin County Health and Human Services COVID-19 Indicators](#)
- [Marin County Office of Education: Rethinking Schools](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Blueprint for a Safer Economy](#)
- [September 4, 2020 CDPH Guidance Related Cohorts](#)
- [November 16, 2020 CDPH Guidance for the Use of Face Coverings](#)

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Shoreline Unified School District

Number of schools: 5

Enrollment: 498

Superintendent (or equivalent) Name: Bob Raines

Address: 10 John Street
Tomales, CA 94971

Phone Number: 707-878-2266

Email: bob.raines@shorelineunified.org

Date of proposed reopening:
January 13, 2021

County: Marin

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: traditional K-12

Grade Level (check all that apply)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Bob Raines, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
No more than 15 students and no more than two adults on a regular

If you have departmentalized classes, how will you organize staff and students in stable groups?
n/a

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?
virtual presentations

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: ⁶_____feet

Minimum: ⁶_____feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Asymptomatic staff will be tested once a month. If Marin County enters Deep Purple, staff will be tested once every two weeks.

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

The District will NOT test asymptomatic students

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Shoreline Educators' Association (CTA)

Date: 7/27/2020

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: CSEA Chapter 304

Date: 9/25/2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Marin. County has certified and approved the CSP on this date: 11/1/2020. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.



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.



School or District Site Name

Shoreline Unified School District

School Type (select one)

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

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

- Adam Jennings
- Beth Nolan
- Norma Santarelli
- Logan Martin
- Josh Risley
- Laurie Schmitt
- Meredith Leask
- Jennifer Warner
- Colleen Conley
- Ashley Dumbra
- Daisy Barragan
- Melissa Riley
- Christine Bowman
- Ginny Geoghegan
- Dominic Sacheli
- Rachael Kobe
- Tina Righetti
- Cristina Salcedo
- Angelica Sanchez
- Glenda Mejia
- Leland Kinard
- Sherri Edwards
- Dan Bagley

Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)

Adam Jennings, adam.jennings@shorelineunified.org, 707-559-8404
Tina Righetti, tina.righetti@shorelineunified.org, 707-479-6706

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:

September 25, 2020



Principal or Administrator	
Name: Adam Jennings	Title: Principal
Email: adam.jennings@shorelineunified.org	Phone Number: 707-878-2286

I, Adam Jennings, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.
Signature: _____ Date: _____



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.

We have a multi-disciplinary Task Force consisting of the members listed above. This Task Force was established to represent all stakeholders in planning and implementing our district's post-pandemic approach to learning and health and safety. This planning team has taken on all duties required by the Task Force mandated by this SSSPP. Our Task Force will continue to meet on all Covid 19 related topics as we have since the shelter in place began. In addition, The District and certificated Association agree to meet and confer at least monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes.

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.

Tomales High School classrooms are supplied with standard Health and Safety Stations that include EPE and cleaning/disinfecting supplies. Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. Health and Safety Stations include extra disposable face coverings for staff or students who may need them, gloves, face shields, protective eye wear, disposable gown, hand sanitizer, thermometers, cleaning and disinfecting supplies, hand soap, disinfectant wipes (or spray bottles with paper towels), and alcohol swabs.

THS administrative office staff will have access to EPE inventory and will regularly monitor its supply levels. Staff will immediately notify, electronically or verbally, site administrators when classroom and workspace inventories reach a low amount so that necessary materials can be refilled. The District will make every effort to provide the necessary EPE in a timely manner, no longer than three working days, unless the items are not accessible from the identified vendor.

An isolation location has been set up in our main office inside the nurse's station and outfitted with 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. Staff have been provided guidance on the use of protective equipment.

Student attendance will be taken daily using the student information system (Aeries).



Staff attendance will be taken through the daily health screening survey and maintained by the site Public Health Liaisons.

Face Coverings and Shields

California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of Coronavirus. Face coverings are required to be worn by all staff and students indoors and outdoors unless exempt for medical reasons, in which case a doctor’s note is required. If a student does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering (except for those with medical exemption) will be sent home. Face coverings worn by students must be appropriate and meet District dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

Face coverings or face shields may be removed for meals, snacks, or when it needs to be replaced.

Wearing face coverings correctly:

- Wash your hands before putting on your face covering.
- Put the covering over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash your hands right away.

CDC: How to Safely Wear and Take Off a Cloth Face Covering ([English](#)) ([Spanish](#))

- 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 at the beginning of the school year/prior to the start of in-person instruction and as part of onboarding training for newly hired staff.

Staff will receive training throughout the year when new/updated guidance from Public Health is released. Handbooks outlining health and safety practices and protocols are provided and reviewed with staff and families. Training resources are available on the MCOE Rethinking Schools website.

Age and developmentally appropriate training for students, such as teaching students to avoid contact with one’s eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills instruction. Staff will model and practice handwashing before and after eating, after coughing or sneezing, after outside activities, and after using the restroom.

Proper Hygiene & Restroom Practices

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand sanitizer stations will be accessible throughout the THS campus. Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classroom after recess/breaks.



Five steps to proper handwashing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer:

1. Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Restroom Practices and Protocols

- Staff and students will have designated restrooms to use when on site.
- Appropriate signage will be prominently displayed reminding staff and students to practice good hygiene and to report issues in restrooms.
- Only one user, student or staff, will be permitted in the restroom regardless of the number of stalls or urinals.
- Signage will be provided indicating occupancy of the restroom.
- Students and staff will wash hands following restroom use when returning to classroom and/or work space.
- In staff restrooms an aerosol spray and bleach wipes will be provided for use by employees before and after use.
- A protocol for the frequency of cleaning/sanitizing bathrooms after student use will be determined prior to in person instruction.
- Staff and students shall use paper towels to protect clean hands when opening restroom doors to exit.

Cough Etiquette

Cough and sneeze into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.

Other Important Health and Hygiene Practices For Families

Please help use these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) feet distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of community physical distancing measures while not at school, including discouraging students from gathering elsewhere.



- Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another.

- 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).

The Principal and Teacher-In-Charge 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:

Adam Jennings, adam.jennings@shorelineunified.org, 707-559-8404

or secondary contact:

Tina Righetti, tina.righetti@shorelineunified.org, 707-479-6706

- 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.

Cleaning, sanitizing, and disinfecting schedules and protocols for Tomales High School have been designed based on CDC and CDPH guidelines. Staff will implement regular cleaning and sanitizing procedures throughout the day. Cleaning schedules are based on the needs of students served at Tomales High School and instructional materials and locations used.

Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations.

Cleaning and Disinfecting Procedures

Custodial staff will administer daily, and more frequently if feasible, cleaning and disinfecting procedures. Frequently touched hard surface areas will be cleaned and disinfected (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains).

- Provide employees training on the use of cleaning agents consistent with manufacturer’s directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting.
- Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- After an illness, limit access to areas used by the sick person (e.g., a student’s desk or a staff member’s office) until cleaned and disinfected.



- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

Decontamination of classroom spaces and work spaces shall be completed at least once per week once students are returning to campus. Decontamination shall be done by campus custodial staff. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, or visitors.

Sanitation stations shall be located at each designated entry point and classroom on the school campus. These stations include disposable face coverings, hand sanitizer, cleaning solution, gloves and paper towels.

- 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. [\(MCOE Staff Health Screening\)](#)

Staff and parents (for students) will be required to respond to the following questionnaire daily before, leaving the home for school, via a digital survey.

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
3. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

It is vital that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. The child should not return to school until the fever has been gone for at least 36 hours without the use of medicine.

If the 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.

Signs will be posted at south front entrance instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. All other doors are to remain locked.

SUSD and Tomales High School will educate staff and families about when they or their student should stay at home and when they can return to 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.

Describe placement of designated Isolation Area:

Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

Should a student exhibit any symptoms during the school day, s/he will be isolated in the school office in a predetermined isolation area. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, emergency contacts will be contacted to pick up the child.

Tomales High School has a specific isolation plan which may include the school office isolation area or safe area outside of the school (weather permitting). Depending on the individual student and other students in the classroom, the staff will determine the most appropriate isolation location for the symptomatic student. Should a student, classroom, or Tomales High School be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided.

SUSD policies ensure that employees and students can stay at home when ill without fear of reprisal, and ensure employees, students, and students' families are made aware of these policies.

- 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 have been provided information on how to register for testing by the district office. Staff will be notified of future testing windows and encouraged to obtain a test. Administration will work with staff that may require release time in order to be tested. Staff shall be expected to be tested every two months, and SUSD will with staff to make testing as available as possible. For testing information and locations go to: <https://coronavirus.marinhhs.org/covid-19-testing-information>

- 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.

Staff/students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the staff/student is no longer contagious.

SUSD will use the Marin County COVID-19 Safety-Decision Tree for Schools (Tiers 1 & 2) to guide our procedures for individual students and staff members regarding the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting.

(link: [Marin County COVID-19 Safety-Decision Tree for Schools \(Tiers 1 & 2\)](#) for each scenario)

In addition, the following Exposure Protocols for all staff and students will be implemented. Marin County Public Health Protocols on the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting are broken into 4 scenarios.

- 1. A student or staff member either exhibits COVID-19 [symptoms](#) or has a temperature of 100.4 or above. Action for Scenario One:**
 - Report information to administrator, sent home
 - Contact Healthcare provider/Public Health for testing (recommend testing)*
 - If positive, see Scenario #3; If negative, see Scenario #4
 - **School/Classroom remain OPEN**
- 2. A family member or someone in *close contact* with a student or staff member tests positive for COVID-19. Action for Scenario Two:**
 - Report information to administrator, sent home, quarantine for 14 days
 - Contact Healthcare provider/Public Health for testing (recommend testing)
 - **School/Classroom remain OPEN**
- 3. A student or staff member tests positive for COVID-19. Action for Scenario Three:**
 - Report information to administrator, send home, isolate as per Public Health
 - Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing
 - **Classroom CLOSED for 14 days from last exposure**
 - **School Remains OPEN**
- 4. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:**
 - May return to school 24 hours after symptoms resolve
 - 14-day quarantine required for close contact with COVID-19 positive case
 - **School/Classroom remain OPEN**



***SUSD will follow the “Test or 10” protocol:** Students or staff with any one of the more common symptoms of COVID-19 must be tested for COVID-19 or stay home and isolate for at least 10 days.

If more than one cohort is quarantined or if 5% of students or staff at an SUSD site test positive for COVID-19, the site will close. If 25% or more of the total stable student cohorts throughout the district are closed, the district will revert to total distance learning. Within 48 hours of a school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

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

Staff will implement spacing strategies and instruction for both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand (e.g. markings on the floor to define space). THS shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity for each classroom space shall be posted prior to the start of in-person learning.

Signage will be posted to remind students and staff about physical distancing in locations throughout the school. One-way directional routes will be identified in hallways to maintain the necessary physical distancing. Classroom desks and seating will be spaced 6 feet apart.

Plexiglass barriers will be in every classroom on teachers desks to ensure safety when face to face interactions. The cafeteria window, school office, library and principal office will also have a plexiglass barrier to ensure safety.

All classrooms will have a minimum of 6 feet of distance between each student desk, and a 6-foot-wide ingress and egress by the classroom door. Teachers will remain 6 feet from students except for short periods of time when necessary. Six feet of physical distancing is required at entry and exit to school sites, as well as in hallways.

- 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.

Not Applicable. Tomales High School only offers a high school program.

- 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.

Tomales High School will maintain stable classroom cohorts of no more than 15 students assigned to a primary cohort teacher. Each cohort will have dedicated arrival and dismissal time and no more than



four cohorts will use the same entry and exit point. Each cohort will have an assigned bathroom. Each cohort will have a dedicated outdoor break time, and lunch time. Meals will be delivered directly to the classroom. One-way movement through common spaces will ensure that there will be no mixing of cohorts.

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

Tomales High School will maintain physical distancing of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces. Student desks or workspaces will be arranged so that all students are facing forward in the same direction. Students should remain in their same workspace as much as practicable.

- 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.

Related services providers (Speech Pathologists, Occupational Therapists) School Psychologist, School Nurse, Ed Specialists, members of the Shoreline Wellness Team, and administrators may visit and/or instruct in more than one classroom and will follow Public Health guidance, including maintaining accurate record of interactions, including date and cohort. Any and all support that is possible to be provided via virtual (synchronous or asynchronous) instruction shall be used in lieu of in-person instruction. Every effort will be made to limit their total daily contacts further limit their daily in-person contacts.

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

Students should enter and exit the campus from the location assigned to their specific cohort. Parent and bus drop off will be coordinated to drop students as close as safely possible to the student's cohort entrance. Four different entrances, serving a maximum of four cohorts, will be utilized to ensure careful separation of cohorts.

Entry and exit of students will be coordinated with the school site administration and staff to prevent mixing of students.

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

Arrival and departure of students will be coordinated by the classroom staff, school site administration, and transportation providers in order to prevent the mixing of students from different classrooms.

Students will eat snacks and lunches outside or inside when necessitated by weather, using physical distancing. Break times for each classroom/cohort in outside space will be staggered.



A master schedule will be developed to allow for staggered cohort movement through the hallways during break times, as well as staggered movement through the hallways during arrival and exit, to prevent the mixing of cohorts.

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

There will be no congregate movement through hallways. Staggered and dedicated arrival, break and lunch time, along with one-way movement with at least 6ft of physical distance inside the building will prevent cohort mixing. When taking breaks or moving to outside learning spaces, only one classroom cohort will travel in one direction at a time within our school hallways.

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

All large gatherings of students are currently prohibited and will remain prohibited.

To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

- 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.

Use of outdoor areas will be utilized to the extent practicable for instruction. Our campus has multiple outside tables and locations available for students to access outside learning, these tables will be separated and assigned to cohorts to allow opportunities for outside learning. Staff will collaborate to ensure access to outdoor space on school campus is shared and cohorts are able to avoid mixing. Weather permitting, classroom windows will remain open to the extent possible to support fresh air flow and ventilation.

- 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.

To the extent possible, the use of shared equipment will be avoided. Activities that require less contact with surfaces and shared equipment will be offered and encouraged. All outdoor equipment/benches will be cleaned and disinfected between use by different groups of students and cleaned in between use by individual students to the extent possible.

- 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.

Non-classroom space such as the gymnasium and the multi-use rooms will be utilized to the extent practicable for instruction. Staff will collaborate to ensure access to non-classroom space on the school campus is shared and cohorts are able to avoid mixing.



All non-classroom space will be cleaned and disinfected between use by different groups of students to the extent possible.

- 22. Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Meals will be served in designated outdoor areas or in classrooms if necessitated by weather.

Families are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers. Parents should provide detailed information to classroom teacher regarding any special dietary needs.

Use of paper goods and disposable plastic utensils when possible is preferred. Students will be instructed not to share food or touch each other's food.

Eligible students will be provided free and reduced lunch as "grab and go" meals. All meals are served using disposable food items, such as utensils and dishes, and is prepackaged for each individual.

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

Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after breaks/recess outside, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

- 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.

All staff and students will be required to wear face coverings, unless there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses those indoor spaces, and that individual is not visible to students a face covering may not be required.

- 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 training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be incorporated into classroom lessons.

- 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.



Students will each be provided individual learning supplies that will be kept at their desks and separate boxes. The materials will not be shared, but if there is any exchange of materials such as manipulatives or equipment it will be cleaned and disinfected prior to further use or additional sharing.

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

Students will each be provided individual learning supplies that will be kept in their desks and separate boxes. The materials will not be shared, but if there is any exchange of materials such as manipulatives or equipment it will be cleaned and disinfected prior to further use or additional sharing. All personal items should be labeled and kept in a separate personal bag to ensure personal items are separate from others.

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

Movable plexiglass shields and desktop barriers are available for use in each classroom when physical distancing between students and staff may be challenging or at other times when deemed appropriate by staff.

Privacy boards or plexiglass dividers have been placed in common areas such as school offices and shared work spaces. These dividers are also available for use during any specialized service and/or testing necessary for students.

- 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

Non-essential visitors will be limited.

Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom.

Visiting campus will be discouraged. Campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening.

When possible, essential workers will be scheduled after student hours.

Dropping off to students during the school day will be discouraged. Parents should contact the school office if there is a need to drop off a lunch/snack, medication, or other necessary documentation that cannot be completed electronically so that arrangements can be made for safe drop-off.

- 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.



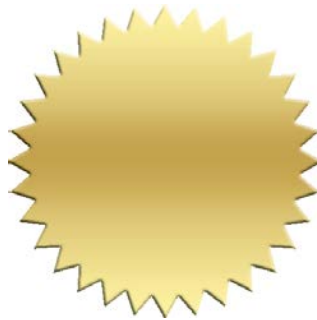
A copy of this plan will be posted to the Tomales High School website and the SUSD website. It will routinely be evaluated by the SUSD Planning Committee (above mentioned Task Force) and updated as needed.

***Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.*



	School Site-Specific Protection Plan
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Certificate of Completion



TOMALES HIGH 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 of download here

<https://tomaleshs.shorelineunified.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.



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](#).

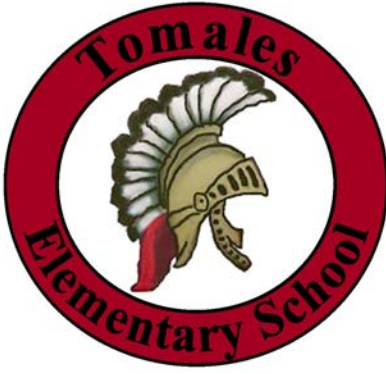
Tools for Developing Your School Site-Specific Protection Plan

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.



School or District Site Name
Shoreline Unified School District - Tomales Elementary School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> • Adam Jennings • Beth Nolan • Norma Oregon-Santarelli • Logan Martin • Josh Risley • Laurie Schmitt • Meredith Leask • Jennifer Warner • Colleen Connolly • Ashley Dumbra • Daisy Baragan • Melissa Riley • Christine Bowman • Ginny Goehagen • Dominic Sacheli • Rachael Kobe • Tina Righetti • Cristina Salcedo • Angelica Sanchez • Glenda Mejia • Leland Kinard • Sherri Edwards
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)
Norma Oregon-Santarelli, Tomales Elementary School Principal Norma.santarelli@shorelineunified.org 707-878-2214 (school) 707-879-8816 (cell) Mike Marweg, Upper Grade Teacher in Charge Mike.marweg@shorelineunified.org



707-878-2214 Katelynn Scott, Lower Grade Teacher in Charge Katelynn.scott@shorelineunified.org 707-878-2214	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on: December 20, 2020	
Principal or Administrator	
Name: Bob Raines Norma Oregon-Santarelli	Title: Superintendent Principal
Email: Bob.raines@shorelineunified.org Norma.Santarelli@shorelineunified.org	Phone Number: 707-878-2225 707-878-2214

I, Bob Raines, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Date: 12/20/2020



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.

We have a multi-disciplinary Task Force consisting of the members listed above. This Task Force was established to represent all stakeholders in planning and implementing our district’s post-pandemic approach to learning and health and safety. This planning team has taken on all duties required by the Task Force mandated by this SSSPP. Our Task Force will continue to meet weekly on all COVID-19 related topics as we have since the shelter in place began. In addition, to task force feedback teacher provide feedback on planning during staff meetings. The District and certificated Association agree to meet and confer at least monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, and assessments with the goal of evaluating the instructional models being used to improve student learning.

- 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.

Tomales Elementary School classrooms are supplied with standard Health and Safety Stations that include EPE and cleaning/disinfecting supplies. Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. Health and Safety Stations include extra disposable face coverings for staff or students who may need them, gloves, face shields, protective eye wear, disposable gown, hand sanitizer, thermometers, cleaning and disinfecting supplies, hand soap, disinfectant wipes (or spray bottles with paper towels), and alcohol swabs.

Hand sanitizer standing stations are stationed around the campus. Signs that indicated face mask required are posted throughout the campus. 6 feet circle decals are located throughout the campus to ensure students and staff have a visual as to where to stand to reinforce social distancing. Circles have been spray painted on our school lawn as a visual for students to stand/sit and reinforce 6ft social distance measures.

Site administrator and TES administrative office, will have access to EPE inventory and will regularly monitor its supply levels. Staff will inform site administrator when classroom and workplace inventories reach a low amount so that necessary materials can be refilled.

Face Coverings and Shields: California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of



Coronavirus. Face coverings are required to be worn by all staff and students indoors and outdoors. If a student or a staff does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering will be sent home. Face coverings may be removed for meals, snacks and mask breaks.

A face covering is a covering made of cloth, fabric, or other soft or permeable material without holes, that covers the nose and mouth. Face coverings worn by students must be appropriate and meet dress code requirements (no hate symbols, etc).

Proper Hygiene and Restroom Practices:

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible throughout each school campus. Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classroom after recess/breaks.

Five steps to proper handwashing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer:

1. Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Restroom Practices and Protocols

- Staff and students will have a designated restroom to use when on site.
- Appropriate signage will be prominently displayed reminding staff and students to practice good hygiene and to report issues in restrooms.
- Only one user, student or staff, will be permitted in the restroom regardless of the number of stalls or urinals.
- Signage will be provided indicating occupancy of the restroom.
- Students and staff will wash hands following restroom use when returning to classroom and/or work space.



- In staff restrooms an aerosol spray and bleach wipes will be provided for use by employees before and after use.
- A protocol for the frequency of cleaning/sanitizing bathrooms after student use will be determined prior to in person instruction.
- Staff and students shall use paper towels to protect clean hands when opening restroom doors to exit.

Cough Etiquette: Cough and sneeze into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.

Other Important Health and Hygiene Practices:

Please help use these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) feet distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of community physical distancing measures while not at school, including discouraging students from gathering elsewhere.
- Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another.
- Students and staff who need to sneeze or cough in an indoor space will make every effort to step to an outside space.

Health Screening Procedures:

Health screenings refer to symptom screening, temperature screening, or a combination of both. Below are actions defined by the District to address regular active and passive health checks and screening.

- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All students and staff should be screened for symptoms of COVID-19 daily. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Staff and students' parents or guardians can conduct symptom screening online/in-person at-home. Staff will complete the SUSD Staff Check-In daily, and parents/guardians will administer student health screening as necessary using Parent Square, questions include: I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I



have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. *

*I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. **

*I affirm that members of my immediate family that I live with have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. **

Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room. Isolation rooms have also been identified and outfitted with 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 using the student information system (Aeries). Phone calls to families on student absences will continue to be made from office staff to engage students in school.

Staff attendance will be taken through the daily health screening survey (QR code) and maintained by the site Public Health Liaisons.

Tomales Elementary Primary Public Health Site Liaison(s):
Norma Oregon-Santarelli, Principal
Secondary Public Health Liaison:
Katelynn Scott, Primary Grade Teacher in Charge
Mike Marweg, Upper Grade Teacher in Charge

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 at the beginning of the school year/prior to the start of in-person instruction and as part of onboarding training for newly hired staff.



