



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.