Staff will receive training throughout the year when new/updated guidance from Public Health is released

Training resources are available on the MCOE Rethinking Schools website. Training videos will be shared with staff and parents.

<https://sites.google.com/marinschools.org/mcoerethinkingschools/home>

Teachers will enforce safety practices through settings schedules for hygiene and on-going reinforcement of physical distancing, hygiene, face coverings and self-monitoring symptoms.

Age and developmentally appropriate training for students, such as teaching students to avoid contact with one's eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills instruction. Staff will model and practice handwashing before and after eating, after coughing or sneezing, after outside activities, and after using the restroom. Enforcing wearing a mask inside classrooms will be enforced. Mask breaks will be given to staff, teachers and students. A mask schedule will be created.

Proper Hygiene and Restroom Practices: Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand sanitizer stations will be available throughout Tomales Elementary School campus. Students and staff will be required to wash and sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classroom after classroom recess and breaks.

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).

The Principal and Teacher-In-Charge 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:

Norma Oregon-Santarelli, Principal

norma.santarelli@shorelineunified.org

707-878-2214 or secondary contact:

Mike Marweg, Upper grade teacher in charge

mike.marweg@shorelineunified.org

707-878-2214

Katelynn Scott, Primary teacher in charge



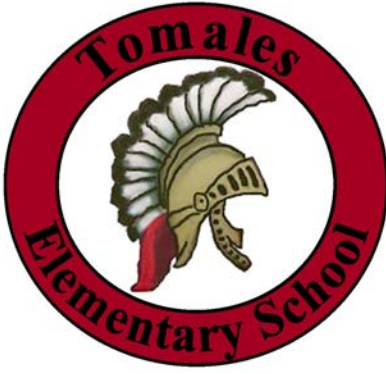
Katelynn.scott@shorelineunified.org
707-878-2214

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.

Cleaning, sanitizing, and disinfecting schedules and protocols for Tomales Elementary School have been designed based on CDC and CDPH guidelines. Custodial staff will and have received a refresher training regarding COVID-19 cleaning. Protocols to follow are outlined below. Cleaning and Disinfecting Procedures Custodial staff will administer daily, and more frequently if feasible, cleaning and disinfecting procedures. Frequently touched hard surface areas will be cleaned and disinfected (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains, and playground equipment).

- Provide employees training on the use of cleaning agents consistent with manufacturer’s directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting.
- Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- After an illness, limit access to areas used by the sick person (e.g., a student’s desk or a staff member’s office) until cleaned and disinfected.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products. Decontamination of classroom spaces and work spaces shall be completed at least once per week once students are returning to campus. Decontamination shall be done by campus custodial staff. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, or visitors. Sanitation stations shall be located at each designated entry point and classroom on the school campus. These stations include disposable face coverings, hand sanitizer, cleaning solution, gloves and paper towels. There will also be outside handwashing stations available at designated entry points.

Staff will implement regular cleaning and sanitizing procedures throughout the day. Cleaning schedules are based on the age and needs of students served at Tomales Elementary School and instructional materials used. Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations.



Custodial and maintenance staff will disinfect bathrooms based on a routine schedule throughout the day. Custodial staff will disinfect high touch areas in the hallways, breezeways, outdoor tables, bathrooms and classrooms on a nightly basis. Classroom desks, countertops and restrooms will all be disinfected.

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.

[\(MCOE Staff Health Screening\)](#)

Staff and parents (for students) will be required to respond to the following questionnaire daily before, leaving the home for school, via a digital survey.

- a. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
- b. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
- c. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
- d. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

It is vital that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. The child should not return to school until the fever has been gone for at least 36 hours without the use of medicine.

If the 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.



SUSD and Tomales Elementary School will educate staff and families about when they or their student should stay at home and when they can return to 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.

Describe placement of designated Isolation Area:

Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

Should a student exhibit any symptoms during the school day, s/he will be isolated in a predetermined isolation area. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, emergency contacts will be contacted to pick up the child.

Tomales Elementary School has a specific isolation plan which may include the Tomales Elementary School isolation area or safe area outside of the classroom. Depending on the individual student and other students in the classroom, the staff will determine the most appropriate isolation location for the symptomatic student. Should a student, classroom, or Tomales Elementary School be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided.

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 have been provided information on how to register for testing. Staff will be notified of future testing windows and encouraged to obtain a test. Administration will work with staff that



may require release time in order to be tested. Staff shall be expected to be tested every month, and SUSD will work with staff to make testing as available as possible.

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. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Staff/students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the staff/student is no longer contagious.

SUSD will use the Marin County COVID-19 Safety-Decision Tree for Schools (Tiers 1 & 2) to guide our procedures for individual students and staff members regarding the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting. (link: [Marin County COVID-19 Safety-Decision Tree for Schools \(Tiers 1 & 2\)](#) for each scenario)

In addition, the following Exposure Protocols for all staff and students will be implemented. Marin County Public Health Protocols on the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting are broken into 4 scenarios

1: A student or staff member either exhibits COVID-19 [symptoms](#) or has a temperature of 100.4 or above. Action for Scenario One:

- Report information to administrator, sent home
- Contact Healthcare provider/Public Health for testing (recommend testing) *
- If positive, see Scenario #3; If negative, see Scenario #4
- **School/Classroom remain OPEN**

2: A family member or someone in *close contact* with a student or staff member tests positive for COVID-19. Action for Scenario Two:

- Report information to administrator, sent home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- **School/Classroom remain OPEN**

3: A student or staff member tests positive for COVID-19. Action for Scenario Three:

- Report information to administrator, send home, isolate as per Public Health



- Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing
- **Classroom CLOSED for 14 days from last exposure**
- **School Remains OPEN**

4: A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:

- May return to school 24 hours after symptoms resolve
- 14-day quarantine required for close contact with COVID-19 positive case
- **School/Classroom remain OPEN**

***SUSD will follow the “Test or 10” protocol:** Students or staff with any one of the more common symptoms of COVID-19 must be tested for COVID-19 or stay home and isolate for at least 10 days.

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

Staff will implement spacing strategies and instruction for both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand (e.g. markings on the floor to define space).

Signage will be posted to remind students and staff about physical distancing in locations throughout the school. One-way directional routes will be identified in hallways to maintain the necessary physical distancing. Classroom desks and seating will be spaced 6 feet apart.

Plexiglass barriers will be in every classroom on teachers desks to ensure safety when face to face interactions. The cafeteria window, school office, library and principal office will also have a plexiglass barrier to ensure safety.

All classrooms will have a minimum of 6 feet of distance between each student desk, and a 6-foot-wide ingress and egress by the classroom door. Teachers will remain 6 feet from students



except for short periods of time when necessary. Six feet of physical distancing is required at entry and exit to school sites, as well as in hallways.

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.

Tomales Elementary School will maintain stable classroom cohorts of no more than 15 students assigned to a primary cohort teacher. Each cohort will have dedicated arrival and dismissal time and no more than three cohorts will use the same entry and exit point. Each cohort will have an assigned bathroom. Each cohort will have a dedicated recess, and lunch time. Meals will be delivered directly to the classroom. One-way movement through common spaces will ensure that there will be no mixing of cohorts.

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.

Tomales Elementary School, middle school program will also be a stable classroom cohort of no more than 15 students assigned to a primary cohort teacher. Each cohort will have dedicated arrival and dismissal time and no more than three cohorts will use the same entry and exit point. Each cohort will have an assigned bathroom. Each cohort will have a dedicated recess, and lunch time. Meals will be delivered directly to the classroom. One-way movement through common spaces will ensure that there will be no mixing of cohorts

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

Tomales Elementary School will maintain physical distancing of six (6) feet between all student desks, worktables, and floor activity will be arranged so that students face in the same direction to the extent practicable.

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.



Related services providers (Speech Pathologists, Occupational Therapists) School Psychologist, School Nurse, members of the Shoreline Wellness Team, and administrators may visit and/or instruct in more than one classroom and will follow Public Health guidance, including maintaining accurate record of interactions, including date and cohort.

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

There will be staggered starting time. Parents and students will be notified of this time. Students will be taught and directed to their assigned cohort to ensure all safety measures.

Students should enter and exit the campus from the drop off in the front of the school. Parent and bus drop off will be outside the school office (upper grade building) curb. Staff will meet students in the location and escort them to the classroom. Primary students will walk toward primary area and stand in a designated cohort location and teacher will pick up their assigned cohort and walk to classroom. Upper grade students will walk and wait outside their designated cohort and teacher will let students into classroom. All entrance points to classrooms is from outdoor location. No interior entrance or walking inside assembly room will be permitted.

Entry and exit of students will be coordinated with the school site administration and staff to prevent mixing of students.

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

Arrival and departure of students will be coordinated by the classroom staff, school site administration, and transportation providers in order to prevent the mixing of students from different classrooms.

Students will eat snacks and lunches outside or inside when necessitated by weather using physical distancing. Recess/break times for each classroom in outside space will be staggered.

During recess/break each cohort will be assigned a designated area to avoid any cohort mixing. Students will be reminded to maintain 6 feet social distancing.

A master schedule has been developed that allows for staggered cohort arrival and dismissal as well as staggered student recess and lunch recess times throughout the day.



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

There will be no congregate movement through hallways. Staggered and dedicated arrival, break/recess, and lunch time, along with one-way movement inside the building will prevent cohort mixing.

When taking breaks or moving to outside learning spaces, only one classroom cohort will travel in one direction at a time within our school hallways.

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

All large gatherings of students are currently prohibited and will remain prohibited.

To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

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.

Use of outdoor areas will be utilized to the extent practicable for instruction. Staff will collaborate to ensure access to outdoor space on school campus is shared and cohorts are able to avoid mixing. Multiple free-standing canopies will be deployed to facilitate outdoor instruction.

Staff will be encouraged to keep windows and doors open to allow flow of fresh air throughout the school day. Weather permitting, classroom windows will remain open to the extent possible to support fresh air flow and ventilation. We will assess indoor air quality and implement strategies that increases the amount of outdoor air brought into buildings, optimize current HVAC systems to HEPA filters and supplement with portable air cleaners when practical.

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.



To the extent possible, the used of shared equipment will be avoided. Activities that require less contact with surfaces and shared equipment will be offered and encouraged. All outdoor equipment/benches will be cleaned and disinfected between use by different groups of students and cleaned in between use by individual students to the extent possible.

The use of playground structure will be prohibited.

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.

Non-classroom space such as the gymnasium and the multi-use rooms will be utilized to the extent practicable for instruction. Staff will collaborate to ensure access to non-classroom space on the school campus is shared and cohorts are able to avoid mixing.

All non-classroom space will be cleaned and disinfected between use by different groups of students to the extent possible.

22. Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

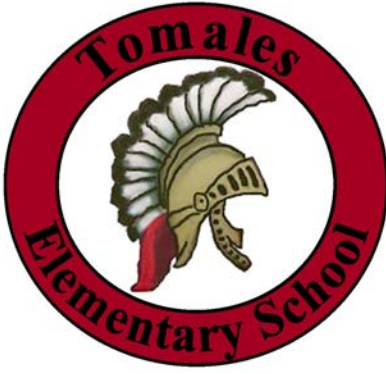
Meals will be served in designated outdoor areas or in classrooms if necessitated by weather.

Families are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers. Parents should provide detailed information to classroom teacher regarding any special dietary needs.

Use of paper goods and disposable plastic utensils when possible is preferred. Children will be instructed not to share food or touch each other's food.

Eligible students will be provided free and reduced lunch as "grab and go" meals. All meals are served using disposable food items, such as utensils and dishes, and is prepackaged for each individual.

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



Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after breaks/recess outside, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

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.

All staff and students (TK-8) will wear a face covering except when medically or behaviorally contraindicative. Students will be taught how to wear a face cover in an age and developmentally appropriate manner and expected to do so. Face coverings are required to be worn properly at all times by all individuals on a school campus, indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses that space, and that individual is not visible to students, a face covering may not be required.

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 training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be incorporated into classroom lessons.

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.

Students will be provided with boxes to store frequently used items to be kept at their desk or in a designated area. Classrooms are set up with multiple learning manipulatives and activities for students that are easy to clean and disinfect throughout the day and individually labeled bins with, learning activities, books, manipulatives and belongings for each student. The use of a “dirty” bin will be implemented for items that need to be cleaned and disinfected before being used again. Materials that are difficult to clean (e.g. soft fidgets) are either removed from the classroom or carefully monitored for use by individual children only.



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

Individually labeled bins and/or cubbies with learning activities, books, toys and belongings for each child will be used to reduce sharing. Staff will clean and disinfect any shared materials prior to sharing.

All personal items should be labeled and kept in a separate personal bag to ensure personal items are separate from others.

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

Privacy boards or plexiglass dividers have been placed in common areas such as school offices and shared work spaces. These dividers are also available for use during any specialized service and/or testing necessary for students. Classrooms are not currently equipped with privacy boards or plexiglass screens for students or staff as the cohorts' size, use of face coverings and classroom size allow for six feet physical distancing.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

Non-essential visitors will be limited.

Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom.

Visiting campus will be discouraged. Campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening.

When possible, essential workers will be scheduled after student hours.

Dropping off to students during the school day will be discouraged. Parents should contact the school office if there is a need to drop off a lunch/snack, medication, or other necessary documentation that cannot be completed electronically so that arrangements can be made for safe drop-off.

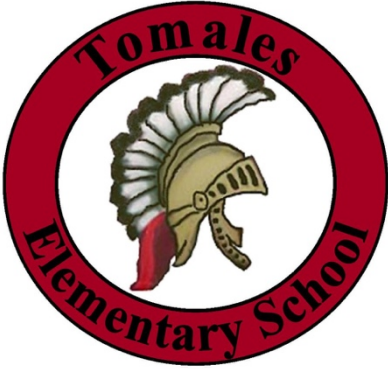


30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

A copy of this plan will be posted to the Tomales Elementary School website and the SUSD website. It will routinely be evaluated by the SUSD Planning Committee (above mentioned Task Force) and updated as needed.

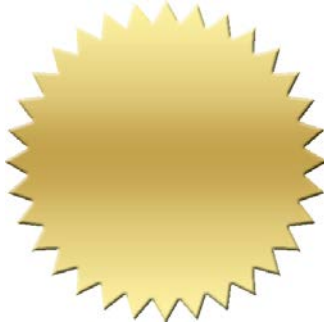
*****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.***

Possible Attachments:

<p>YOUR</p>  <p>LO GO HERE</p>	<p>School Site-Specific Protection Plan</p>
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Certificate of Completion



Tomales 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:

<https://shorelineunified.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.



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.

School or District Site Name
Shoreline Unified School District
Bodega Bay School- Bodega Bay Preschool
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> • Adam Jennings • Beth Nolan • Norma Oregon-Santarelli • Logan Martin • Josh Risely • Laurie Schmitt • Meredith Leask • Jennifer Warner • Colleen Connolly • Ashley Dumbra • Daisy Baragan • Melissa Riley • Christine Bowman • Ginny Goehagen • Dominic Sacheli • Rachael Kobe • Tina Righetti • Cristina Salcedo • Angelica Sanchez • Glenda Mejia • Leland Kinard • Sherri Edwards



Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Norma Oregon-Santarelli, Principal Norma.santarelli@shorelineunified.org 707-875-2724 (school) 707-879-8816 (cell) Josh Risley, Teacher in Charge Josh.risley@shorelineunified.org 707-875-2724	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
October 11, 2020	
Principal or Administrator	
Name: Bob Raines Norma Oregon-Santarelli	Title: Superintendent Principal
Email: Bob.raines@shorelineunified.org Norma.Santarelli@shorelineunified.org	Phone Number: 707-878-2225 707-875-2724

I, Bob Raines, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Date:

11/3/2020



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.

We have a multi-disciplinary Task Force consisting of the members listed above. This Task Force was established to represent all stakeholders in planning and implementing our district's post-pandemic approach to learning and health and safety. This planning team has taken on all duties required by the Task Force mandated by this SSSPP. Our Task Force will continue to meet weekly on all COVID-19 related topics as we have since the shelter in place began. In addition, to task force feedback teacher provide feedback on planning during staff meetings.

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.

Bodega Bay School classrooms are supplied with standard Health and Safety Stations that include EPE and cleaning/disinfecting supplies. Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. Health and Safety Stations include extra disposable face coverings for staff or students who may need them, gloves, face shields, protective eye wear, disposable gown, hand sanitizer, thermometers, cleaning and disinfecting supplies, hand soap, disinfectant wipes (or spray bottles with paper towels), and alcohol swabs. Hand sanitizer standing stations are stationed around the campus. Signs that indicated face mask required are posted throughout the campus. 6 feet circle decals are located throughout the campus to ensure students and staff have a visual as to where to stand to reinforce social distancing. Circles have been spray painted on our school lawn as a visual for students to stand/sit and reinforce 6ft social distance measures.

Site administrator and Bodega Bay administrative office staff will have access to EPE inventory and will regularly monitor its supply levels. Staff will inform site administrator when classroom and workplace inventories reach a low amount so that necessary materials can be refilled.

Face Coverings and Shields: California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of Coronavirus. Face coverings are required to be work by all staff and students indoors and



outdoors. If a student or a staff does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering will be sent home. Face coverings may be removed for meals, snacks and mask breaks.

A face covering is a covering made of cloth, fabric, or other soft or permeable material without holes, that covers the nose and mouth. Face coverings worn by students must be appropriate and meet dress code requirements (no hate symbols, etc).

Proper Hygiene and Restroom Practices:

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible throughout each school campus. Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classroom after recess/breaks.

Five steps to proper handwashing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer:

1. Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Restroom Practices and Protocols

- Staff and students will have a designated restroom to use when on site.
- Appropriate signage will be prominently displayed reminding staff and students to practice good hygiene and to report issues in restrooms.



- Only one user, student or staff, will be permitted in the restroom regardless of the number of stalls or urinals.
- Signage will be provided indicating occupancy of the restroom.
- Students and staff will wash hands following restroom use when returning to classroom and/or work space.
- In staff restrooms an aerosol spray and bleach wipes will be provided for use by employees before and after use.
- A protocol for the frequency of cleaning/sanitizing bathrooms after student use will be determined prior to in person instruction.

- Staff and students shall use paper towels to protect clean hands when opening restroom doors to exit.

Cough Etiquette: Cough and sneeze into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.

Other Important Health and Hygiene Practices:

Please help use these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) feet distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of community physical distancing measures while not at school, including discouraging students from gathering elsewhere.
- Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another.
- Students and staff who need to sneeze or cough in an indoor space will make every effort to step to an outside space.

Health Screening Procedures:

Health screenings refer to symptom screening, temperature screening, or a combination of both. Below are actions defined by the District to address regular active and passive health checks and screening.



- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All students and staff should be screened for symptoms of COVID-19 daily. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Staff and students' parents or guardians can conduct symptom screening online/in-person at-home. Staff will complete the SUSD Staff Check-In daily, and parents/guardians will administer student health screening as necessary using Parent Square, questions include: I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. *

*I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. **

*I affirm that members of my immediate family that I live with have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours. **

Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room.

Isolation rooms have also been identified and outfitted with 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 using the student information system (Aeries). Phone calls to families on student absences will continue to be made from office staff to engage students in school.



Staff attendance will be taken through the daily health screening survey (QR code) and maintained by the site Public Health Liaisons.

Bodega Bay School Primary Public Health Site Liaison(s):
 Norma Oregon-Santarelli, Principal
 Secondary Public Health Liaison:
 Josh Risley, Teacher in Charge

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 at the beginning of the school year/prior to the start of in-person instruction and as part of onboarding training for newly hired staff. Staff will receive training throughout the year when new/updated guidance from Public Health is released

Training resources are available on the MCOE Rethinking Schools website. Training videos will be shared with staff and parents.

<https://sites.google.com/marinschools.org/mcoerethinkingschools/home>

Teachers will enforce safety practices through settings schedules for hygiene and on-going reinforcement of physical distancing, hygiene, face coverings and self-monitoring symptoms.

Age and developmentally appropriate training for students, such as teaching students to avoid contact with one's eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills instruction. Staff will model and practice handwashing before and after eating, after coughing or sneezing, after outside activities, and after using the restroom. Enforcing wearing a mask inside classrooms will be enforced. Mask breaks will be given to staff, teachers and students. A mask schedule will be created.



Proper Hygiene and Restroom Practices: Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand sanitizer stations will be accessible throughout the Bodega Bay School campus. Students and staff will be required to wash and sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classrooms after recess/breaks.

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).

The Principal and Teacher-In-Charge 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:

Norma Oregon-Santarelli, Principal
norma.santarelli@shorelineunified.org
 707-875-2724

Or secondary contact:
 Josh Risley, Teacher in Charge
Josh.risley@shorelineunified.org
 707-875-2724

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.

Cleaning, sanitizing, and disinfecting schedules and protocols for Bodega Bay School have been designed based on CDC and CDPH guidelines.



Custodial staff will and have received a refresher training regarding COVID-19 cleaning. Protocols to follow are outlined below. Cleaning and Disinfecting Procedures Custodial staff will administer daily, and more frequently if feasible, cleaning and disinfecting procedures. Frequently touched hard surface areas will be cleaned and disinfected (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains, and playground equipment).

- Provide employees training on the use of cleaning agents consistent with manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting.
- Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- After an illness, limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products. Decontamination of classroom spaces and work spaces shall be completed at least once per week once students are returning to campus. Decontamination shall be done by campus custodial staff. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, or visitors. Sanitation stations shall be located at each designated entry point and classroom on the school campus. These stations include disposable face coverings, hand sanitizer, cleaning solution, gloves and paper towels. There will also be outside handwashing stations available at designated entry points.

Staff will implement regular cleaning and sanitizing procedures throughout the day. Cleaning schedules are based on the age and needs of students served at Bodega Bay School and instructional materials used. Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations.

Custodial and maintenance staff will disinfect bathrooms based on a routine schedule throughout the day. Custodial staff will disinfect high touch areas in the hallways, breezeways, outdoor tables, bathrooms and classrooms on a nightly basis. Classroom desks, countertops and restrooms will all be disinfected.



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.

[\(MCOE Staff Health Screening\)](#)

Staff and parents (for students) will be required to respond to the following questionnaire daily before, leaving the home for school, via a digital survey.

- a. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
- b. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
- c. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
- d. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

It is vital that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. The child should not return to school until the fever has been gone for at least 36 hours without the use of medicine.

If the 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.



SUSD and Bodega Bay School will educate staff and families about when they or their student should stay at home and when they can return to 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.

Describe placement of designated Isolation Area:

Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

Should a student exhibit any symptoms during the school day, s/he will be isolated in a predetermined isolation area. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, emergency contacts will be contacted to pick up the child.

Bodega Bay School has a specific isolation plan which may include the Bodega Bay School isolation area or safe area outside of the classroom. Depending on the individual student and other students in the classroom, the staff will determine the most appropriate isolation location for the symptomatic student. Should a student, classroom, or Bodega Bay School be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided.

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 have been provided information on how to register for testing. Staff will be notified of future testing windows and encouraged to obtain a test. Administration will work with staff that may require release time in order to be tested.

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.

Staff/students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the staff/student is no longer contagious.

SUSD will use the Marin County COVID-19 Safety-Decision Tree for Schools (Tiers 1 & 2) to guide our procedures for individual students and staff members regarding the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting. (link: [Marin County COVID-19 Safety-Decision Tree for Schools \(Tiers 1 & 2\)](#) for each scenario)

In addition, the following Exposure Protocols for all staff and students will be implemented. Marin County Public Health Protocols on the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting are broken into 4 scenarios

1: A student or staff member either exhibits COVID-19 [symptoms](#) or has a temperature of 100.4 or above. Action for Scenario One:

- Report information to administrator, sent home
- Contact Healthcare provider/Public Health for testing (recommend testing) *
- If positive, see Scenario #3; If negative, see Scenario #4
- **School/Classroom remain OPEN**



2: A family member or someone in *close contact* with a student or staff member tests positive for COVID-19. Action for Scenario Two:

- Report information to administrator, sent home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- **School/Classroom remain OPEN**

3: A student or staff member tests positive for COVID-19. Action for Scenario Three:

- Report information to administrator, send home, isolate as per Public Health
- Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing
- **Classroom CLOSED for 14 days from last exposure**
- **School Remains OPEN**

4: A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:

- May return to school 24 hours after symptoms resolve
- 14-day quarantine required for close contact with COVID-19 positive case
- **School/Classroom remain OPEN**

***SUSD will follow the “Test or 10” protocol:** Students or staff with any one of the more common symptoms of COVID-19 must be tested for COVID-19 or stay home and isolate for at least 10 days.

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



Staff will implement spacing strategies and instruction for both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand (e.g. markings on the floor to define space).

All classrooms will have a minimum of 6 feet of distance between each student desk, and a 6-foot-wide ingress and egress by the classroom door. Teachers will remain 6 feet from students except for short periods of time when necessary. Six feet of physical distancing is required at entry and exit to school sites, as well as in hallways.

Plexiglass barriers will be in every classroom on teachers desks to ensure safety when face to face interactions.

- 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.

Bodega Bay School will maintain stable classroom cohorts of no more than 15 students assigned to a primary cohort teacher. Each cohort will have dedicated arrival and dismissal time and no more than three cohorts will use the same entry and exit point. Each cohort will have an assigned bathroom. Each cohort will have a dedicated recess, and lunch time. Meals will be delivered directly to the classroom. One-way movement through common spaces will ensure that there will be no mixing of cohorts.

- 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.

N/A

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



Bodega Bay School will maintain physical distancing of six (6) feet between student desks, worktables, and floor activity will be arranged so that students face in the same direction to the extent practicable.

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.

Related services providers (Speech Pathologists, Occupational Therapists) School Psychologist, School Nurse, members of the Shoreline Wellness Team, and administrators may visit and/or instruct in more than one classroom and will follow Public Health guidance, including maintaining accurate record of interactions, including date and cohort.

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

There will be staggered starting time. Parents and students will be notified of this time. Students will be taught and directed to their assigned cohort to ensure all safety measures.

Students should enter and exit the campus from the drop off in the front of the school. Parent and bus drop off will be outside the school office (upper grade building) curb. Staff will meet students in the location and escort them to the classroom. Primary students will walk toward primary area and stand in a designated cohort location and teacher will pick up their assigned cohort and walk to classroom. Upper grade students will walk and wait outside their designated cohort and teacher will let students into classroom. All entrance points to classrooms is from outdoor location. No interior entrance or walking inside assembly room will be permitted.

Entry and exit of students will be coordinated with the school site administration and staff to prevent mixing of students.

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



Arrival and departure of students will be coordinated by the classroom staff, school site administration, and transportation providers in order to prevent the mixing of students from different classrooms.

Students will eat snacks and lunches in their classrooms or weather permitting outside using physical distancing. Recess/break times for each classroom in outside space will be staggered.

During recess/break each cohort will be assigned a designated area to avoid any cohort mixing. Students will be reminded to maintain 6 feet social distancing.

A master schedule has been developed that allows for staggered cohort arrival and dismissal as well as staggered student recess and lunch recess times throughout the day.

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

There will be no congregate movement through hallways. Staggered and dedicated arrival, break/recess, and lunch time, along with one-way movement inside the building will prevent cohort mixing.

When taking breaks or moving to outside learning spaces, only one classroom cohort will travel in one direction at a time within our school hallways.

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

All large gatherings of students are currently prohibited and will remain prohibited.

To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.



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.

Use of outdoor areas will be utilized to the extent practicable for instruction. Staff will collaborate to ensure access to outdoor space on school campus is shared and cohorts are able to avoid mixing. Weather permitting, classroom windows will remain open to the extent possible to support fresh air flow and ventilation.

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.

To the extent possible, the used of shared equipment will be avoided. Activities that require less contact with surfaces and shared equipment will be offered and encouraged. All outdoor equipment/benches will be cleaned and disinfected between use by different groups of students and cleaned in between use by individual students to the extent possible.

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.

Non-classroom space such as the gymnasium and the multi-use rooms will be utilized to the extent practicable for instruction. Staff will collaborate to ensure access to non-classroom space on the school campus is shared and cohorts are able to avoid mixing.

All non-classroom space will be cleaned and disinfected between use by different groups of students to the extent possible.



22. Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Meals will be served in designated outdoor areas or in classroom if necessitated by weather.

Families are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers. Parents should provide detailed information to classroom teacher regarding any special dietary needs.

Use of paper goods and disposable plastic utensils when possible is preferred. Children will be instructed not to share food or touch each other's food.

Eligible students will be provided free and reduced lunch as "grab and go" meals. All meals are served using disposable food items, such as utensils and dishes, and is prepackaged for each individual.

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

Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after breaks/recess outside, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

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.

All staff and students will wear a face covering except when medically or behaviorally contraindicative. Students will be taught how to wear a face cover in an age and developmentally appropriate manner and encouraged to do so, if they are able.

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 training on proper use of face coverings has been provided. Age and developmentally appropriate instruction on the use of face coverings will be incorporated into classroom lessons.

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.

Students will be provided with boxes to store frequently used items to be kept at their desk or in a designated area. Classrooms are set up with multiple learning manipulatives and activities for students that are easy to clean and disinfect throughout the day and individually labeled bins with, learning activities, books, manipulatives and belongings for each student. The use of a “dirty” bin will be implemented for items that need to be cleaned and disinfected before being used again. Materials that are difficult to clean (e.g. soft fidgets) are either removed from the classroom or carefully monitored for use by individual children only.

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

Individually labeled bins and/or cubbies with learning activities, books, toys and belongings for each child will be used to reduce sharing.

All personal items should be labeled and kept in a separate personal bag to ensure personal items are separate from others.

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

Privacy boards or plexiglass dividers have been placed in common areas such as school offices and shared work spaces. These dividers are also available for use during any specialized service and/or testing necessary for students. Classrooms are not currently equipped with privacy



boards or plexiglass screens for students or staff as the cohorts size, use of face coverings and classroom size allow for six feet physical distancing.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

Non-essential visitors will be limited.

Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom.

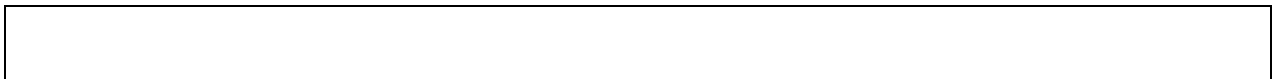
Visiting campus will be discouraged. Campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening.

When possible, essential workers will be scheduled after student hours.

Dropping off to students during the school day will be discouraged. Parents should contact the school office if there is a need to drop off a lunch/snack, medication, or other necessary documentation that cannot be completed electronically so that arrangements can be made for safe drop-off.

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.

A copy of this plan will be posted to the Bodega Bay School website and the SUSD website. It will routinely be evaluated by the SUSD Planning Committee (above mentioned Task Force) and updated as needed.

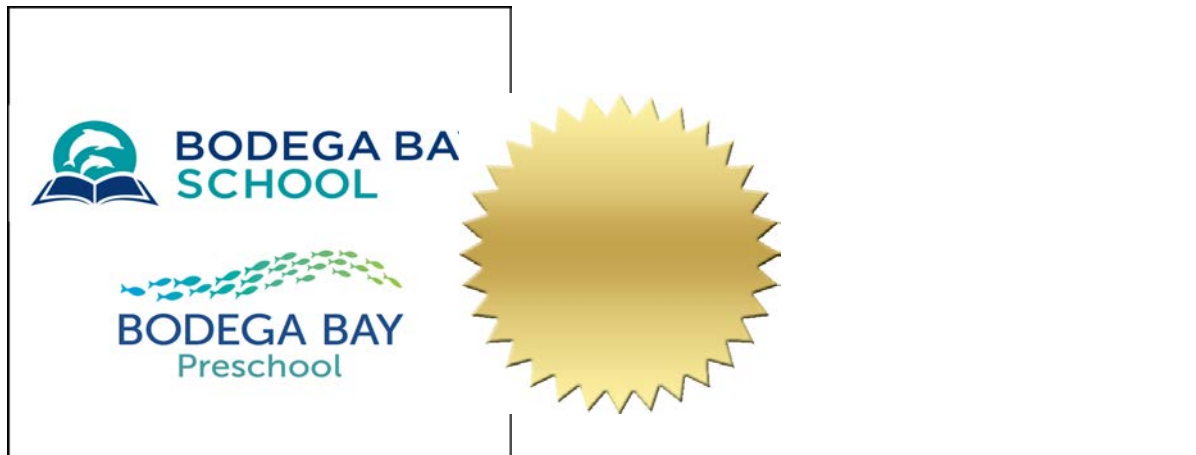


*****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.***

Possible Attachments:

The image shows two logos stacked vertically. The top logo features a stylized blue and green circular emblem with an open book, followed by the text "BODEGA BAY SCHOOL" in blue. The bottom logo features a green leafy branch graphic above the text "BODEGA BAY Preschool" in blue.	<p>School Site- Specific Protection Plan</p>
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Certificate of Completion



Bodega Bay 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:

<https://shorelineunified.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.



Updated 11/1/2020

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.



Updated 12/8/2020

School or District Site Name
West Marin School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none">● Adam Jennings● Beth Nolan, Principal● Norma Santarelli● Logan Martin● Josh Risely● Laurie Schmitt● Meredith Leask● Jennifer Warner● Colleen Connolly, Paraprofessional● Ashley Dumbra, Teacher and Parent● Daisy Baragan, Teacher● Melissa Riley, Teacher● Christine Bowman● Ginny Goehagen● Dominic Sacheli● Rachael Kobe● Tina Righetti● Cristina Salcedo● Angelica Sanchez● Glenda Mejia, Family Advocate● Leland Kinard● Sherri Edwards● Gilo Rodriquez, Skilled Maintenance
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)



Updated 12/8/2020

Elizabeth Nolan, Ed.D, beth.nolan@shorelineunified.org, 415-663-1014; 415-598-9703
Kelsy Henke, kelsy.henke@shorelineunified.org, 415-663-1014; 415-484-5227

**This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
December 8, 2020 (updates in bold)**

Principal or Administrator

Name:

Elizabeth Nolan, Ed.D

Title:

Principal

Email:

beth.nolan@shorelineunified.org

Phone Number:

415-663-1014

I, Elizabeth Nolan, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Elizabeth A Nolan

Date:

12/8/2020



Updated 12/8/2020

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 a month**. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Updated 12/8/2020

Administration will work with staff that may require release time in order to be tested. **Before resuming site-based classroom instruction, all staff who have regular contact with students, will be tested.** Staff shall be expected to be tested **ONCE** a month. **This may include testing of students with appropriate parental permissions obtained in advance.** Testing information/ Location <https://coronavirus.marinhhs.org/covid-19-testing-information>

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.

Updated 12/8/2020

Our campus has multiple outside tables and umbrellas available for students to access outside learning, these tables will be separated and assigned to cohorts to allow opportunities for outside learning. **We have multiple canopies for outdoor instruction use.** Staff are also urged to keep windows and doors open as to allow for the flow of fresh air throughout the school day.

Weather permitting, classroom windows and doors will remain open, to the extent possible, to support flow of fresh air flow and ventilation. throughout the school day.

We will assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems with HEPA filters, and supplement with portable air cleaners when practical.



Updated 12/8/2020

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. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

Updated 12/8/2020

All SUSD staff, TK-8 students and visitors over the age of two (2) will be required to wear face coverings, unless there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses those indoor spaces, and that individual is not visible to students a face covering may not be required.

Instructional staff have been provided with a face shield that they will wear with a face covering should they choose.

Students from grades TK-2 should be supported on 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.



School or District Site Name
West Marin School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> ● Adam Jennings ● Beth Nolan, Principal ● Norma Santarelli ● Logan Martin ● Josh Risely ● Laurie Schmitt ● Meredith Leask ● Jennifer Warner ● Colleen Connolly, Paraprofessional ● Ashley Dumbra, Teacher and Parent ● Daisy Baragan, Teacher ● Melissa Riley, Teacher ● Christine Bowman ● Ginny Goehagen ● Dominic Sacheli ● Rachael Kobe ● Tina Righetti ● Cristina Salcedo ● Angelica Sanchez ● Glenda Mejia, Family Advocate ● Leland Kinard ● Sherri Edwards ● Gilo Rodriquez, Skilled Maintenance
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)
Elizabeth Nolan, Ed.D, beth.nolan@shorelineunified.org , 415-663-1014; 415-598-9703 Kelsy Henke, kelsy.henke@shorelineunified.org , 415-663-1014; 415-484-5227
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:



Updated 11/1/2020

November 1, 2020	
See Revisions added 12/8/2020 in appendix	
Principal or Administrator	
Name: Elizabeth Nolan, Ed.D	Title: Principal
Email: beth.nolan@shorelineunified.org	Phone Number: 415-663-1014

I, Elizabeth Nolan, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.
Signature: _____ Date: _____



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.

We have a multi-disciplinary Task Force consisting of the members listed above. This Task Force was established to represent all stakeholders in planning and implementing our district's and school's post-pandemic approach to learning and health and safety. This planning team has taken on all duties required by the Task Force mandated by this SSSPP. This SSSPP was created in collaboration with our task force. This task force will continue to meet as needed based on shifts due to COVID-19. In addition, the District and Certificated Association agree to meet and confer at least monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes.

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.

The Shoreline Unified School District has secured/ is securing sufficient Essential Protective Equipment (EPE) including, but not limited to: face coverings, hand soap, hand sanitizer, cleaning disinfectant, gloves, and paper towels. West Marin School classrooms are supplied with standard Health and Safety Stations (classroom kits) that include EPE and cleaning/disinfecting supplies.

Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. Health and Safety Stations (classroom kits) include extra disposable face coverings for staff or students who may need them, gloves, face shields, protective eyewear, disposable gown, hand sanitizer, thermometers, cleaning and disinfecting supplies, hand soap, disinfectant wipes, disinfecting spray bottles with paper towels, and alcohol swabs.

Classrooms and workspaces are equipped with hand sanitizer stations, liquid soap dispensers, and no touch drying paper towel dispensers when available

West Marin School staff will have access to EPE inventory and will regularly monitor its supply levels. Staff will immediately notify, electronically or verbally, site administrators when classroom and workspace inventories reach a low amount so the necessary materials can be



refilled. The District will make every effort to provide the necessary EPE in a timely manner, no longer than three working days unless the items are not accessible from the identified vendor.

An isolation room (nurse's suite) has been identified and will be outfitted with 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. Staff will be provided guidance on the use of protective equipment.

Student attendance will be taken daily by 8:30 using the student information system (Aeries). The administrative secretary will follow up with absent students and/or their family.

Staff attendance will be taken through the daily health screening survey (QR code) and maintained by the site public health liaisons.

Face Coverings and Shields

California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of Coronavirus. Face coverings are required to be worn by all staff and students indoors and outdoors unless exempt for medical reasons, in which case a doctor's note is required. A face shield is an acceptable alternative for children in kindergarten to second grade who cannot wear them properly. If a student does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering (except for those with medical exemption) will be sent home.

Face coverings or face shields may be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

Cloth face coverings should not be placed on:

- Children younger than 2 years old;
- Anyone who has trouble breathing or is unconscious; and
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance.

A face covering is a covering made of cloth, fabric, or other soft or permeable material without holes, that covers only the nose and mouth and surrounding areas of the lower face. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter on the front or side of the mask) are not considered an acceptable face covering. Face coverings worn by students must be appropriate and meet District dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

Wearing face coverings correctly:

- Wash your hands before putting on your face covering.
- Put the covering over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.



- Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash your hands right away.

Removing face coverings correctly:

- Be careful not to touch your eyes, nose, and mouth when removing face coverings, and wash hands immediately after removing.
- Untie the strings behind your head or stretch the ear loops. Handle face covering only by the ear loops or ties
- For cloth face coverings, fold outside corners together and place in a sealable plastic container or bag.
- Learn how to properly wash cloth face coverings.

CDC: How to Safely Wear and Take Off a Cloth Face Covering ([English](#)) ([Spanish](#))

Proper Hygiene & Restroom Practices

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible throughout each school campus. Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classroom after recess/breaks.

Five steps to proper handwashing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer:

1. Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Restroom Practices and Protocols

- Staff and students will have designated restrooms to use when on site
- Appropriate signage will be prominently displayed reminding staff and students to practice good hygiene and to report issues in restrooms.
- Only one user, student or staff, will be permitted in the restroom regardless of the number of stalls or urinals.
- Signage will be provided indicating occupancy of the restroom.



- Students and staff will wash hands following restroom use when returning to classroom and/or work space.
- In staff restrooms an aerosol spray and bleach wipes will be provided for use by employees before and after use.
- A protocol for the frequency of cleaning/sanitizing bathrooms after student use will be determined prior to in person instruction.
- Staff and students shall use paper towels to protect clean hands when opening restroom doors to exit.

Cough Etiquette

Cough and sneeze into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.

Other Important Health and Hygiene Practices

Please help use these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Avoid touching the eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with anyone who is sick.
 - Maintain six (6) feet distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
 - Please discuss the importance of community physical distancing measures while not at school, including discouraging students from gathering elsewhere.
 - Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding
-
- Prevent stigma by using facts and reminding students to be considerate of one another
 - Students and staff who need to sneeze or cough in an indoor space will make every effort to step to an outside space.

Health Screening Procedures

Health screenings refer to symptom screening, temperature screening, or a combination of both. Below are actions defined by the District to address regular active and passive health checks and screening.

- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All students and staff should be screened for symptoms of COVID-19 daily. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Staff and students' parents or guardians will conduct symptom screening online/in-person at-home. Staff will complete the West Marin- Inverness Staff Check-In daily, and parents/guardians will administer student health screening as necessary, questions include:



- a. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
- b. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
- c. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
- d. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

- Centers for Disease Control and Prevention (CDC) 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. Training will be provided to parents/guardians during the return to school orientation

- Symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire.

- Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room pending travel home or to a medical facility

- Periodic reminders regarding screenings will be provided throughout the school year.

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 and as part of onboarding training for newly hired staff.

Staff will receive training throughout the year when new/updated guidance from Public Health is released. Handbooks outlining health and safety practices and protocols will be provided and reviewed with staff and families. (Training resources are available on the MCOE Rethinking Schools website.)



Age and developmentally appropriate training for students, such as teaching students to avoid contact with one's eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom instruction.

Staff will model and practice handwashing before and after eating, after coughing or sneezing, after outside activities, and after using the restroom.

Prior to in-person instruction parents/guardians will be required to attend orientation meetings to be provided an overview of safety procedures and protocol expectations at school sites.

Teachers will reinforce safety practices through setting schedules for hygiene and on-going reinforcement of physical distancing, hygiene, face coverings, and self-monitoring symptoms.

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 below).

The Principal and Teacher-In-Charge 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:

Elizabeth Nolan, beth.nolan@shorelineunified.org, 415-663-1014; 415-598-9703

or secondary contact:

Kelsy Henke, kelsy.henke@shorelineunified.org, 415-663-1014; 415-484-5227

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.

Cleaning, sanitizing, and disinfecting schedules and protocols for West Marin School have been designed based on CDC and CDPH guidelines. Staff will implement regular cleaning and sanitizing procedures throughout the day. Cleaning schedules are based on the age and needs of students served at West Marin School and instructional materials used.

Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations.

Custodial and maintenance staff will disinfect bathrooms based on a routine schedule throughout the day. Custodial staff will disinfect/ sanitize high touch areas in the hallways, breezeways, outdoor tables, bathrooms and classrooms on a nightly basis. Playground equipment, desktops, countertops and restrooms will all be disinfected.



Custodial staff will and have received a refresher training regarding COVID-19 cleaning. Protocols to follow are outlined below.

Cleaning and Disinfecting Procedures

Custodial staff will administer daily, and more frequently if feasible, cleaning and disinfecting procedures. Frequently touched hard surface areas will be cleaned and disinfected (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains, and playground equipment).

- Provide employees training on the use of cleaning agents consistent with manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting.
- Introduce fresh outdoor air as much as possible, for example, by opening windows and doors where practicable.
- After an illness, limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

Decontamination of classroom spaces and work spaces shall be completed at least once per week once students are returning to campus. Decontamination shall be done by campus custodial staff. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, or visitors.

The district is securing outside hand washing stations. They will be available at designated points.

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 and parents (for students) will be required to respond to the following questionnaire daily before, leaving the home for school, via a digital survey in Spanish and English.

- Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?



- Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
- Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
- Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?

It is vital that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. The child should NOT return to school until the fever has been gone for at least 24 hours without the use of medicine.

If the 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. SUSD and West Marin School will educate staff and families about when they or their student should stay at home and when they can return to school.

Health Screening Procedures

Health screenings refer to symptom screening, temperature screening, or a combination of both. Below are actions defined by the District to address regular active and passive health checks and screening.

- Signs will be posted at the main entrance instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- Staff will complete the West Marin- Inverness Staff Check-In daily.
- Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room pending travel home or to a medical facility.
- Periodic reminders regarding screenings will be provided throughout the school year.

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:



Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

Should a student exhibit any symptoms during the school day, s/he will be isolated in a predetermined isolation area, the nurse's office.

Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, ALL emergency contacts will be contacted to pick up the child.

West Marin School has a specific isolation plan which includes the West Marin School isolation area or safe area outside of the classroom (weather permitting). Depending on the individual student and other students in the classroom, the staff will determine the most appropriate isolation location for the symptomatic student. Should a student, classroom, or West Marin School be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided.

SUSD policies ensure that employees and students can stay at home when ill without fear of reprisal, and ensure employees, students, and students' families are made aware of these policies

The nurse's suite adjacent to reception has been identified as the isolation area. Students who demonstrate any health issues or have a temperature of 100.4 or above will be directed to the isolation room and a parent/guardian or an emergency point of contact will be contacted to pick them up. If an adult is not capable of self-care they will not be permitted entry into the building, and referred for testing, and a family member/close contact will be contacted. If they are an adult who is incapacitated emergency services will be contacted. If a student or staff member tests positive for COVID 19 the public health liaison will notify the Marin County Public Health Department and the site will cooperate with public health for testing and contact tracing.

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)

Administration will work with staff that may require release time in order to be tested. Staff shall be expected to be tested every two months. Testing information/ Location <https://coronavirus.marinhhs.org/covid-19-testing-information>



West Marin School and the district 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 two months.

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. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

If a Staff/Student has Been Out of School Due to COVID-19 or Other Illness

Staff/students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the staff/student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

SUSD will use the Marin County COVID-19 Safety-Decision Tree for Schools (Tiers 1 & 2) to guide our procedures for individual students and staff members regarding the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting.

(link: [Marin County COVID-19 Safety-Decision Tree for Schools \(Tiers 1 & 2\)](#) for each scenario)

In addition, the following Exposure Protocols for all staff and students will be implemented. Marin County Public Health Protocols on the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting are broken into 4 scenarios. If a staff/student needs to stay home from school for isolation due to confirmed or suspected COVID-19 illness, please inform the administration/school as soon as possible.

1: A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above. Action for Scenario One:

- Report information to administrator, sent home
- Contact Healthcare provider/Public Health for testing (recommend testing)*
- If positive, see Scenario #3; If negative, see Scenario #4
- **School/Classroom remain OPEN**

2: A family member or someone in *close contact* with a student or staff member tests positive for COVID-19. Action for Scenario Two:



- Report information to administrator, sent home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- **School/Classroom remain OPEN**

3: A student or staff member tests positive for COVID-19. Action for Scenario Three:

- Report information to administrator, send home, isolate as per Public Health
- Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing
- **Classroom CLOSED for 14 days from last exposure**
- **School Remains OPEN**

4: A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:

- May return to school 24 hours after symptoms resolve
- 14-day quarantine required for close contact with COVID-19 positive case
- **School/Classroom remain OPEN**

***SUSD will follow the “Test or 10” protocol:** Students or staff with any one of the more common symptoms of COVID-19 must be tested for COVID-19 or stay home and isolate for at least 10 days.

If more than one cohort is quarantined or if 5% of students or staff at an SUSD site test positive for COVID-19, the site will close. If 25% or more of the total stable student cohorts throughout the district are closed, the district will revert to total distance learning. Within 48 hours of a school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

In order to return to school:

- The staff/student must meet Marin County’s criteria to discontinue home isolation. The staff/student must be symptom-free and fever-free for 24 hours without using fever-reducing medication or 10 days after the onset of symptoms, whichever is later. Please refer to Marin County [At Home Quarantine & Isolation Safety Guidance](#).
- Written clearance from the staff/student’s healthcare provider is required. The infected staff/student must contact the administration/school office before returning to school.

If staff/student has been out of school due to illness that is not related to COVID-19, you may return to school if they have been fever-free for 24 hours without using fever-reducing medication and all other symptoms have resolved. Depending upon the illness, a clearance from the staff/student healthcare provider will likely be required to return to school after illness.



School Actions and Communications In Case of Possible Exposure or Closure of School
Staff/student families will be notified of school or cohort closures and any restrictions in place to prevent COVID-19 exposure (e.g. limited hours of operations) as soon as possible.

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

Plexiglass Barriers

Plexiglass barriers will be in every classroom on teachers desks to ensure safety when face to face interactions. The cafeteria window, school office, library and principal office will also have a plexiglass barrier to ensure safety. Plexiglass barriers have been installed in high volume areas such as school offices where we typically have frequent face-to-face interaction.

Physical Distancing

Based on current guidelines from the California Department of Public Health, a separation of six feet between staff/staff, students/staff, and students/students is recommended for ensuring safety and health. Shoreline Unified School District has the following measures in place to ensure staff and students stay at least six feet apart while on campus:

- Signage posted to remind students and staff about physical distancing in prominent locations throughout each school campus.
- Allow only essential visitors on the campus and limit the number of students and staff who come into contact.
- No outside organizations will be utilizing school facilities
- One-way directional routes may be identified in some hallways to maintain the necessary physical distancing.
- Classroom seating/desks spaced six feet apart.
- Outdoor learning spaces utilized when practicable.

Staff will implement spacing strategies and instruction for both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand (e.g. social distancing markings on the floor to define space). Bathroom capacity will be limited to one and stalls blocked off.

All classrooms will have a minimum of 6 feet of distance between each student desk, and a 6-foot-wide ingress and egress by the classroom door. Teachers will remain 6 feet from students except for short periods of time when necessary. Six feet of physical distancing is required at entry and exit to school sites, as well as in hallways.



Updated 11/1/2020

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.

West Marin School will maintain stable classroom cohorts of no more than 15 students assigned to a primary cohort teacher. Each cohort will have a dedicated recess, and lunch time. Meals will be delivered directly to the classroom. One-way movement through common spaces will ensure that there will be no mixing of cohorts.

Student desks or workspaces will be arranged so that all students are facing forward in the same direction.

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.

N/A

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

Student desks, worktables, and floor activity will be arranged so that students face in the same direction to the extent practicable.

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.

Related services providers (Speech Pathologists, Occupational Therapists) School Psychologist, School Nurse, members of the Shoreline Wellness Team, and administrators may visit and/or instruct in more than one classroom and will follow Public Health guidance, including maintaining accurate record of interactions, including date and cohort. Any and all support that is possible to be provided via virtual (synchronous or asynchronous) instruction shall be used in lieu of in-person instruction. Every effort will be made to limit their total daily contacts further limit their daily in-person contacts.

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

West Marin School has 3 entry and exit points for students to access. Students will be assigned a staggered entry time at a location they are familiar with, as they arrive, signage will be prominently displayed to remind students of physical distancing and staff will supervise arrival



and dismissal to offer guidance and direction to students. Students will be directed to report to their assigned cohort classroom once on campus.

The following plan for arrival/dismissal and general directional flow is as follows:

- Designate routes for entry and exit using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- If in-person drop-off or pick-up is needed, the driver will be urged to stay in the car and the student delivered to them. If needed only a single parent or caregiver should enter the facility to pick up or drop off the child.
- Require adults entering campus for in-person pick-up drop-off to wear face covering and maintain six feet physical distancing.
- Provide supervision to disperse student gathering during school arrival and departure.
- Place markings on the ground to facilitate physical distancing of six feet or more at all school entry and exit points and crosswalks near the school.

Parent and bus drop off will take place in front of the school at staggered times.

Paraprofessional staff will meet students in the location and students will proceed, supervised, to their classroom.

Three designated entry and exit points have been established. Cohorts are assigned a specific entry and exit point (right gate, main entrance or left gate) and should enter and exit the campus from the assigned entrance/ exit. They will then report to their classroom.

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

West Marin School has three entry and exit points for students to access. Students will be assigned a staggered entry time at a location they are familiar with, as they arrive, signage will be prominently displayed to remind students of physical distancing and staff will supervise arrival and dismissal to offer guidance and direction to students. Students will be directed to report to their assigned cohort classroom once on campus.

Recess/breaks for each cohort will be designated in a staggered timeframe. During the recess/break each cohort will be assigned a designated area to avoid any cohort mixing, and the area may rotate on a weekly basis during the course of the school year. In each play area students will be reminded to maintain six-foot physical distancing. During recess/break students may have a nutritious snack.



Arrival and departure of students will be coordinated by the classroom staff, school site administration, and transportation providers in order to prevent the mixing of students from different cohorts

Students will eat snacks and lunches in their classroom or weather permitting outside using physical distancing. Recess/break times for each classroom in the outside space will be staggered.

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

There will be no congregate movement through hallways. When taking breaks or moving to outside learning spaces, only one classroom cohort will travel in one direction at a time within our school hallways.

The only congregate movement, may be when a cohort class transitions from their class to an alternate location on the school campus.

All transitions will be supervised.

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

All large gatherings of students are currently prohibited and will remain prohibited. Any gathering of adults, such as staff meetings, professional development, etc. will be outside with six feet of distance and appropriate face coverings.

To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

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.

Our campus has multiple outside tables and umbrellas available for students to access outside learning, these tables will be separated and assigned to cohorts to allow opportunities for outside learning. Staff are also urged to keep windows and doors open as to allow for the flow of fresh air throughout the school day.

Weather permitting, classroom windows and doors will remain open, to the extent possible, to support flow of fresh air flow and ventilation. throughout the school day.

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.



To the extent possible, the use of shared equipment will be avoided. Activities that require less contact with surfaces and shared equipment will be offered and encouraged. All outdoor equipment/benches will be cleaned and disinfected between use by different groups of students and cleaned in between use by individual students to the extent possible.

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.

Non-classroom space such as the Gym and multipurpose room will be considered for instruction if needed.

22. Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Meals will be served in the classrooms or weather permitting in the designated outdoor area.

Families are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers. Parents should provide detailed information to classroom teachers regarding any special dietary needs.

Use of paper goods and disposable plastic utensils when possible is preferred. Children will be instructed not to share food or touch each other's food.

Students purchasing lunch including eligible students will be provided free and reduced lunch as "grab and go" meals. All meals are served using disposable food items, such as utensils and dishes, and is prepackaged for each individual.

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

Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after breaks/recess outside, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

All classrooms are equipped with functioning sinks and soap dispensers, paper towels and hand sanitizer. Each teacher will set a schedule to have a routine of handwashing or hand sanitizing throughout the day. On entry to the classroom at any time students will be provided hand sanitizer and asked to wash their hands.



Updated 11/1/2020

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.

All SUSD staff, K-8 students and visitors over the age of two (2) will be required to wear face coverings, unless there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses those indoor spaces, and that individual is not visible to students a face covering may not be required.

Instructional staff have been provided with a face shield that they will wear with a face covering should they choose.

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.

Training for staff will be provided prior to providing in-person instruction on site. As part of the orientation for students, parents will be provided a guide to support their children in properly using face coverings. Once on site teachers will offer lessons to students on the proper use of face coverings. Guidance for this lesson planning is outlined below and in section 2 of this SSSPP.

California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of Coronavirus. Face coverings are required to be worn by all staff and students indoors and outdoors unless exempt for medical reasons, in which case a doctor's note is required. A face shield is an acceptable alternative for children in kindergarten to second grade who cannot wear them properly. If a student does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering (except for those with medical exemption) will be sent home.

Face coverings or face shields may be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

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.

Students have been provided with individually labeled bins to store frequently used items with, learning activities, books, manipulatives and belongings for each student. This will be kept at their desk or in a designated area.

Classrooms are set up with multiple learning manipulatives and activities for students that are easy to clean and disinfect throughout the day. The use of a "dirty" bin will be implemented for



items that need to be cleaned and disinfected before being used again. Materials that are difficult to clean (e.g. soft fidgets) are either removed from the classroom or carefully monitored for use by individual children only.

Staff will clean and disinfect any shared materials prior to sharing.

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

Individually labeled bins with learning activities, books, toys, devices, and belongings for each child will be used to reduce sharing.

Staff will clean and disinfect any shared materials prior to sharing.

Bringing of personal items from home will be discouraged. All personal items should be labeled and kept in the school bag or school in a box

Privacy boards or plexiglass dividers have been placed in common areas such as school offices and shared work spaces. These dividers are also available for use during any specialized service and/or testing necessary for students.

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

Movable plexiglass shields and desktop barriers are available for use in each classroom when physical distancing between students and staff may be challenging or at other times when deemed appropriate by staff.

Privacy boards or plexiglass dividers have been placed in common areas such as school offices and shared work spaces. These dividers are also available for use during any specialized service and/or testing necessary for students.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

School campus is closed to the general public, including parent volunteers. If we have a required volunteer or visitor they will be required to adhere to all health and safety guidelines when entering a school site location, including completing a visitor check in questionnaire.

Non-essential visitors will be limited. All visitors to campus must complete a QR code prior to entering campus.

Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom.



Updated 11/1/2020

Visiting campus will be discouraged. Campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening.

When possible, essential workers will be scheduled after student hours.

Dropping off items to students during the school day will be discouraged. Parents should contact the school office if there is a need to drop off a lunch/snack, medication, or other necessary documentation that cannot be completed electronically so that arrangements can be made for safe drop-off.

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.

A copy of this plan will be posted to the West Marin School and the SUSD website. It will routinely be evaluated by the SUSD Planning Committee (above mentioned Task Force) and updated as needed.



Updated 11/1/2020

	West Marin School
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Certificate of Completion



West Marin 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:

<http://www.shorelineunified.org/>
<http://wmis.shorelineunified.org/index.php/>

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



Updated 12/8/2020

School or District Site Name
West Marin School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none">● Adam Jennings● Beth Nolan, Principal● Norma Santarelli● Logan Martin● Josh Risely● Laurie Schmitt● Meredith Leask● Jennifer Warner● Colleen Connolly, Paraprofessional● Ashley Dumbra, Teacher and Parent● Daisy Baragan, Teacher● Melissa Riley, Teacher● Christine Bowman● Ginny Goehagen● Dominic Sacheli● Rachael Kobe● Tina Righetti● Cristina Salcedo● Angelica Sanchez● Glenda Mejia, Family Advocate● Leland Kinard● Sherri Edwards● Gilo Rodriquez, Skilled Maintenance
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)



Updated 12/8/2020

Elizabeth Nolan, Ed.D, beth.nolan@shorelineunified.org, 415-663-1014; 415-598-9703
Kelsy Henke, kelsy.henke@shorelineunified.org, 415-663-1014; 415-484-5227

**This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
December 8, 2020 (updates in bold)**

Principal or Administrator

Name:

Elizabeth Nolan, Ed.D

Title:

Principal

Email:

beth.nolan@shorelineunified.org

Phone Number:

415-663-1014

I, Elizabeth Nolan, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Elizabeth A Nolan

Date:

12/8/2020



Updated 12/8/2020

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 a month**. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Updated 12/8/2020

Administration will work with staff that may require release time in order to be tested. **Before resuming site-based classroom instruction, all staff who have regular contact with students, will be tested.** Staff shall be expected to be tested **ONCE** a month. **This may include testing of students with appropriate parental permissions obtained in advance.** Testing information/ Location <https://coronavirus.marinhhs.org/covid-19-testing-information>

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.

Updated 12/8/2020

Our campus has multiple outside tables and umbrellas available for students to access outside learning, these tables will be separated and assigned to cohorts to allow opportunities for outside learning. **We have multiple canopies for outdoor instruction use.** Staff are also urged to keep windows and doors open as to allow for the flow of fresh air throughout the school day.

Weather permitting, classroom windows and doors will remain open, to the extent possible, to support flow of fresh air flow and ventilation. throughout the school day.

We will assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems with HEPA filters, and supplement with portable air cleaners when practical.



Updated 12/8/2020

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. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

Updated 12/8/2020

All SUSD staff, TK-8 students and visitors over the age of two (2) will be required to wear face coverings, unless there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses those indoor spaces, and that individual is not visible to students a face covering may not be required.

Instructional staff have been provided with a face shield that they will wear with a face covering should they choose.

Students from grades TK-2 should be supported on 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.



School or District Site Name
Inverness School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> ● Adam Jennings ● Beth Nolan, Principal ● Norma Santarelli ● Logan Martin ● Josh Risely ● Laurie Schmitt ● Meredith Leask ● Jennifer Warner ● Colleen Connolly, Paraprofessional ● Ashley Dumbra, Teacher and Parent ● Daisy Baragan, Teacher ● Melissa Riley, Teacher ● Christine Bowman ● Ginny Goehagen ● Dominic Sacheli ● Rachael Kobe ● Tina Righetti ● Cristina Salcedo ● Angelica Sanchez ● Glenda Mejia, Family Advocate ● Leland Kinard ● Sherri Edwards ● Gilo Rodriquez, Skilled Maintenance
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)
Elizabeth Nolan, Ed.D, beth.nolan@shorelineunified.org , 415-663-1014; 415-598-9703 Dee Lynn Armstrong, deelynn.armstrong@shorelineunified.org , 415-669-1018; 415-663-8156
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:



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.



November 1, 2020	
See Revisions added 12/8/2020 in appendix	
Principal or Administrator	
Name: Elizabeth Nolan, Ed.D	Title: Principal
Email: beth.nolan@shorelineunified.org	Phone Number: 415-663-1014

I, Elizabeth Nolan, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.
Signature: _____ Date: _____



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.

We have a multi-disciplinary Task Force consisting of the members listed above. This Task Force was established to represent all stakeholders in planning and implementing our district's and school's post-pandemic approach to learning and health and safety. This planning team has taken on all duties required by the Task Force mandated by this SSSPP. This SSSPP was created in collaboration with our task force. This task force will continue to meet as needed based on shifts due to COVID-19. In addition, the District and Certificated Association agree to meet and confer at least monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes.

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.

The Shoreline Unified School District (SUSD) has secured/ is securing sufficient Essential Protective Equipment (EPE) including, but not limited to: face coverings, hand soap, hand sanitizer, cleaning disinfectant, gloves, and paper towels. Inverness School classrooms are supplied with standard Health and Safety Stations (classroom kits) that include EPE and cleaning/disinfecting supplies.

Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. Health and Safety Stations (classroom kits) include extra disposable face coverings for staff or students who may need them, gloves, face shields, protective eyewear, disposable gown, hand sanitizer, thermometers, cleaning and disinfecting supplies, hand soap, disinfectant wipes, disinfecting spray bottles with paper towels, and alcohol swabs.

Inverness School staff will have access to EPE inventory and will regularly monitor its supply levels. Staff will immediately notify, electronically or verbally, site administrators when classroom and workspace inventories reach a low amount so the necessary materials can be refilled. The District will make every effort to provide the necessary EPE in a timely manner, no longer than three working days unless the items are not accessible from the identified vendor.

Classrooms and workspaces are equipped with hand sanitizer stations, liquid soap dispensers, and no touch drying paper towel dispensers when available.



An Isolation room (nurse's office) has been identified and will be outfitted with 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. Staff will be provided guidance on the use of protective equipment.

Student attendance will be taken daily by 8:30 using the student information system (Aeries). The administrative secretary will follow up with absent students and/or their family.

Staff attendance will be taken through the daily health screening survey (QR code) and maintained by the site public health liaisons.

Face Coverings and Shields

California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of Coronavirus. Face coverings are required to be worn by all staff and students indoors and outdoors unless exempt for medical reasons, in which case a doctor's note is required. A face shield is an acceptable alternative for children in kindergarten to second grade who cannot wear them properly. If a student does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering (except for those with medical exemption) will be sent home.

Face coverings or face shields may be removed for meals, snacks, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

Cloth face coverings should not be placed on:

- Children younger than 2 years old;
- Anyone who has trouble breathing or is unconscious; and
- Anyone who is incapacitated or otherwise unable to remove the cloth face-covering without assistance.

A face covering is a covering made of cloth, fabric, or other soft or permeable material without holes, that covers only the nose and mouth and surrounding areas of the lower face. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter on the front or side of the mask) are not considered an acceptable face covering. Face coverings worn by students must be appropriate and meet District dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

Wearing face coverings correctly:

- Wash your hands before putting on your face covering.
- Put the covering over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash your hands right away.



Removing face coverings correctly:

- Be careful not to touch your eyes, nose, and mouth when removing face coverings, and wash hands immediately after removing.
- Untie the strings behind your head or stretch the ear loops. Handle face covering only by the ear loops or ties
- For cloth face coverings, fold outside corners together and place in a sealable plastic container or bag.
- Learn how to properly wash cloth face coverings.

CDC: How to Safely Wear and Take Off a Cloth Face Covering ([English](#)) ([Spanish](#))

Proper Hygiene & Restroom Practices

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school. Hand hygiene stations will be accessible throughout each school campus. Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering or reentering the classroom. Time for hand hygiene will be scheduled throughout the day, including before eating and before returning to the classroom after recess/breaks.

Five steps to proper handwashing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer:

1. Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Restroom Practices and Protocols

- Staff and students will have designated restrooms to use when on site.
- Appropriate signage will be prominently displayed reminding staff and students to practice good hygiene and to report issues in restrooms.
- Only one user, student or staff, will be permitted in the restroom regardless of the number of stalls or urinals.
- Signage will be provided indicating occupancy of the restroom.
- Students and staff will wash hands following restroom use when returning to classroom and/or work space.



- In staff restrooms an aerosol spray and bleach wipes will be provided for use by employees before and after use.
- A protocol for the frequency of cleaning/sanitizing bathrooms after student use will be determined prior to in person instruction.
- Staff and students shall use paper towels to protect clean hands when opening restroom doors to exit.

Cough Etiquette

Cough and sneeze into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.

Other Important Health and Hygiene Practices

Please help use these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) feet distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of community physical distancing measures while not at school, including discouraging students from gathering elsewhere.
- Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding. Prevent stigma by using facts and reminding students to be considerate of one another.
- Students and staff who need to sneeze or cough in an indoor space will make every effort to step to an outside space.

Health Screening Procedures

Health screenings refer to symptom screening, temperature screening, or a combination of both. Below are actions defined by the District to address regular active and passive health checks and screening.

- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- All students and staff should be screened for symptoms of COVID-19 daily. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
- Staff and students' parents or guardians can conduct symptom screening online/in-person at-home. Staff will complete the West Marin- Inverness Staff Check-In daily, and parents/guardians will administer student health screening as necessary, questions include:



- Centers for Disease Control and Prevention (CDC) 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. Training will be provided to parents/guardians during the return to school orientation.
- Symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire.
- Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room pending travel home or to a medical facility
- Periodic reminders regarding screenings will be provided throughout the school year.

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 and as part of onboarding training for newly hired staff.

Staff will receive training throughout the year when new/updated guidance from Public Health is released. Handbooks outlining health and safety practices and protocols will be provided and reviewed with staff and families. (Training resources are available on the MCOE Rethinking Schools website.)

Age and developmentally appropriate training for students, such as teaching students to avoid contact with one's eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom instruction.

Staff will model and practice handwashing before and after eating, after coughing or sneezing, after outside activities, and after using the restroom.

Prior to in-person instruction parents/guardians will be offered orientation meetings to be provided an overview of safety procedures and protocol expectations at school sites. Teachers will reinforce safety practices through setting schedules for hygiene and on-going reinforcement of physical distancing, hygiene, face coverings, and self-monitoring symptoms.

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 below).



The Principal and Teacher-In-Charge 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:

Elizabeth Nolan, beth.nolan@shorelineunified.org, 415-663-1014, 415-598-9703

or secondary contact:

Dee Lynn Armstrong, deelynn.armstrong@shorelineunified.org, 415-669-1018; 415-663-8156

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.

Cleaning, sanitizing, and disinfecting schedules and protocols for Inverness School have been designed based on CDC and CDPH guidelines. Staff will implement regular cleaning and sanitizing procedures throughout the day. Cleaning schedules are based on the age and needs of students served at Inverness School and instructional materials used.

Staff will be trained on how to properly clean, sanitize, and disinfect classroom spaces, high touch areas, and surfaces in accordance with Public Health and CDC recommendations.

Custodial and maintenance staff will disinfect bathrooms based on a routine schedule throughout the day. Custodial staff will disinfect/ sanitize high touch areas in the hallways, breezeways, outdoor tables, bathrooms and classrooms on a nightly basis. Playground equipment, desktops, countertops and restrooms will all be disinfected.

Custodial staff will and have received a refresher training regarding COVID-19 cleaning. Protocols to follow are outlined below.

Cleaning and Disinfecting Procedures

Custodial staff will administer daily, and more frequently if feasible, cleaning and disinfecting procedures. Frequently touched hard surface areas will be cleaned and disinfected (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, toilets, countertops, faucets, drinking fountains, and playground equipment).

- Provide employees training on the use of cleaning agents consistent with manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting.



- Introduce fresh outdoor air as much as possible, for example, by opening windows and doors where practicable.
- After an illness, limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

Decontamination of classroom spaces and work spaces shall be completed at least once per week once students are returning to campus. Decontamination shall be done by campus custodial staff. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, or visitors.

Sanitation stations shall be located at each designated entry point and classroom on the school campus. These stations include disposable face coverings, hand sanitizer, cleaning solution, gloves and paper towels. There will also be outside handwashing stations available at designated entry points.

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 and parents (for students) will be required to respond to the following questionnaire daily before, leaving the home for school, via a digital survey in English and Spanish.

- a. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
- b. Do you or your child live with anyone or do you or your child have a fever, cough and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
- c. Do you or your child live with anyone or do you or your child have any other signs of communicable illness such as a cold, flu, rash or inflammation?
- d. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting (within the past 24 hours)?



It is vital that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. The child should NOT return to school until the fever has been gone for at least 24 hours without the use of medicine.

If the 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. SUSD and Inverness School will educate staff and families about when they or their student should stay at home and when they can return to school.

Health Screening Procedures

Health screenings refer to symptom screening, temperature screening, or a combination of both. Below are actions defined by the District to address regular active and passive health checks and screening.

- Signs will be posted at the main entrance instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- Staff will complete the West Marin- Inverness Staff Check-In daily.
- Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room pending travel home or to a medical facility.
- Periodic reminders regarding screenings will be provided throughout the school year.

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:

Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath, uncontrolled coughing, unusually tired, persistent crying, open sores, rash, signs of infection, runny nose with colored mucus, chills or repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.

Should a student exhibit any symptoms during the school day, s/he will be isolated in a predetermined isolation area, the nurse's office.

Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of illness. If a parent is not able to be reached or is unable to immediately pick their child up, ALL emergency contacts will be contacted to pick up the child.



Inverness School has a specific isolation plan which includes the Inverness School isolation area or safe area outside of the classroom (weather permitting). Depending on the individual student and other students in the classroom, the staff will determine the most appropriate isolation location for the symptomatic student. Should a student, classroom, or Inverness School be required to quarantine, remote learning will take the place of site-based classroom instruction. Any necessary technology or equipment for students to access learning will be provided.

SUSD policies ensure that employees and students can stay at home when ill without fear of reprisal, and ensure employees, students, and students' families are made aware of these policies

The nurse's office located on the upper level of the main office has been identified as the isolation area. Students who demonstrate any health issues or have a temperature of 100.4 or above will be directed to the isolation room and a parent/guardian or an emergency point of contact will be contacted to pick them up. If an adult is not capable of self-care they will not be permitted entry into the building, and referred for testing, and a family member/close contact will be contacted. If they are an adult who is incapacitated emergency services will be contacted. If a student or staff member tests positive for COVID 19 the public health liaison will notify the Marin County Public Health Department and the site will cooperate with public health for testing and contact tracing.

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)

Administration will work with staff that may require release time in order to be tested. Staff shall be expected to be tested every two months. Testing information/ Location <https://coronavirus.marinhhs.org/covid-19-testing-information>

Inverness School and the district 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 two months.

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. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.



d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

If a Staff/Student has Been Out of School Due to COVID-19 or Other Illness

Staff/students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the staff/student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

SUSD will use the Marin County COVID-19 Safety-Decision Tree for Schools (Tiers 1 & 2) to guide our procedures for individual students and staff members regarding the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting.

(link: [Marin County COVID-19 Safety-Decision Tree for Schools \(Tiers 1 & 2\)](#) for each scenario)

In addition, the following Exposure Protocols for all staff and students will be implemented. Marin County Public Health Protocols on the onset of symptoms, potential exposure to, and/or close contact with an individual testing positive for COVID-19 in a school/classroom setting are broken into 4 scenarios. If a staff/student needs to stay home from school for isolation due to confirmed or suspected COVID-19 illness, please inform the administration/school as soon as possible.

1: A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above. Action for Scenario One:

- Report information to administrator, sent home
- Contact Healthcare provider/Public Health for testing (recommend testing)*
- If positive, see Scenario #3; If negative, see Scenario #4
- **School/Classroom remain OPEN**

2: A family member or someone in *close contact* with a student or staff member tests positive for COVID-19. Action for Scenario Two:

- Report information to administrator, sent home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- **School/Classroom remain OPEN**

3: A student or staff member tests positive for COVID-19. Action for Scenario Three:

- Report information to administrator, send home, isolate as per Public Health
- Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing
- **Classroom CLOSED for 14 days from last exposure**
- **School Remains OPEN**

4: A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:

- May return to school 24 hours after symptoms resolve



- 14-day quarantine required for close contact with COVID-19 positive case
- **School/Classroom remain OPEN**

***SUSD will follow the “Test or 10” protocol:** Students or staff with any one of the more common symptoms of COVID-19 must be tested for COVID-19 or stay home and isolate for at least 10 days.

If more than one cohort is quarantined or if 5% of students or staff at an SUSD site test positive for COVID-19, the site will close. If 25% or more of the total stable student cohorts throughout the district are closed, the district will revert to total distance learning. Within 48 hours of a school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

In order to return to school:

- The staff/student must meet Marin County’s criteria to discontinue home isolation. The staff/student must be symptom-free and fever-free for 24 hours without using fever-reducing medication or 10 days after the onset of symptoms, whichever is later. Please refer to Marin County [At Home Quarantine & Isolation Safety Guidance](#).
- Written clearance from the staff/student’s healthcare provider is required. The infected staff/student must contact the administration/school office before returning to school.

If staff/student has been out of school due to illness that is not related to COVID-19, you may return to school if they have been fever-free for 24 hours without using fever-reducing medication and all other symptoms have resolved. Depending upon the illness, a clearance from the staff/student healthcare provider will likely be required to return to school after illness.

School Actions and Communications In Case of Possible Exposure or Closure of School
Staff/student families will be notified of school or cohort closures and any restrictions in place to prevent COVID-19 exposure (e.g. limited hours of operations) as soon as possible.

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

Physical Distancing

Based on current guidelines from the California Department of Public Health, a separation of six feet between staff/staff, students/staff, and students/students is recommended for ensuring



safety and health. Shoreline Unified School District has the following measures in place to ensure staff and students stay at least six feet apart while on campus:

- Signage posted to remind students and staff about physical distancing in prominent locations throughout each school campus.
- Allow only essential visitors on the campus and limit the number of students and staff who come into contact.
- No outside organizations will be utilizing school facilities, outside of school hours, follow all required health and safety measures.
- One-way directional routes may be identified in some hallways to maintain the necessary physical distancing.
- Classroom seating/desks spaced six feet apart.
- Outdoor learning spaces utilized when practicable.

Plexiglass Barriers

Plexiglass barriers will be in every classroom on teachers desks to ensure safety when face to face interactions. The cafeteria window, school office, library and principal office will also have a plexiglass barrier to ensure safety. Plexiglass barriers have been installed in high volume areas such as school offices where we typically have frequent face-to-face interaction.

Staff will implement spacing strategies and instruction for both indoor and outdoor spaces that are developmentally appropriate and easy for students to understand (e.g. social distancing markings on the floor to define space). Bathroom capacity will be limited and stalls blocked off.

All classrooms will have a minimum of 6 feet of distance between each student desk, and a 6-foot-wide ingress and egress by the classroom door. Teachers will remain 6 feet from students except for short periods of time when necessary. Six feet of physical distancing is required at entry and exit to school sites, as well as in hallways.

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.

Inverness School will maintain stable classroom cohorts of no more than 15 students assigned to a primary cohort teacher. Each cohort will have a dedicated recess, and lunch time. Meals will be delivered directly to the classroom. One-way movement through common spaces will ensure that there will be no mixing of cohorts.



Student desks or workspaces will be arranged so that all students are facing forward in the same direction.

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.

N/A

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

Student desks, worktables, and floor activity will be arranged so that students face in the same direction to the extent practicable.

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.

Related services providers (Speech Pathologists, Occupational Therapists) School Psychologist, School Nurse, members of the Shoreline Wellness Team, and administrators may visit and/or instruct in more than one classroom and will follow Public Health guidance, including maintaining accurate record of interactions, including date and cohort. Any and all support that is possible to be provided via virtual (synchronous or asynchronous) instruction shall be used in lieu of in-person instruction. Every effort will be made to limit their total daily contacts further limit their daily in-person contacts.

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

Inverness has 2 entry and exit points for students to access. Students will be assigned a staggered entry time at a location they are familiar with, as they arrive, signage will be prominently displayed to remind students of physical distancing and staff will supervise arrival and dismissal to offer guidance and direction to students. Students will be directed to report to their assigned cohort classroom once on campus.

The following plan for arrival/dismissal and general directional flow is as follows:

- Designate routes for entry and exit using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- If in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.



- Require adults entering campus for in-person pick-up drop-off to wear face covering and maintain six feet physical distancing.
- Provide supervision to disperse student gathering during school arrival and departure.
- Place markings on the ground to facilitate physical distancing of six feet or more at all school entry and exit points and crosswalks near the school.

Parent and bus drop off will take place in front of the school at staggered times. Paraprofessional staff will meet students in the location and students will proceed, supervised, to their classroom.

Two designated entry and exit points have been established. Cohorts are assigned a specific entry and exit point (right gate or left gate) and should enter and exit the campus from the assigned entrance/ exit. They will then report to their classrooms.

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

Inverness has 2 entry and exit points for students to access. Students will be assigned a staggered entry time at a location they are familiar with, as they arrive, signage will be prominently displayed to remind students of physical distancing and staff will supervise arrival and dismissal to offer guidance and direction to students. Students will be directed to report to their assigned cohort classroom once on campus.

Recess/breaks for each cohort will be designated in a staggered timeframe. During the recess/break each cohort will be assigned a designated area to avoid any cohort mixing, and the area may rotate on a weekly basis during the course of the school year. In each play area students will be reminded to maintain six-feet physical distancing. During recess/break students may have a nutritious snack.

Arrival and departure of students will be coordinated by the classroom staff, school site administration, and transportation providers in order to prevent the mixing of students from different classrooms.

Students will eat snacks and lunches in their classroom or weather permitting outside using physical distancing. Recess/break times for each classroom in the outside space will be staggered.



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

There will be no congregate movement through hallways. When taking breaks or moving to outside learning spaces, only one classroom cohort will travel in one direction at a time within our school hallways.

The only congregate movement, may be when a cohort class transitions from their class to an alternate location on the school campus.

All transitions will be supervised.

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

All large gatherings of students are currently prohibited and will remain prohibited. Any gathering of adults, such as staff meetings, professional development, etc. will be outside with six feet of distance and appropriate face coverings.

To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

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.

Our campus has multiple outside tables and umbrellas available for students to access outside learning, these tables will be separated and assigned to classrooms to allow opportunities for outside learning. Weather permitting, classroom windows and doors will remain open, to the extent possible, to support flow of fresh air flow and ventilation. throughout the school day.

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.

To the extent possible, the use of shared equipment will be avoided. Activities that require less contact with surfaces and shared equipment will be offered and encouraged. All outdoor equipment/benches will be cleaned and disinfected between use by different groups of students and cleaned in between use by individual students to the extent possible.

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.

N/A



22. Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

Meals will be served in the classrooms or weather permitting in the designated outdoor area.

Families are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers. Parents should provide detailed information to classroom teacher regarding any special dietary needs.

Use of paper goods and disposable plastic utensils when possible is preferred. Children will be instructed not to share food or touch each other's food.

Students purchasing lunch including eligible students will be provided free and reduced lunch as "grab and go" meals. All meals are served using disposable food items, such as utensils and dishes, and is prepackaged for each individual.

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

Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after breaks/recess outside, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

All classrooms are equipped with functioning sinks and soap dispensers, paper towels and hand sanitizer. Each teacher will set a schedule to have a routine of handwashing or hand sanitizing throughout the day. On entry to the classroom at any time students will be provided hand sanitizer and asked to wash their hands.

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.

All SUSD staff, K-8 students and visitors over the age of two (2) will be required to wear face coverings, unless there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses those indoor spaces, and that individual is not visible to students a face covering may not be required.

Instructional staff have been provided with a face shield that they will wear with a face covering.

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.



Training for staff will be provided prior to providing in-person instruction on site. As part of the orientation for students, parents will be provided a guide to support their children in properly using face coverings. Once on site teachers will offer lessons to students on the proper use of face coverings. Guidance for this lesson planning is outlined below and in section 2 of this SSSPP.

California has mandated that face coverings are required in indoor settings for everyone over the age of two as part of a statewide effort to help stop the spread of Coronavirus. Face coverings are required to be worn by all staff and students indoors and outdoors unless exempt for medical reasons, in which case a doctor's note is required. A face shield is an acceptable alternative for children in kindergarten to second grade who cannot wear them properly. If a student does not have a face covering or has lost theirs, one will be provided. Staff or students who refuse to wear their face covering (except for those with medical exemption) will be sent home.

Face coverings or face shields may be removed for meals, snacks, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name).

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.

Students have been provided with individually labeled bins to store frequently used items with learning activities, books, manipulatives and belongings for each student. This will be kept at their desk or in a designated area.

Classrooms are set up with multiple learning manipulatives and activities for students that are easy to clean and disinfect throughout the day. The use of a "dirty" bin will be implemented for items that need to be cleaned and disinfected before being used again. Materials that are difficult to clean (e.g. soft fidgets) are either removed from the classroom or carefully monitored for use by individual children only.

Staff will clean and disinfect any shared materials prior to sharing.

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

Individually labeled bins with learning activities, books, toys, devices, and belongings for each child will be used to reduce sharing.

Bringing of personal items from home will be discouraged. All personal items should be labeled and kept in the school bag or school in a box.

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



Movable plexiglass shields and desktop barriers are available for use in each classroom when physical distancing between students and staff may be challenging or at other times when deemed appropriate by staff.

Privacy boards or plexiglass dividers have been placed in common areas such as school offices and shared work spaces. These dividers are also available for use during any specialized service and/or testing necessary for students. Classrooms are not currently equipped with privacy boards or plexiglass screens for students.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

School campus is closed to the general public, including parent volunteers. If we have a required volunteer or visitor they will be required to adhere to all health and safety guidelines when entering a school site location, including completing a visitor check in questionnaire.

Non-essential visitors will be limited. All visitors to campus must complete a QR code prior to entering campus.

Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom.

Visiting campus will be discouraged. Campus visitors will be required to sign-in using the site check-in survey or at the office and respond to the health screening.

When possible, essential workers will be scheduled after student hours.

Dropping off items to students during the school day will be discouraged. Parents should contact the school office if there is a need to drop off a lunch/snack, medication, or other necessary documentation that cannot be completed electronically so that arrangements can be made for safe drop-off.

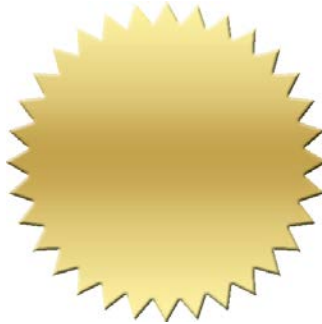
30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

A copy of this plan will be posted to the Inverness School and the SUSD website. It will routinely be evaluated by the SUSD Planning Committee (above mentioned Task Force) and updated as needed.



	<p style="text-align: center;">School Site-Specific Protection Plan</p>
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Certificate of Completion



Inverness 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:

<http://www.shorelineunified.org/>
<http://wmis.shorelineunified.org/index.php/about-us/inverness>

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



Updated 12/8/2020

School or District Site Name
Inverness School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School or Parochial <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none">● Adam Jennings● Beth Nolan, Principal● Norma Santarelli● Logan Martin● Josh Risely● Laurie Schmitt● Meredith Leask● Jennifer Warner● Colleen Connolly, Paraprofessional● Ashley Dumbra, Teacher and Parent● Daisy Baragan, Teacher● Melissa Riley, Teacher● Christine Bowman● Ginny Goehagen● Dominic Sacheli● Rachael Kobe● Tina Righetti● Cristina Salcedo● Angelica Sanchez● Glenda Mejia, Family Advocate● Leland Kinard● Sherri Edwards● Gilo Rodriquez, Skilled Maintenance
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)



Updated 12/8/2020

Elizabeth Nolan, Ed.D, beth.nolan@shorelineunified.org, 415-663-1014; 415-598-9703
Dee Lynn Armstrong, deelynn.armstrong@shorelineunified.org, 415-669-1018; 415-663-8156

**This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:
December 8, 2020 (updates in bold)**

Principal or Administrator

Name: Elizabeth Nolan, Ed.D	Title: Principal
Email: beth.nolan@shorelineunified.org	Phone Number: 415-663-1014

I, Elizabeth Nolan, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

A handwritten signature in black ink, appearing to read "Elizabeth Nolan".

Date:

12/8/2020



Updated 12/8/2020

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 a month**. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Updated 12/8/2020

Administration will work with staff that may require release time in order to be tested. **Before resuming site-based classroom instruction, all staff who have regular contact with students, will be tested.** Staff shall be expected to be tested **ONCE** a month. **This may include testing of students with appropriate parental permissions obtained in advance.** Testing information/ Location <https://coronavirus.marinhhs.org/covid-19-testing-information>

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.

Updated 12/8/2020

Our campus has multiple outside tables and umbrellas available for students to access outside learning, these tables will be separated and assigned to cohorts to allow opportunities for outside learning. **We have multiple canopies for outdoor instruction use.** Staff are also urged to keep windows and doors open as to allow for the flow of fresh air throughout the school day.

Weather permitting, classroom windows and doors will remain open, to the extent possible, to support flow of fresh air flow and ventilation. throughout the school day.

We will assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems with HEPA filters, and supplement with portable air cleaners when practical.



Updated 12/8/2020

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. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

Updated 12/8/2020

All SUSD staff, TK-8 students and visitors over the age of two (2) will be required to wear face coverings, unless there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. If an individual works in an indoor space and that individual is the only individual who regularly uses those indoor spaces, and that individual is not visible to students a face covering may not be required.

Instructional staff have been provided with a face shield that they will wear with a face covering should they choose.

Students from grades TK-2 should be supported on 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.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SHORELINE UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SHORELINE CHAPTER NO. 304
COVID-19 PANDEMIC AND SCHOOL OPENING
2020-2021**

September 25, 2020

The Shoreline Unified School District (“District”) and the California School Employees Association and its Shoreline Chapter No. 304 (“CSEA”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the opening of schools during the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and CSEA. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect.

The Parties agree to the following:

1.0 DEFINITIONS

- 1.01 “Classroom” – is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outside learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.
- 1.02 “Cohort” – is a group of students that maintains social isolation and physical distancing. Cohorts are designed to remain stable and intact in order to prevent the spread of infection and illness arising from COVID-19. Classroom cohort sizes supersede class size language in the CBA for in-person learning during the life of this MOU.

- 1.03 “Common Equipment” – is any school equipment or structures that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.
- 1.04 “Common Space” – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.
- 1.05 “Face Coverings” – cloth face coverings or masks as recommended by federal, state, and local public health guidance.
- 1.06 “Hand Sanitizer” – this product must contain at least 60% alcohol. Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl alcohol hand sanitizers are more toxic and can be absorbed through the skin. Hand sanitizers containing methanol are toxic and shall not be used. (see CDC and FDA Advisories.)
- 1.07 “Personal Protective Equipment” – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, N95 respirators, face shields, neck guards, barriers, gloves, goggles, etc.
- 1.08 “Physical Distancing” – also known as social distancing to help decrease the spread of the virus by increasing the space between people to at least six (6) feet and reducing the number of different people with whom a person interacts.

2.0 SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

- 2.01 The District agrees to maintain physical distancing standards in school facilities and vehicles, including but not limited incorporating the following concepts:

- 2.01.1 The District shall evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. Physical guides such as tape on floors, or signs will be implemented.

- 2.01.2 Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of six (6) feet of distance between individuals, or current CDC recommended distance. In a circumstance where sufficient physical distancing is difficult or impossible, such as during passing periods, all individuals, including staff and students, must wear face coverings that cover the mouth and nose consistent with public health guidance.

- 2.01.2.1 Physical distancing and PPE requirements are to be maintained in all workstations and office settings. If physical distancing of 6 feet is not possible due to

office/room size limitations, and in order to maintain student confidentiality or privacy, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes.

2.01.2.2. Time spent in proximity of less than six (6) feet between individuals without the above additional Plexiglas barriers shall be minimized to the extent possible and strictly limited to no more than 2 ten (10) minutes daily once per three-hour period for a total of 20 minutes a day. Before total of 20-minutes for the day is exhausted, the district shall provide relief so that the total minutes is not surpassed.

2.01.3 If physical distancing between workspaces or between employees and students/visitors is not possible, the District agrees to install physical barriers to separate workspaces.

2.01.4 The District will develop reasonable staffing plans to ensure increased frequency of routine cleaning and disinfecting.

2.01.5 The District shall ensure sufficient supplies of hand sanitizers, soap, hand washing stations, tissues, no-touch trash cans and paper towels. The District will provide employees with opportunities to meet hand washing frequency guidelines.

2.01.6 Signs in relevant languages will be posted by the District in visible locations throughout various worksites messages that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and wearing a face covering.)

2.01.7 The District agrees to maintain an updated Injury and Illness Prevention Plan (IIPP), including the Specific School Site Protection Plan (SSSPP), to address unique circumstances during COVID-19 crisis, and agrees to make updates accessible to employees and parents.

2.01.8 District and Site Administrators and certificated designees shall have authority to enforce the safety provisions of the IIPP and SSSPP, State and local Public Health Orders, and this MOU. The District shall inform CSEA of the initial and any subsequent changes in these point persons within 48-hours of appointment/designation by the District.

2.01.9 The District will follow Labor Code § 6403, and provide training and information to all bargaining unit employees in safety protocols, public health measures, hygiene, and sanitation to help prevent the spread of the virus.

Personal Protective Equipment (“PPE”)

2.02 The District shall provide sufficient protective equipment to comply with CDPH guidance for students and staff appropriate for each classification or duty, relevant to Cal/OSHA requirements.

- 2.03 The District shall provide PPE to all unit members and students for every day that unit members or students are required to report to school sites.
- 2.04 In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.
- 2.05 Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.
- 2.06 If the District fails to provide sufficient PPE for the day, individuals without PPE will be sent home for the day, or provided a mutually agreeable accommodation. Unit members sent home due to lack of PPE will receive their full daily rate of pay. Members sent home will work remotely if possible.
- 2.16 Protective equipment includes, but is not limited to:
 - 2.16.1 For staff engaged in symptom screening -
 - i. Physical barriers (such as a plastic partition), surgical masks, face shields with bibs, disposable gloves and no-touch thermal scan thermometers.
 - 2.16.2 For front office and food service-
 - i. Physical barriers (such as a plastic partition)
 - ii. Face coverings/face shield with bib, and disposable gloves
 - 2.16.3 For custodial-
 - i. Surface cleaning
 - Masks, gloves appropriate for all cleaning and disinfecting
 - ii. Deep cleaning and disinfecting
 - Appropriate PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
 - 2.16.4 For all para educator classifications, and other special services or technical employees-
 - i. Face coverings, face shields with bibs if participating in instruction support without clear plastic barriers and disposable gloves.

Face Covering Requirements

- 2.17 Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. This applies to all staff, all students in grades TK-12, all administrators, and any visitors on campus over two years of age. The District shall develop and share with staff a plan to deal with students and others who are not in compliance with the face covering requirements.
 - 2.17.1 Face coverings shall not be required for students or staff if there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist.
- 2.18 For unit members and students who cannot wear a mask according to section 2.05.1, face shields with neck drapes tucked into the shirt shall be used. Masks and face shields

may not be required for students with medical apparatus which prevents or obstructs the use of the apparatus.

- 2.19 N95 facemasks shall be fit-tested and provided to:
 - 2.19.1 Unit members caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness;
 - 2.19.2 Unit members that provide support in multiple stable student cohorts in one school day shall be provided N95 facemasks due their increased interactions with students; and
 - 2.19.3 Unit members with high number of daily workplace contacts or to unit members who request in writing N95 facemasks due to professional or personal health concerns. Unit members shall not be required to submit a note from a medical professional when making this request.

Hand Washing Requirements

- 2.20 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.
- 2.21 All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.
- 2.22 The District shall comply with the following hand washing requirements:
 - 2.22.1 Every room with a sink shall be stocked with soap, medically effective hand sanitizer, and no touch hand drying equipment.
 - 2.22.2 Every classroom shall be provided medically effective hand sanitizer.
 - 2.22.3 Non-classroom workspaces and common spaces shall be provided medically effective hand sanitizer.
 - 2.22.4 Hand sanitizer or portable hand washing stations shall be provided at each entry and exit point on a school campus.
 - 2.22.5 All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day that staff or students are on campus.
 - 2.22.6 Staff are to be given adequate time to wash hands at least every 30 minutes, and are to be trained on proper hand washing.

3.0 IN-PERSON LEARNING

Adherence to Health Guidelines and Orders

- 3.01 The District shall adhere to the COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), California Department of Industrial Relations Division of Occupational Safety and Health (“Cal-OSHA”), and current Marin Public Health, placing primary reliance on Marin County Public Health.
- 3.02 Where there is a conflict between the various guidelines or orders listed in 3.01, the District and Association shall meet in order to agree upon which guideline to use.
- 3.03 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

- 3.04 The District shall ensure minimum physical distancing of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.
 - 3.04.1 The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements.
 - 3.04.2 All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.
- 3.05 In rare situations where the minimum physical distancing requirement is insufficient as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as Plexiglas barriers and/or face shields with neck drapes. Time spent in proximity of less than six (6) feet between individuals without the above additional Plexiglas barriers shall be minimized to the extent possible and strictly limited to no more than 2 ten (10) minutes daily once per three-hour period for a total of 20 minutes a day. Before total of 20-minutes for the day is exhausted, the district shall provide relief so that the total minutes is not surpassed. There must be a break with time for handwashing and change of PPEs between the three-hour blocks.
- 3.06 No unit member shall be directed to violate the six (6) feet of physical distancing requirement except to prevent imminent bodily or physical harm from occurring.

Student Rest Breaks, Recess, and Lunch

- 3.07 School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:
 - 3.07.1 All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.
 - 3.07.2 All recess and break times shall be staggered to minimize the number of different people with whom staff and students interact.

3.07.3 Physical distancing of six (6) feet shall be maintained between students, between staff and students, and between all staff during rest breaks, recess, and lunch periods.

One-Way Directions/Movement

3.08 In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements.

District School/Work Site Entry and Exit Points

- 3.09 No one shall be permitted to enter District sites without a health screening.
- 3.09.1 The District agrees to maintain specific plans for health screenings and clear standards in accordance with Marin County Public Health Department guidelines.
- 3.09.2 Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and will not be used to inquire into other medical conditions. Bargaining unit members shall not be required to respond to screening questionnaire questions that are not based on Marin County Public Health Department recognized symptoms (i.e. fever, chills, cough, difficulty breathing, sore throat).
- 3.09.3 Health Screenings shall be performed in a confidential manner, screening records shall be kept confidential and will be destroyed after thirty (30) calendar days.
- 3.09.4 Anyone who refuses to participate in health screening shall not be permitted entry.
- 3.09.5 Screenings are not reason for discipline and shall be considered part of the standard workday.
- 3.10 Since students, parents, and staff tend to congregate in large groups at access points before and after school:
- 3.10.1 The District agrees to develop a plan to minimize access to campus, and limit non-essential visitors, facility use permits, and volunteers.
- 3.10.2 The District will evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. It will ensure that external community organizations that use the facilities also follow the safety standards set forth in this MOU and in CDPH school guidance.
- 3.11 School sites shall identify multiple access points to be used for student and parent entry and exit before and after school.
- 3.12 Where possible, staff, students, and parents will be assigned an entry and exit point for use when coming to school for in-person learning.

- 3.13 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create shorter workdays for unit members.
- 3.14. Before the District assigns the new task of in-person screening of students for COVID-19 symptoms, the District shall notice CSEA in writing of the proposal and the parties shall meet to negotiate the decision and effects. Participating bargaining unit members will be trained in screening technique prior to screening.

Employee Rest Breaks and Lunch Periods

- 3.15 School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:
 - 3.15.1 All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.
 - 3.15.2 All recess and break times shall be staggered to minimize the number of different people with whom staff and students interact.
- 3.16 Labor Code §512 requires a duty-free lunch period of at-least thirty (30) minutes each workday.
 - 3.08.1 No unit member shall be required to work during the duty-free lunch time, nor shall they be pressured or coerced to do so. It shall be the District’s responsibility to provide supervision coverage.
- 3.17 Staff lounge capacity while maintaining physical distancing requirements shall be determined and posted on all entrances to the staff lounge.
 - 3.12.3 Unit members shall have at least one midday break of at least 15 minutes All breaks shall be without student supervision responsibilities.

Meetings and Gatherings

- 3.18 In-person meetings shall be eliminated during the pandemic (including but not limited to, staff meetings, professional development, committee meetings, district meetings, and staff gatherings. All meetings shall be held virtually.

Elementary School Student Cohorts (TK-5)

- 3.19 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each semester, with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts.
- 3.20 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not

assigned to a cohort shall use virtual methods of interacting with the student cohort, where possible.

3.20.1 Unit members shall only interact in-person with students from three (3) classroom cohorts in the same workday in order to minimize their potential exposure to COVID-19.

Secondary Schools Student Cohorts (Grades 6-12)

- 3.21 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each trimester, or semester, with an assigned primary cohort teacher or teachers, and systems are in place at the school site to prevent the mixing of classroom cohorts.
- 3.22 Students should remain in their same workspace as much as practicable.
- 3.22.1 If students need to move to other workspaces in a classroom, the space should be properly cleaned before and after its use.
- 3.23 Classroom spaces will be cleaned before and after each rotation of students.
- 3.24 Unit members who rotate between classroom spaces shall be provided storage carts ideally with a lock. The District shall structure the class schedule to minimize as much as possible the number of total contacts, minimize the distance unit members must travel between classes, and provide assistance to those who have physical barriers to such movement.
- 3.25 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned to a cohort shall use virtual methods of interacting with the student cohort, where possible.
- 3.25.1 Unit members shall not interact in-person with more than three (3) stable student cohorts, whichever is greater. The criteria for when it would be safe to do so will be mutually agreed upon by the Association and the district.

OTHER HEALTH AND SAFETY ISSUES

Daily Cleaning and Disinfecting

- 3.26 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- 3.27 Daily cleaning and disinfecting as described in Section 3.30 shall be done by trained custodial personnel who will be provided training in the proper use and safety of products, tools, and procedures to be followed.

- 3.28 Upon request of CSEA, the District shall provide copies of all Safety Data Sheets (“SDSs”) required to be maintained by Cal-OSHA.

Regular Disinfection of Classroom Spaces

- 3.29 Regular disinfection of classroom spaces and staff workspaces shall be completed at least once per week. Disinfection shall be done by trained, qualified professionals. Disinfection shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors.

Air Ventilation and Filtration

- 3.30 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.
- 3.31 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.
- 3.31.1 HVAC air filters shall be equipped with HEPA filters and changed at the recommended intervals.
- 3.31.2 All rooms and workspaces without adequate central HVAC shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.
- 3.31.3 On any HVAC equipment replacements, the District shall move to new equipment with ratings of no lower than MERV-13.
- 3.31.4 If an individual tests positive for COVID-19, the District will replace filters in HVAC systems in affected areas.

Health Screening, Testing, Notification, and Contact Tracing

- 3.32 Each school site shall have a regular support from a registered School Nurse for the safety and health of all students, staff, and visitors to the campus each day. The registered School Nurse shall:
- 3.32.1 Assist with the health screening, testing, and notification of all individuals on the school campus;
- 3.32.2 coordinate with the District and interface with the Marin County Public Health Department as necessary;
- 3.32.3 primary care for any individuals that manifest symptoms associated with COVID-19;

- 3.32.4 implement quarantine protocols; and
- 3.32.5 train all students, staff, parents, and visitors on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage.
- 3.33 The District shall ensure that all students, employees, and visitors are screened daily for symptoms associated with COVID-19 infection prior to entering school pursuant to Public Health guidelines.
 - 3.33.1 Health screening, testing, notification, and quarantine protocols and procedures as required by Public Health will be created prior to in-person learning occurring.
 - 3.33.2 All students and staff will be trained on these protocols and procedures.
 - 3.33.2 The District shall maintain a supply of thermometers which comply with all Public Health recommendations, and maintain a supply of back-up thermometers for use in the event the primary thermometers do not work. The registered School Nurse shall develop a schedule for calibrating and testing thermometers such that each sites' thermometers will be verified for functionality and accuracy at least once per work.
- 3.34 Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility.
- 3.35 Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Marin County Public Health Department. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Chapter President of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period.
- 3.36 All bargaining unit members shall be provided the opportunity for COVID-19 testing at no charge as needed by the unit member. Members shall be expected to be tested every two months, and the District will work with the Association to make testing as available as possible. Testing schedules shall be arranged to minimize delays and results shall be delivered to each unit member promptly, with all relevant privacy rights preserved.

Testing and Tracing

The District will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found. The District shall not be required to disclose any information which is considered private, such as personal, medical or confidential student information.

4.0 DISTANCE LEARNING/HYBRID MODEL

- 4.1 The District shall provide all bargaining unit members the necessary equipment and supplies in order to assist with distance learning, including but not limited to technology, laptop computers, headphones, and any other items normally provided during in-person learning.
- 4.2 To the extent the District provides meals when schools are closed to in-person instruction, the District agrees to:
 - 4.2.1 Teach and reinforce handwashing and use of a cloth face covering by employees when near other employees or students.
 - 4.2.2 Have adequate supplies for both employees and students including soap, hand sanitizer, and tissues.
 - 4.2.3 Post signs on how to stop the spread of COVID-19.
 - 4.2.4 Update standard operating procedures for sanitation of school kitchens, cafeterias, food warehouses, and central production kitchens.
 - 4.2.5 Train all employees on health and safety protocols, including correct application of disinfectants and maintaining physical distancing.
 - 4.2.6 Clean and disinfect surfaces frequently touched by students or others picking up meals, including tables, chairs, carts used in transportation, and point-of-service touch pads. Use timers for cleaning reminders.
 - 4.2.7 Ensure gloves, masks, disposable aprons, and other supplies are readily available.
 - 4.2.8 Consider how work stations can be reorganized for proper physical distancing during meal preparation and meal service, and change configuration of work stations where practicable.
 - 4.2.9 Negotiate adjustment of employee shifts to minimize number of staff in the kitchen.
 - 4.2.10 Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that students remain at least six feet apart in lines.
 - 4.2.11 Have staff wear masks and gloves while using point of service (POS) touch pads, replace touch pads with a scanner, or have hand sanitizer available.
 - 4.2.12 Install physical barriers, such as sneeze guards and partitions, at POS and other areas where maintaining physical distance of six feet is difficult.
 - 4.2.13 Consider increasing access points for providing meal service.
 - 4.2.14 Offer grab-and-go student meals for consumption at home, including drive through, delivery, or curbside pick-up options.
 - 4.2.15 Assess whether there are students who are unable to access school meal distribution sites and identify ways to address these gaps.
 - 4.2.16 Consider whether it is feasible to continue to use buses to distribute meals to students.
 - 4.2.17 Notify parents and the school community about school meal service and options, and safety precautions to be used in receiving meals, using a variety of communication methods such as social media, newsletters, and school websites.

5.0 SUBSTITUTE COVERAGE

In-Person Instruction

- 5.03 Classified employee shall not substitute teach a student cohort during instructional time. In the event that there are no qualified certificated personnel to monitor the student cohort during instructional time, the cohort may be sent home for the remainder of the day.

Distance Learning/Hybrid Model

5.05 Classified employees shall not substitute teach a cohort or virtual class but may be used to assist students already assigned work by their regular classroom teacher.

TRANSPORTATION

5.06.a. To the extent the District provides bus transportation for students, the District agrees to develop and maintain a maximum capacity seating plan for students of each vehicle in compliance with the Marin County Public Health Home-to-School Guideline.

The District agrees to:

- 5.06.1 Ensure that drivers have access to sufficient masks to provide to students who board the bus without a mask.
- 5.06.2 Ensure buses have adequate staffing to utilize and/or perform health screenings and to monitor social distancing while the bus is in motion, as necessary.
- 5.06.3 Install clear plexiglass barriers behind the drivers' seats to provide barrier protection between the driver and students as allowed by California Highway Patrol regulations.
- 5.06.4 Instruct students and parents to maintain six-foot distancing at bus stops and while loading and unloading.

5.06.b. The District agrees that until the time for bus routes for 2020/21 can be determined pursuant to the collective bargaining agreement, that it will pay bus drivers for a minimum of 6.5 hours per day, retroactive August 24, 2020. The District reserves the right to equitably assign drivers to reasonable out of class work for which they are qualified at lower ranges, and maintaining their current rate of pay. The District will assign drivers schedules at least weekly. Upon the resumption of in-person instruction, this section shall expire and practices shall revert to the Collective Bargaining Agreement.

FOOD SERVICE

5.07 In addition to the precautions to be taken for remote-instruction meal preparation and service, the District agrees to:

- 5.07.1 Promote fresh healthy menu options that are individually plated meals and pre-portioned and prewrapped produce.
- 5.07.2 Use disposable trays and wrap cold items in plastic and hot food with foil.
- 5.07.3 Assess whether to serve meals in the classroom or cafeteria or to use outdoor seating.
- 5.07.4 Encourage physical distancing through increased spacing, small groups, and limited mixing between groups, if feasible. Stagger meal times to allow for cleaning between meal services and to serve students in smaller groups.
- 5.07.5 Provide at least six feet of physical distancing between groups or tables by increasing table spacing, removing tables, marking tables as closed, or providing a physical barrier between tables.
- 5.07.6 Remove or suspend use of share tables and self-service buffets for food and condiments.

5.07.7 Ensure cleaning of every table between groups of students or meal service times.

CUSTODIAL AND MAINTENANCE

5.08 In addition to precautions to be taken to prevent against exposure to COVID-19, custodians and maintenance deal with chemicals and tools to disinfect for COVID-19, such that the District agrees that:

5.08.1 Custodians and Maintenance shall be trained in disinfecting techniques before being tasked with disinfecting any areas, including where people with COVID-19 have been.

5.08.2 Custodians and Maintenance shall be trained on the chemicals, the personal protective equipment, and tools you will be using to disinfect for COVID-19 as required by CalOSHA.

5.08.3 Custodians and Maintenance shall be provided, in addition to PPEs listed above, chemical-resistant gloves, such as nitrile gloves, to protect them from cleaning chemicals.

5.08.4 Custodians and Maintenance shall be provided and required to use eye protection (splash goggles) when mixing chemicals.

5.08.5 Eyewash stations will be provided where Custodians and Maintenance mix chemicals.

5.08.6 Fans will be provided for use of Custodians and Maintenance who are using chemical disinfects in small, confined spaces without ventilation in addition to opening windows and doors for maximum air flow.

5.08.6 No more than one Custodian and no more than one Maintenance worker shall ride in a work vehicle at a time to ensure proper social distancing.

6.0 DAYS AND HOURS

In-Person Learning Unit Member Daily Start Time

6.02 If the school develops staggered start and end times, bargaining unit members shall adjust their contractual start and end time so that the overall workday remains the same number of hours.

2020-2021 Academic Calendar

6.05 The Parties agree to meet and negotiate the impact of any calendar changes necessitated by unforeseen school closures.

Training Days or Hours

6.06 Unless already provided for in the CBA, no more than two (2) additional Training Days or equivalent work hours shall be required by the District. Such additional days and/or hours shall be added to the unit member's work year and compensated at the unit member's daily rate of pay.

7.0 LEAVES AND ACCOMMODATION

7.0.1 District Leaves

7.0.1.1 No employee will have accrued leave deducted for taking time needed to comply with a medical professional's recommendations related to COVID-19, including to self-quarantine, secure one's own health, or secure the health of one's household during the COVID-19 crisis.

7.0.1.2. Employees with dependent-care needs related to COVID-19, who are not absent for health reasons listed above, will not have accrued leave deducted for failing to report to work, unless the District has offered no cost childcare during their work hours and the employee has declined.

7.0.1.3. When an employee is not permitted to work due to health screening (e.g., positive report of key symptom), the employee will be placed on paid leave status until permitted to return to work; leave shall not be subtracted from their existing leave banks. No employee will have their accrued leave deducted if they do not pass a health screening (i.e. cough or other COVID-19 symptoms).

7.0.1.4 When an employee is potentially exposed to coronavirus at work, the employee will either be placed on paid leave (not deducted from existing leave banks) or be allowed to work from home for *up to 14 calendar days, in accordance with County Public Health guidelines*, and will be expected to self-isolate.

7.0.1.5. Employees may take paid leave (not deducted from existing leave banks) to care for household member diagnosed with COVID-19, based on a health care provider's note.

7.0.1.6. District will initiate the interactive process for employees whose physician designates them as "high risk" or "vulnerable" to COVID-19 symptoms, and offer options (such as telework, modified job responsibilities) for these at-risk employees that limit their risk to exposure.

OTHER LEAVES

7.0.2 The District and Association agree to enforce all components of the Families First Coronavirus Relief Act. Should the FFCRA expire by December 31, 2020 the parties agree to meet and negotiate the continuance of those protections.

7.0.2.2. The parties recognize that such leave as provided by HR 6201 shall be available to all District employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employees.

7.0.2.4. The parties acknowledge that these changes apply to District employees and that they may use any previously-accrued sick leave to fill any gap in pay resulting from the 2/3 formula in HR 6201.

7.0.2.5. The parties will construe HR 6201 as permitting intermittent extended FMLA leave absent a binding judicial decision to the contrary.

7.0.2.6. Employees who have exhausted all paid leave and must be absent due to coronavirus, including to care for family or household members or to meet a childcare emergency, shall be permitted to take unpaid leave.

Paid Leave of Absence for Unit Members At-Risk of COVID-19 Exposure

7.03 In the event a bargaining unit member is unable to return to work because either they or someone in their household is at high risk for illness or infection associated with COVID-19, an alternate or remote assignment will be developed through a collaborative process. If such an alternative assignment cannot be developed in this manner, paid administrative leave can be considered. The District is committed to keeping members in paid status.

Industrial Accident Leave/Worker's Compensation

7.04 All provisions of the CBA pertaining to Industrial Accident Leave and/or Worker's Compensation remain in effect. The parties agree to implement and follow all provisions of Worker's Compensation regulations as they pertain to COVID-19.

8.0 ACCOMMODATION

8.01 The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.

8.02 The District agrees to protect and support employees who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options including, but not limited to the following options:

- ✓ Moving employee workstations
- ✓ Providing additional or enhanced personal protective equipment
- ✓ Installing physical protective barriers
- ✓ Modified job responsibilities
- ✓ Permitting remote work from home

8.03 If reasonable accommodations are not practicable, the District shall work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

8.04 The District agrees to maintain procedures for keeping confidential an employee's communications about COVID and non-COVID related health conditions.

8.05 The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as "high risk," "vulnerable," or equivalent terminology as related to exposure to COVID-19.

8.06 The District shall provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:

8.06.1 Providing additional or enhanced PPE;

8.06.2 Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;

- 8.06.3 Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;
 - 8.06.4 Changing working hours with agreement of the Union to permit performance of duties when few or no other people are on site;
 - 8.06.5 Moving the employee workstations, including but not limited to creating an isolation room with restricted access and a dedicated bathroom/toilet; and
 - 8.06.6 If available, transferring or reassigning the employee to a remote assignment or an assignment with minimal daily contacts with others.
- 8.07 When no reasonable accommodation can be reached, the District shall act according to Section 7.03.
- 8.08 Accommodation for Dependent Care: Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children. If bargaining-unit employees do not have access to their normal childcare due to the coronavirus epidemic and related program and school closures, then the District and the unit member shall engage in a collaborative process to develop options to include but not limited by any of the following:
- 8.08.1. Allowing employees to enroll their children in childcare programs run by the District free of charge;
 - 8.08.2. Accommodating employees with work-from-home or adjusted schedules or must allow those employees to take paid leave, or
 - 8.08.3. Providing a stipend to cover the cost of childcare for children who would otherwise be attending school or pre-K or T-K programs.
 - 8.08.4. If no option can be developed by a collaborative process, 7.03 above applies.

9.0 RETURN PERSONNEL

- 9.0.1. The District and CSEA agree that CSEA bargaining-unit employees in the classifications listed below shall be required to report to work at their regularly assigned site for the 2020-2021 school year:
- a. Technology Coordinator
 - b. District Mechanic
 - d. After School Program Coordinator
 - e. Administrative Secretary
 - f. Family Advocate
 - g. District Clerk
 - h. Skilled Maintenance
 - j. Para Educator II - Special Education
 - k. Para Educator II - Library, Art, Reading Interventionist
 - l. Bus Driver
 - m. Food Service Manager

- n. Para Educator I
- o. Sub Service
- p. After School Program Assistant
- r. Food Service Lead
- s. Maintenance/Custodian
- t. Groundskeeper
- u. Food Service Assistant

9.0.2. The District and CSEA agree that to increase social distancing, it will identify classifications and positions which can work remotely and that CSEA bargaining-unit employees who can work remotely may be allowed to telecommute (work from home) until otherwise determined in order to help maintain necessary social distancing requirements for the 2020-2021 school year:

9.0.3. District agrees to give 48-hours' notice prior to requesting an employee report back to their site. If an employee has a concern related to the change in directive, they may utilize the process outlined above in the section in this agreement titled Reporting Unsafe Conditions or Work Issues Related to COVID-19.

10.0 Workload and Staffing Ratios

Employees will be provided an opportunity to give direct feedback to their supervisor on a daily basis regarding workload concerns and receive direction from their supervisor. Both parties will make a good faith effort to resolve workload issues informally before escalating it to a grievance.

11.0 Work Hours

11.0.1. The District shall provide CSEA with a complete list of each bargaining unit member's daily schedule as it existed in 2019/2020, and for the current 2020/2021 school year; this list will also be provided to work site administration, by September 30, 2020.

11.0.2. The parties agree that any change in the existing work hours of bargaining-unit shall be negotiated prior to making any change.

12.0 Duties

12.0.1. The District and CSEA acknowledge that California Education Code §45101(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their current job description and are in agreement as follows:

- a. **District Mechanic:** Daily clean high touch areas of vehicle(s)/equipment being repaired, and/or working space in shop.
- d. **After School Program Coordinator:** May be asked to perform student health surveys on a daily basis. May be asked to enter data relating to daily COVID-19 student surveys and temperature check records to District Office (District Clerk) as required.

- e. **Administrative Secretary:** May be asked to enter data relating to daily COVID-19 student surveys and temperature check records to District Office (District Clerk) as required.
- f. **Family Advocate:** Communicate with parents and/or guardians regarding students who have been placed in isolation rooms during the school day. Communication with parents about the current health of their student(s) who are on campus.
- g. **District Clerk:** May be asked to report data relating to daily COVID-19 student surveys and temperature check records to State and/or County agencies as required. May be asked to contact parents regarding the health status of their students, including notifications regarding potential exposure to COVID-19, quarantine correspondence, tracking quarantine compliance and return to school invitations. May be asked to work in conjunction with the Family Advocate with regard to the Family Advocate making telephone calls to parents.
- h. **Skilled Maintenance:** Installation and maintenance of COVID-19 related fixtures on work sites. May be asked to perform additional maintenance (with proper training) on HVAC system. May be asked to set-up COVID-19 isolation rooms for students who come to school exhibiting symptoms of COVID-19 or who begin to exhibit symptoms of COVID-19 after arrival at school, including maintaining overflow isolation rooms, and all amenities necessary for the wellbeing of students and staff in the isolation rooms, i.e., potable water and an isolation toilet room which will not be utilized by others. (This duty may only be performed without the presence of students/staff exhibiting COVID-19 symptoms).
- j. **Para Educator II Spec Ed:** May be asked to take assigned student temperatures, secure completion of in class student health surveys, and/or supervise student hand-washing/hand sanitizer utilization for prevention of COVID-19, provide relief for other Para Educator II Spec Ed. May be asked to help wipe down and disinfect classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Monitor students in isolation rooms. Assist in distribution of meals to students in classrooms. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet).
- k. **Para Educator II (Library, Art, Reading, Computer): Art/Reading** - May be asked to help wipe down and disinfect items within the classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet). **Library** - May be asked to deliver books from library to classrooms; track decontamination cycle and sanitize books/book cart before being sent out, and after being returned to the library. Provide library instruction in classrooms and to remote learning students, including via interactive technology.

- l. **Bus Driver:** May be asked to perform new COVID-19 related tasks, including temperature checks (if required by Public Health), surveys, recognition of symptoms, and maintaining social distancing on the bus. May be asked to deliver meals. Bus Drivers may *not* be asked to transport students who are exhibiting symptoms of COVID-19, including but not limited to transportation to isolation rooms/centers. May be asked to perform additional bus deep cleaning tasks associated with COVID-19 prevention, including but not limited to electrostatic/fogging (provided equipment and instruction are provided).
- m. **Food Service Manager:** May be asked to designate delivery instructions for boxed meals being sent to classrooms and/or for delivery via District buses.
- n. **Para Educator I:** May be asked to take student temperatures, escort students to the school office/quarantine area, secure completion of student health surveys, and/or supervise student hand-washing/hand sanitizer utilization for prevention of COVID-19. May be asked to help wipe down and disinfect classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in distribution of meals to students in classrooms. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer and camera, and internet).
- o. **Sub Service:** May be asked to add health survey/questionnaire completion for substitutes. May be asked to distribute printed information about COVID-19 protocols to prospective substitutes.
- p. **After School Program Assistant:** May be asked to perform temperature checks, and student health surveys on a daily basis, and report the same to the After School Program Coordinator.
- r. **Food Service Lead:** May be asked to designate delivery instructions for boxed meals being sent to classrooms and/or for delivery via District buses.
- s. **Maintenance/Custodian:** May be asked to perform additional deep cleaning tasks associated with COVID-19 prevention, including but not limited to electrostatic/fogging (provided equipment and instruction are provided). May be asked to clean and disinfect COVID-19 isolation rooms for students who come to school exhibiting symptoms of COVID-19 or who begin to exhibit symptoms of COVID-19 after arrival at school, including maintaining overflow isolation rooms, and all amenities necessary for the wellbeing of students and staff in the isolation rooms, i.e., potable water and an isolation toilet room which will not be utilized by others. (This duty may only be performed without the presence of students/staff exhibiting COVID-19 symptoms).
- t. **Groundskeeper:** May be asked to provide cleaning of outdoor tables, playground fixtures, etc. and other high touch areas on the grounds which are outside the Custodian's area of responsibility.
- u. **Food Service Assistant:** May be asked to deliver meals to classrooms at their assigned work site.

The parties agree that COVID-19 related safety tasks are to be given priority over other duties. Bargaining unit members will not be disciplined or negatively evaluated when

workload from performance of these COVID-19 related duties impacts their ability to complete other, lower priority duties during their regular work shift, and having followed the process outlined above in section 10.0.

12.0.2. The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties shall be negotiated.

13.0 PAY AND BENEFITS

13.01 While working under an in-person learning model, a hybrid model, or a total distance learning model, or during a period of total emergency school closure, bargaining unit members shall continue to receive their full compensation and benefits.

13.02 The District shall reimburse all bargaining unit members for reasonable costs associated with purchasing equipment or materials not provided by the District directly related to providing distance learning or a hybrid learning model of instruction.

14.0 EVALUATION

14.01 The period of time from the start of the school year through September 30, 2020 shall not be used to evaluate bargaining unit members in order to allow time for bargaining unit members and administrators to adjust to a new model of instruction. The evaluation process shall begin on October 1, 2020, with all observations and final evaluations concluded by the designated end date in the CBA. The Parties agree to meet and discuss the evaluation process for the 2020-2021 school year as needed.

15.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE

15.01 Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.

15.02 If a staff member, administrator, or student with a stable student cohort tests positive for COVID-19, the cohort will immediately be notified and placed on a fourteen (14) day quarantine.

15.04 Unless modified by an updated public health order, if 25% or more of the total stable student cohorts at a specific school site or within the District are quarantined at any given time, or if a potential outbreak of COVID-19 is suspected by a federal, state, or local public health officer, the District shall close the entire school site or entire District as necessary. Within 48 hours of school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

15.05 All closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened for in-person learning.

- 15.06 The District shall communicate any and all decisions about closures to all bargaining unit members at a school site or district wide as appropriate. Such communication shall be by writing via email with read receipt if possible, or by telephone as soon as practicable. Decisions regarding reopening shall be communicated via email with read receipt, or by U.S. Mail with telephone confirmation no later than 72-hours prior to reopening.
- 15.07 Pay/Benefits During Curtailment of Operations: In the event the District closes any facility, or any District operations are curtailed, due to COVID-19, unit members who report to a traditional worksite for duty as assigned by the District, or are directed by their supervisor to stay at home (whether or not they are working remotely), will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment due to COVID-19.

16.0 TRAINING

- 16.01 Consistent with federal, state, and local public health officer guidelines, all staff shall be trained in the following areas, including but not limited to:
- 16.01.1 Reinforcing the importance of health and safety practices and protocols;
 - 16.01.2 Cleaning and disinfecting protocols, cleaning supplies and equipment;
 - 16.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;
 - 16.01.4 Health screening protocols and procedures;
 - 16.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;
 - 16.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;
 - 16.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and
 - 16.01.8 any other orders or guidelines in operation at a District site for which a bargaining unit member is expected to understand and comply with.
 - 16.01.9 Initial training in the foregoing shall be completed with all staff *before* students are introduced on campus for on-site instruction. In the event that training is not completed *before* student are introduced on campus for on-site instruction, all classified staff shall be sent home and work remotely (if remote work is possible); no classified staff will be caused to utilize any leave in connection with the District failing to provide training, nor shall any classified staff lose pay or benefits as a result of the District's failure to provide training *before* students are introduced on campus for on-site instruction.

17.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

17.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

17.02 Representatives from CSEA, including local Chapter leaders, shall be granted access to all District worksites.

18.0 REPORTING UNSAFE CONDITIONS OR WORK ISSUES RELATED TO COVID-19

18.0.1. In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment, or work issue related to COVID-19 to the immediate supervisor and/or designated COVID-19 point person (“Public Health Liaison” and alternate) either at the site or for the District. The supervisor or designated COVID-19 point person shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA (Chapter President and Labor Relations Representative) stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.

18.0.2. All employees shall have the right, without retaliation, to refuse to perform work reasonably and objectively considered to be unsafe, by notifying their supervisor in writing of such refusal and the basis thereof. Employees may be directed to complete alternate work or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses safety concern(s).

19.0 GRIEVANCE AND EXPEDITED ARBITRATION

Violations of Agreement: Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to the grievance and arbitration provisions of Article XV of the CBA, except as follows:

19.0.1. The definition of a grievant: Only CSEA can be the grievant, not an employee.

19.0.2. The definition of a grievance: A “grievance” does not require CSEA to be “adversely affected” in order for a grievance to be filed regarding an alleged violation, misapplication or misinterpretation of a provision of this Agreement.

19.0.3. After attempting to resolve the grievance through an informal grievance resolution meeting between CSEA and the District (i.e. including the superintendent and/or designee), if the grievance is not resolved, CSEA may move the grievance immediately to the final step of the grievance process.

19.0.4. CSEA and the District agree that any alleged violation, misinterpretation, or misapplication of the terms of this MOU is time sensitive and therefore shall be resolved in expedited arbitration before an arbitrator mutually agreed upon by CSEA and the District.

19.0.5. Arbitration shall be scheduled within twenty (20) working days once the request for arbitration has been submitted, unless a different timeline is mutually agreed upon by CSEA and the District.

19.0.6 The Arbitrators decision on any grievance filed on an alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be final and binding upon CSEA and the District.

20.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

20.01 The District and CSEA agree to meet and confer monthly during the pandemic to discuss COVID-19 related impacts on unit members.

20.02 The Parties shall meet to consult to provide meaningful input into the “School Site-Specific Protection Plan” before the District submits this to the Marin County Office of Education, the local public health department, posts it at all District sites, and shares it with all stakeholder. All “School Site-Specific Protection Plans” shall be provided to the Chapter President or designee at least 24 hours prior to being posted at work sites.

20.04 The District shall provide all bargaining unit members at a school site with the individual’s name, cell phone number, and work email address designated as the single point of contact from each school site and/or District work location to the Marin County Public Health Department.

20.05 Due to the evolving nature of the pandemic, CSEA reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

21.0 INFORMATION AND FURTHER NEGOTIATION

21.0.1 The District will share with CSEA all new information it receives from local health authorities about COVID-19 epidemic, **affecting District operations**. The District will inform CSEA, in writing, prior to any changes in operations and will negotiate effects on terms and conditions of employment, including occupational health and safety.

21.0.2. The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees, and will bargain as needed over the effects of such further directives.

22.0 DURATION

22.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

22.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties.

FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION:

Date

FOR THE DISTRICT:

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT
AND
ASSOCIATION
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021 SCHOOL YEAR.
JULY 9, 2020**

The Shoreline Unified School District (“District”) and the Shoreline Educators Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the opening of schools during the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect.

The Parties agree to the following:

1.0 DEFINITIONS

- 1.01 “Classroom” – is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outside learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.
- 1.02 “Cohort” – is a group of students that maintains social isolation and physical distancing. Cohorts are designed to remain stable and intact in order to prevent the spread of infection and illness arising from COVID-19. Classroom cohort sizes supersede class size language in the CBA for in-person learning during the life of this MOU.
- 1.03 “Common Equipment” – is any school equipment or structures used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.
- 1.04 “Common Space” – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

- 1.05 "Face Coverings" – cloth face coverings or masks as recommended by federal, state, and local public health guidance.
- 1.06 "Hand Sanitizer" – this product must contain at least 60% alcohol. Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl alcohol hand sanitizers are more toxic and can be absorbed through the skin. Hand sanitizers containing methanol are toxic and shall not be used. (See CDC and FDA Advisories.)
- 1.07 "Personal Protective Equipment" – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, N95 respirators, face shields, neck guards, barriers, gloves, goggles, etc.
- 1.08 "Physical Distancing" – also known as social distancing to help decrease the spread of the virus by increasing the space between people to at least six (6) feet and reducing the number of different people with whom a person interacts.

2.0 PERSONAL PROTECTIVE EQUIPMENT ("PPE")

- 2.01 The District shall provide PPE to all unit members and students for every day that unit members or students are required to report to school sites.
- 2.02 In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.
- 2.03 Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.
- 2.04 If the District fails to provide sufficient PPE for the day, individuals without PPE will be sent home for the day. Unit members sent home due to lack of PPE will receive their full daily rate of pay. Any in-person classes taught by the unit member will resume when sufficient PPE is available.

Face Covering Requirements

- 2.05 Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. This applies to all staff, all students in grades TK-12, all administrators, and any visitors on campus over two years of age. The District shall develop and share with staff a plan to deal with students and others who are not in compliance with the face covering requirements.
 - 2.05.1 Face coverings shall not be required for students or staff if there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist.
- 2.06 For unit members and students who cannot wear a mask according to section 2.05.1, face shields with neck drapes tucked into the shirt shall be used. Masks and face shields may not be required for students with medical apparatus that prevents or obstructs the use of the apparatus.
- 2.07 N95 respirators shall be fit-tested and provided to:
 - 2.07.1 Unit members caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness; and

2.07.2 Unit members with a high number of daily workplace contacts or to unit members who request in writing N95 respirators due to professional or personal health concerns. Unit members shall not be required to submit a note from a medical professional when making this request, however members with a verified health condition will be given priority. Masks will be distributed based on priorities established collaboratively with the district and the association.

Hand Washing Requirements

- 2.08 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.
- 2.09 All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.
- 2.10 The District shall comply with the following hand washing requirements:
- 2.10.1 Every room with a sink shall be stocked with soap, medically effective hand sanitizer, and no touch hand drying equipment.
 - 2.10.2 Every classroom shall be provided medically effective hand sanitizer.
 - 2.10.3 Non-classroom workspaces and common spaces shall be provided medically effective hand sanitizer.
 - 2.10.4 Hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point on a school campus.
 - 2.10.5 All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day that staff or students are on campus.

3.0 IN-PERSON LEARNING

The COVID-19 pandemic has caused federal, state, and local public health officers to issue orders and guidance impacting the educational operations of the District in order to minimize health and safety risks associated with COVID-19 infection and illness. As a result of the orders and guidance issued by federal, state, and local public health officers, any in-person learning offered by the District during the pandemic shall be offered consistent with all of the provisions below. If the District is unable to maintain all of the provisions in Sections 2.0 and 3.0, then the District will offer an educational program according to the provisions of Section 4.0 – Distance Learning/Hybrid Learning of this MOU.

Adherence to Health Guidelines and Orders

3.01 The District shall adhere to the COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), California Department of Industrial Relations Division of Occupational Safety and Health (“Cal-OSHA”), and Marin Public Health.

Due to the many preparations needed in order to conduct in-person learning and the short timeline to meet the requirements of Sections 2.0 and 3.0, the District may start the 2020-2021 school year with full distance learning for a period of time as mutually agreed upon in writing by the District and the Association. During this time, the District shall procure all necessary items and equipment and shall train all staff, students, and parents on protocols and procedures to allow a

safe return to in-person learning. The District and the Association may also by mutual agreement in writing adjust the 2020-2021 Academic Calendar to allow for a later start to the school year for students and staff.

3.02 Where there is a conflict between the various guidelines or orders listed in 3.0.1, the District and Association shall meet in order to agree upon which guideline to use.

3.03 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

Classroom/Instructional/Academic Learning Spaces

3.04 The District shall ensure minimum physical distancing of six (6) feet between all student workspaces, between all educator and student workspaces, and between all employee workspaces.

3.04.1 The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity for each classroom space shall be posted prior to the start of in-person learning.

3.04.2 All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.

3.05 In rare situations in a classroom where the minimum physical distancing requirement is insufficient to provide necessary academic instruction or assessments as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in proximity of less than six (6) feet between individuals shall be minimized to the extent possible and strictly limited to no more than ten (10) minutes daily.

3.06 No unit member shall be directed to violate the six (6) feet of physical distancing requirement except to prevent imminent bodily or physical harm from occurring.

Lunch

3.07 Physical distancing of six (6) feet shall be maintained between students, between staff and students, and between all staff during their lunch period(s).

3.08 Education Code 44813 requires a duty-free lunch period of at-least thirty (30) minutes each workday.

3.08.1 If the District requires students to stay in class for lunch due to the school site facility's inability to maintain physical distancing requirements during lunch, the District shall compensate unit members who volunteer with administrator approval to remain with students for this period of time at the unit member's pro rata per diem hourly rate of pay. No unit member shall be required to work during the duty-free lunchtime, nor shall they be pressured or coerced to do so. It shall be the District's responsibility to provide supervision coverage.

3.09 Staff lounge capacity while maintaining physical distancing requirements shall be determined and posted on all entrances to the staff lounge.

One-Way Directions/Movement

- 3.10 In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements.

School Ingress and Egress Points

- 3.11 Since students, parents, and staff tend to congregate in large groups at access points before and after school:
- 3.11.1 School sites shall identify multiple access points to be used for student and parent ingress and egress before and after school.
 - 3.11.2 Where possible, staff, students, and parents will be assigned an ingress and egress point for use when coming to school for in-person learning.
 - 3.11.3 Unit members shall not be assigned to monitor ingress and egress locations in order to minimize the number of different people with whom a unit member interacts.
 - 3.11.4 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter workdays for unit members.

Recess/Student Break Times

- 3.12 School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:
- 3.12.1 All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.
 - 3.12.2 All recess and break times shall be staggered to minimize the number of different people with whom staff and students interact.
 - 3.12.3 While students are on campus, unit members shall have one break of at least 15 minutes and one duty free lunch of at least 30 minutes. All breaks shall be without student supervision responsibilities.
 - 3.12.4 Unit members shall not be assigned to student supervision duties in order to minimize the number of different people with whom a unit member interacts.

Meetings and Gatherings

- 3.13 When social distancing guidelines cannot be followed, and there is no compelling reason to meet, in-person meetings shall be eliminated during the pandemic (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences). In the interest of the health and safety of everyone, it is highly encouraged that all such meetings shall be held virtually. All meetings shall be scheduled during non-instructional time.
- 3.14 Large in-person gatherings (i.e. school assemblies) are prohibited.
- 3.14.1 Back-To-School Night, Open House, and in-person Promotion/Graduation meetings or ceremonies shall be cancelled for the 2020-2021 school year unless mutually agreed upon by the Parties.

3.15 Notwithstanding sections 3.13 and 3.14, all other provisions of the CBA regarding meetings apply.

Student Cohorts

Elementary Schools (TK-8)

3.16 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each quarter, trimester, or semester, with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts.

3.17 Student cohort sizes shall not exceed 15 students. Smaller cohort size maximums shall exist if the physical distancing requirements of six (6) feet cannot be maintained given the classroom size limitations. If the student cohort has reached its maximum capacity of 15, no additional students will be added to the cohort roster.

3.18 Students should remain in their same workspace as much as practicable.

3.18.1 If students need to move to other workspaces in a classroom, the space should be properly cleaned before and after its use.

3.19 Each student's belongings shall be separated and stored in individually labeled storage containers, cubbies, or areas.

3.20 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses.

3.21 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the primary cohort teacher shall use virtual methods of interacting with the student cohort, where possible.

3.21.1 Unit members shall only interact in-person with students from three (3) classroom cohorts in the same workday in order to minimize their potential exposure to COVID-19. The criteria for when it would be safe to do so will be mutually agreed upon by the Association and the District.

Secondary Schools (Grades 9-12)

3.22 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each quarter, trimester, or semester, with an assigned primary cohort teacher or teachers, and systems are in place at the school site to prevent the mixing of classroom cohorts.

3.23 Student cohort sizes shall not exceed 15 students. Smaller cohort size maximums shall exist if the physical distancing requirements of six (6) feet cannot be maintained given the classroom size limitations. If the student cohort has reached its maximum capacity of 15, no additional students will be added to the cohort roster.

3.24 Students should remain in their same workspace as much as practicable.

3.24.1 If students need to move to other workspaces in a classroom, the space should be properly cleaned before and after its use.

- 3.25 Each student's belongings shall be separated and stored in individually labeled storage containers, cabinets, cubbies, or areas.
- 3.26 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses.
- 3.27 If students are assigned more than one course per day, the following options exist to maintain cohort stability:
 - 3.27.1 Option 1: Student cohorts will remain in one classroom location during the school day. Unit members assigned to provide instruction to students in the cohort would rotate between cohorts during different class periods.
 - 3.27.1.1 Classroom spaces will be cleaned before and after each rotation of unit members.
 - 3.27.2 Option 2: Student cohorts will maintain stability during transitions from one classroom to another utilizing a block schedule. To help facilitate stability, staggered release times may be created. The number of transitions shall be minimized to half the regular number of class periods on a traditional bell schedule.
 - 3.27.2.1 Classroom spaces will be cleaned before and after each rotation of students.
 - 3.28 Unit members who rotate between classroom spaces shall be provided rolling storage carts, ideally with a lock. The District shall structure the class schedule to minimize as much as possible the number of total contacts, minimize the distance unit members must travel between classes, and provide assistance to those who have physical barriers to such movement.
 - 3.29 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the cohort teacher shall use virtual methods of interacting with the student cohort, where possible.
 - 3.29.1 Unit members shall not interact in-person with more than three student cohorts in one day. The criteria for when it would be safe to do so will be mutually agreed upon by the Association and the District.

Other Health and Safety Issues

Daily Cleaning and Disinfecting

- 3.30 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials. In the event that a classroom has not been sufficiently cleaned, an alternate space with appropriate room for social distancing and proper ventilation shall be provided immediately.
- 3.31 Daily cleaning and disinfecting, as described in Section 3.30, shall be done by trained custodial personnel. Certificated unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties in our bargaining unit.
- 3.32 Upon request of the Association, the District shall provide copies of all Safety Data Sheets ("SDSs") required to be maintained by Cal-OSHA.

Regular Decontamination of Classroom Spaces

- 3.33 Regular decontamination of classroom spaces and staff workspaces shall be completed at least once per week. Trained, qualified professionals shall do decontamination. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors.

Air Ventilation and Filtration

- 3.34 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

- 3.35 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

3.35.1 HVAC air filters shall be equipped with HEPA filters and changed at the recommended intervals.

3.35.2 Portable classrooms and/or other classroom spaces or workspaces without adequate central HVAC shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

Health Screening, Testing, Notification, and Contact Tracing

- 3.36 Each school site shall have access to a registered School Nurse for the safety and health of all students and staff each day. The School Nurse shall:

3.36.1 Oversee the health screening, testing, and notification of all individuals on the school campus;

3.36.2 coordinate with the District and interface with the Marin County Public Health Department;

3.36.3 primary care for any individuals that manifest symptoms associated with COVID-19;

3.36.4 implement quarantine protocols; and

3.36.5 train all students, staff, and parents on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage.

- 3.37 The District shall ensure that all students, employees, and visitors are checked daily for symptoms associated with COVID-19 infection prior to entering school including temperature checks.

3.37.1 Health screening, testing, notification, and quarantine protocols and procedures will be created prior to in-person learning occurring.

3.37.2 All students, families and staff will be trained on these protocols and procedures before students return to campus.

- 3.38 Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility.
- 3.39 Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Marin County Public Health Department. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association President of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period.
- 3.40 All bargaining unit members shall be provided the opportunity for COVID-19 testing at no charge as needed by the unit member. Members shall be expected to be tested every two months, and the District will work with the Association to make testing as available as possible. Testing schedules shall be arranged to minimize delays and results shall be delivered to each unit member promptly, with all relevant privacy rights preserved.
- 3.41 According to *Education Code 43501* as amended by SB98 the minimum daily instructional minutes for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-12 (240 daily minutes), and Continuation High School (180 daily minutes) are in effect for the 2020-2021 school year.

4.0 DISTANCE LEARNING/HYBRID MODEL

Consistent with *Education Code Section 43503* as amended by SB98, if as a result of the orders and guidelines issued by federal, state, or local public health officers, the District is unable to provide a safe and healthy in-person learning environment for all students as required in Sections 2.0 and 3.0, or that such an order materially affects a staff member (i.e. closes the unit member's child's school or childcare), distance learning may be offered for students or an individual cohort, on either a hybrid model combining in-person learning and distance learning or a total distance learning mode of instruction.

Regardless of the District's ability to operate in-person learning according to Sections 2.0 and 3.0, distance learning is permitted five days per week for students who are medically fragile or would be put at risk by in-person learning instruction, or who are self-quarantining because of exposure to COVID-19.

- 4.01 The Parties affirm that the District shall offer in-person instruction to the greatest extent possible while also maintaining a safe and healthy learning environment for all students, educators, and their families. This is done consistent with the provisions of this MOU.

Hybrid Model of Instruction

Elementary School Hybrid Model

- 4.02 In consultation with and in concurrence of a majority of the affected bargaining unit members of the Association, the District may adopt a plan that allows for a hybrid model of instruction. One model could be for half of the students assigned to a teacher-of-record's class roster to attend in-person learning two days per week as part of a stable classroom cohort Group A and for the other half of the students assigned to the roster to attend in-person learning two other days per week as part of a stable classroom cohort Group B.

- 4.02.1 Group A Cohort shall attend in-person learning on Monday and Tuesday of each week. A calendar will be created for weeks that do not have five student days so that half of the week's days will be assigned for Group A to attend in-person learning.

4.02.2 Group B Cohort shall attend in-person learning on Thursday and Friday of each week. A calendar will be created for weeks that do not have five student days so that half of the week's days will be assigned for Group B to attend in-person learning.

4.03 One day per week will be designated for both Group A and Group B cohorts to receive distance learning so that the classroom space can be thoroughly cleaned, disinfected, and prepared and transitioned from Group A to Group B. This day will also serve as teacher preparation day for all grade levels TK-8.

Secondary School Hybrid Model

4.04 In consultation with and in concurrence of a majority of the affected bargaining unit members of the Association, the District may adopt a plan that allows for students to receive part of their required days of instruction to be provided using distance learning as proscribed in Sections 4.06 through 4.16 of this MOU and part of their required days of instruction to be provided using in-person learning consistent with this MOU.

4.05 Due to the increased workload associated with providing both in-person learning and distance learning, weekly teacher preparation time shall be the equivalent of one day of minimum student instructional minutes or the total minutes of one class period per day multiplied by five (5) days per week, whichever is greater.

Distance Learning

4.06 All students will receive synchronous or asynchronous instruction and content five days per week either in-person or through distance learning. The lesson design and type of instruction provided shall be at the discretion of the classroom teacher in collaboration with the site principal.

4.06.1 All content shall be aligned to grade level standards that are provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

4.06.2 All students will receive daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders and consistent with this MOU.

4.06.2.1 This daily live interaction shall be designed to meet the needs of students at the discretion of the classroom teacher in collaboration with the site principal.

4.06.2.2 If daily live interaction is not feasible as part of regular instruction, the District shall develop an alternative plan in consultation with and based on meaningful input from students, parents, and the Association.

4.07 The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

4.08 The District shall provide academic and other supports in distance learning that are designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.

4.08.1 In order to ensure equitable access to the educational program and academic and other supports, the District may choose to provide in-person learning opportunities five (5) days

per week for the students described in section 4.08 so long as they are part of a stable classroom cohort for all five days while maintaining all other provisions of this MOU.

- 4.08.2 In order to provide equitable access to the educational program, special education and other related services, for pupils with an individualized education plan (IEP), the District shall work with the IEP team to develop IEPs that can be executed in a distance learning environment, if at all possible. If it is determined by the IEP team that a student should remain in an in-person learning environment five (5) days per week, the District shall offer in-person learning so long as the student is part of a stable classroom cohort for all five days while maintaining all other provisions of this MOU.
- 4.09 According to *Education Code 43501* as amended by SB98 the minimum daily instructional minutes for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-12 (240 daily minutes), and Continuation High School (180 daily minutes) are in effect for the 2020-2021 school year.
- 4.09.1 When providing distance learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet the daily minimum minutes per grade level. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher.
- 4.09.2 When providing daily instructional minutes in a Hybrid Model, any in-person learning student schedules and any distance learning student schedules shall only require the minimum instructional minutes. The bargaining unit member workday shall remain as described in the CBA. This will permit classroom teachers more time to provide instruction to both in-person and distance learning students.
- 4.10 In collaboration with site principals, bargaining unit members shall determine the means and methods for providing distance learning based on appropriate standards-based instruction, their resources, and their students' abilities to access the curriculum. Bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.
- 4.11 Except for office hours and/or interactive instruction, bargaining unit members shall set their schedule asynchronously. Bargaining unit members are expected to work and be available during their normal contractual work hours and workdays. To provide students and parents with consistency and to avoid conflicts, office hours/interactive instruction shall be scheduled during the same times each week. Bargaining unit members shall have time each week designated to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms.
- 4.12 Interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback.
- 4.13 Bargaining unit members providing service in a total (non-hybrid) distance learning model may work remotely or may access and work from their assigned classroom/office workspace during

regular school hours as they deem necessary unless their assigned workspace is being used to provide classroom space for a stable student cohort. Administrators will notify bargaining unit members if their regularly assigned workspace is going to be occupied to provide additional spaces for physical distancing and stable cohorts. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU.

4.14 Any recording of live/synchronous virtual instruction is required to have the consent of the teacher and the principal. If the student is being recorded parent permission will also be required.

4.15 The District shall provide all bargaining unit members the necessary equipment and supplies in order to provide distance learning, including but not limited to technology, laptop computers, display boards, video cameras, headphones, and any other items normally provided during in-person learning.

Distance Learning Accountability Requirements

4.16 The District shall document daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning when assigned to do so shall be documented as absent by the distance-learning teacher.

4.16.1 Evidence of daily student participation in distance learning shall be obtained using:

4.16.1.1 evidence of participation in online activities;

4.16.1.2 completion of regular assignments and/or assessments; and

4.16.1.3 contacts between employees of the District and pupils or parents or guardians.

4.16.2 The District shall ensure that a weekly engagement record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

4.16.3 The District shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three schooldays or 60% of the instructional days in a school week. These procedures shall require school site administrators or classified staff to make contact with the pupil's parents or guardians pursuant to the requirements of *Education Code Sections 43504(f)*.

4.16.4 Classroom teachers shall regularly communicate with parents and guardians regarding a pupil's academic progress consistent with established practices and procedures for traditional in-person learning.

5.0 FAILED SUBSTITUTE COVERAGE

In-Person Learning

5.01 In the event a cohort is without a teacher during in-person learning, the school site administrator will seek volunteers from the bargaining unit not primarily assigned to teach a stable student cohort to provide in-person instruction to the cohort.

5.02 In no event shall two (2) or more stable student cohorts be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.

- 5.03 If no certificated bargaining unit member is available to provide substitute teaching coverage, the cohort may be instructed by an administrator until such time as a bargaining unit member becomes available. A classified employee that has a credential and has either already been interacting with the cohort or with no cohort at all, may volunteer to substitute teach that student cohort during instructional time. They will be compensated at the district certificated substitute rate. In the event that there are no qualified certificated personnel to monitor the student cohort during instructional time, the cohort may be sent home for the remainder of the day.

Distance Learning/Hybrid Model

- 5.04 In the event a cohort or virtual class is without a teacher, the school site administrator will seek volunteers from the bargaining unit not primarily assigned to teach a stable student cohort to provide any necessary instructional minutes to students, to provide daily live interaction, or to assist students as needed. A unit member assigned to full-time distance learning may volunteer to temporarily cover the additional workload so long as the work can still be provided within their regular workday described in the CBA.

- 5.05 If no certificated bargaining unit member is available to provide substitute teaching coverage, the cohort may be instructed by an administrator until such time as a bargaining unit member becomes available. A classified employee that has a credential and has either already been interacting with the cohort or with no cohort at all, may volunteer to substitute teach that student cohort during instructional time. They will be compensated at the district certificated substitute rate. Other classified employees shall not substitute teach a cohort or virtual class but may be used to assist students already assigned work by their regular classroom teacher.

6.0 DAYS AND HOURS

Classroom Preparation Days

- 6.01 Unless already provided for in the CBA, bargaining unit members shall be provided two (2) classroom preparation days prior to the start of the return of students. These days shall be non-student days with no school site meetings or trainings for the purpose of unit members preparing their classroom spaces for the in-person and/or distance learning. Unit members shall be paid their daily rate for these two Classroom Preparation Days.

In-Person Learning Unit Member Daily Start Time

- 6.02 Unit members shall report to work according to the bargaining unit member start time in the CBA or consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall continue to work a professional day so that the overall workday remains the same as noted in the CBA.

- 6.02.1 With staggered start and end times, unit members will be provided a lunch break as negotiated in the CBA and prep time. If site meetings or trainings are scheduled during prep time, unit members will be paid at the member's pro rate per diem hourly rate of pay, unless the unit member volunteers to schedule the meeting during their lunch or prep time.

- 6.03 School site protocols will be developed to minimize interaction of bargaining unit members, staff, students, and parents prior to the daily opening of the classroom space for in-person learning.

In-Person Committee Assignments or Extra Duty Work

6.04 Any and all in-person committee assignments or extra-duty positions shall be cancelled unless such duties, assignments, or positions can be reasonably performed in a virtual setting.

2020-2021 Academic Calendar

6.05 The Parties agree to meet immediately to review and revise the current 2020-2021 school year calendar to schedule all necessary days based on the academic instructional model(s) used including all student free days, classroom preparation days, and training days. In addition, the parties will meet regularly to review dates and to create a plan for a potential return to in person learning.

Training Days or Hours

6.06 Unless already provided for in the CBA, no more than two (2) additional Training Days or equivalent work hours shall be required by the District. Such additional days and/or hours shall be added to the unit member's work year and compensated at the unit member's daily rate of pay.

7.0 LEAVES

Families First Coronavirus Relief Act (FFCRA expires December 31, 2020)

7.01 For unit member self-care:

A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.

7.02 For unit members to care for others:

A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, (2) an individual subject to government issued quarantine or isolation order related to COVID-19, (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.

Paid Leave of Absence for Unit Members At-Risk of COVID-19 Exposure

7.03 In the event a bargaining unit member is unable to return to in-person instruction because either they or someone in their household is at high risk for illness or infection associated with COVID-19, and an alternate or remote assignment is unavailable to them, such member shall be placed on paid administrative leave and continue to receive full salary and benefits without any deduction from the bargaining unit member's accumulated sick leave.

Industrial Accident Leave/Worker's Compensation

7.04 All provisions of the CBA pertaining to Industrial Accident Leave and/or Worker's Compensation remain in effect.

7.05 The District shall not contest workers' compensation claims that COVID-19 disease is caused by work exposure for bargaining unit members who are diagnosed by a medical doctor with COVID-19 within fourteen (14) days of having coming to work at a District site.

8.0 TRANSFERS AND ASSIGNMENTS

8.01 The following procedures shall apply to the assignment of distance learning remote work:

8.01.1 The District shall post and notify all bargaining unit members of remote assignment vacancies via district email. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date, which is at least seven (7) calendar days following the posting date.

8.01.2 The unit member's request for a distance learning remote work assignment must be submitted via email. The request may include the reasons for the bargaining unit member's request, including that they are seeking the distance learning remote work assignment because either they or someone in their household is high risk for infection and illness associated with COVID-19. The district may request written verification from a medical doctor. Such information shall not be utilized or perceived by the District as a request for a reasonable accommodation.

8.01.3 Priority for distance learning remote work assignments shall be given to those individuals who are requesting the remote work assignment because either they or someone in their household is high risk for infection or illness associated with COVID-19, in order of hire date seniority with the District.

8.01.4 If after giving priority of assignment to bargaining unit members according to Section 8.01.3, there is additional distance learning remote work available, the remaining assignments shall be filled in order of hire date seniority with the District for unit members with the appropriate credential qualifications.

9.0 PAY AND BENEFITS

9.01 While working under an in-person learning model, a hybrid model, or a total distance-learning model, or during a period of total emergency school closure, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the CBA.

9.02 The District shall reimburse, with prior approval, all bargaining unit members for reasonable costs associated with purchasing equipment, improving home internet bandwidth, or instructional materials not provided by the District directly related to providing distance learning or a hybrid learning model of instruction. Such reimbursement shall be compensated up to \$500 per unit member for the 2020-2021 school year.

9.03 Any bargaining unit members that gives up prep time to provide substitute coverage for an in-person class cohort, distance learning class, or hybrid class shall be paid their pro rata per diem hourly rate of pay for their time worked.

10.0 EVALUATION

10.01 The period of time from the start of the school year through September 30, 2020 shall not be used to evaluate bargaining unit members in order to allow time for bargaining unit members and administrators to adjust to a new model of instruction. The evaluation process shall begin on October 1, 2020, with all observations and final evaluations concluded by the designated end date in the CBA. The Parties agree to meet and discuss the evaluation process for the 2020-2021 school year as needed.

11.0 SPECIALISTS

- 11.01 Unit members that provide instruction to multiple stable student cohorts in one school day shall be provided N95 respirators due their increased interactions with students.
- 11.02 Any and all instruction that is possible to be provided via virtual (synchronous or asynchronous) instruction shall be used in lieu of in-person instruction.
- 11.03 Specialists shall not interact in-person with more than three (3) stable student cohorts. The criteria for when it would be safe to do so will be mutually agreed upon by the Association and the District.
- 11.05 Daily work schedules shall be provided by school site administration in collaboration with the unit member.
- 11.06 Assignments that typically have large performance-based classes (band, music, drama, PE) shall only be assigned stable student cohort groups based on the in-person cohort limits in Section 3.0 of this MOU. Any in-person classroom activity that necessitates an increased behavioral risk (such as singing, playing and instrument, or close physical contact) shall be prohibited until deemed safe by public health officials without PPE, physical distancing, and cohort sizes. Alternative lessons (such as music theory, music appreciation, string or percussive instruments, physical education with distance requirements, etc.) shall be provided.

12.0 PUPIL PERSONNEL SERVICES STAFF AND OTHER STAFF NOT ASSIGNED A CLASS ROSTER

- 12.01 All certificated bargaining unit members not assigned as a classroom teacher and other staff working in these positions (including but not limited to counselors, librarians, speech-language pathologists, psychologists, social workers, teachers on assignment, academic coaches, and nurses) shall maintain all physical distancing, PPE and safety requirements in this MOU.
- 12.02 Staff described in Section 12.01 shall provide their services virtually wherever possible in order to limit their total daily contacts and shall limit their daily in-person contacts, and will need appropriate online platforms in order to do so. (For example, student contacts are limited to three (3) student cohorts with fifteen (15) students per cohort for a maximum in-person contact of forty-five (45) students, when the District and the Association agree that it is safe to do so.)
- 12.03 Physical distancing and PPE requirements are to be maintained in all workstations and office settings. If physical distancing of 6 feet is not possible due to office/room size limitations, and in order to maintain student confidentiality or privacy, alternative and effective safety devices shall be used such as Plexiglas barriers and/or face shields with neck drapes. Time spent in proximity of less than six (6) feet between individuals shall be minimized to the extent possible and strictly limited to no more than ten (10) minutes daily.

13.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE

- 13.01 Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.
- 13.02 In accordance with the MCPH Protocols for Onset of Symptoms and Potential Exposure (Appendix A) if a staff member, administrator, or student associated with a stable student cohort tests positive for COVID-19, the cohort will immediately be notified and placed on a fourteen (14) day quarantine. During this period of quarantine, students will receive distance learning. The District

or site administrator will ensure that the students will have a certificated teacher providing distance-learning instruction. The bargaining unit member, if medically able to do so, shall continue to provide instruction to the cohort during distance learning. The unit member being quarantined will be provided at least one (1) duty free workday to plan and prepare for distance learning.

13.03 The District will work with the Marin County Department of Public Health to ensure that all staff and students being quarantined are given resources on how to properly quarantine and provided access to medical professionals if illness manifests itself.

13.04 Per the Governor's Orders of 7/17/20, if more than one cohort is quarantined or if 5% of students or staff at a site test positive for COVID-19, the site will close. If 25% or more of the total stable student cohorts throughout the district are closed, the district will revert to total distance learning. Within 48 hours of a school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

13.05 All closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened for in-person learning.

13.06 The District shall communicate any and all decisions about closures and re-opening to all bargaining unit members at a school site or district wide as appropriate. Such communication shall be by email or by telephone. Decisions to re-open sites or the district will be made with advice from Marin County Public Health.

14.0 TRAINING

14.01 Consistent with federal, state, and local public health officer guidelines, all staff shall be trained in the following areas, including but not limited to:

14.01.1 Reinforcing the importance of health and safety practices and protocols;

14.01.2 Cleaning and disinfecting protocols, cleaning supplies and equipment;

14.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;

14.01.4 Health screening protocols and procedures;

14.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;

14.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;

14.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and

14.01.8 any other orders or guidelines in operation at a District site for which a bargaining unit member is expected to understand and comply with.

14.02 The District shall provide appropriate software and training for bargaining unit members required to engage with students in a virtual setting either as part of in-person learning, distance learning, or a hybrid model.

14.03 The District shall provide a minimum of 72 hours' notice to all bargaining unit members of additional required training hours or days not already provided for in the CBA.

15.0 ACCOMMODATION

15.01 The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.

15.02 The District agrees to protect and support employees who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as distance learning or working remotely.

15.03 If reasonable accommodations are not practicable, the District shall work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

15.04 The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

15.05 The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as "high risk," "vulnerable," or equivalent terminology as related to exposure to COVID-19.

15.06 The District shall provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition verified in writing from a medical doctor, including but not limited to:

15.06.1 Providing additional or enhanced PPE such as but not limited to an N95 mask;

15.06.2 Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;

15.06.3 Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;

15.06.4 Moving the employee workstations; and

15.06.5 If available, transferring or reassigning the employee to a distance learning assignment or an assignment with minimal daily contacts with others.

15.07 When no reasonable accommodation can be reached, the District shall provide paid leave to bargaining unit members according to Section 7.03.

16.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

16.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

16.02 Representatives from the Association, including local Association leaders, the California Teachers Association, and the National Education Association, shall be granted access to District worksites due to a compelling reason with pre-approval from the site principal.

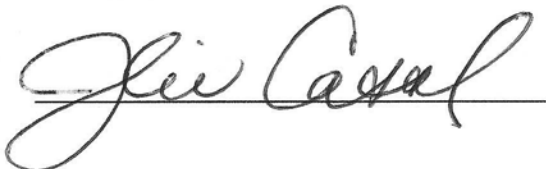
17.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

- 17.01 The District and Association agree to meet and confer at least monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of *evaluating the instructional models being used and to improve student learning outcomes*. The Parties shall each select four (4) representatives chosen by the Superintendent and Association President or their designees to meet virtually in this consultation committee.
- 17.02 The Parties shall meet to consult to provide meaningful input into the "School Site-Specific Protection Plan" before the District submits this to the Marin County Office of Education, the local public health department, posts it at all District sites, and shares it with all stakeholder. All "School Site-Specific Protection Plans" shall be provided to the Association President or designee at least 24 hours prior to being posted at work sites.
- 17.03 The District shall prepare a "Learning Continuity and Attendance Plan" for the 2020-2021 school year in consultation with and reflecting meaningful input from students, the Association, and parents. The District shall provide a copy of the "Learning Continuity and Attendance Plan" in draft format at least 24 hours prior to adoption of the plan by the Board of Trustees.
- 17.04 The District shall provide all bargaining unit members at a school site with the individual's name, cell phone number, and work email address designated as the single point of contact from each school site and/or District work location to the Marin County Public Health Department.
- 17.05 Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

18.0 DURATION

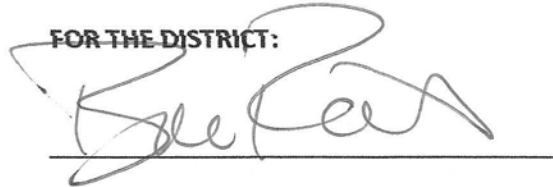
- 18.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.
- 18.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties.

FOR THE ASSOCIATION:



7/27/2020
Date

FOR THE DISTRICT:



7/27/2020
Date

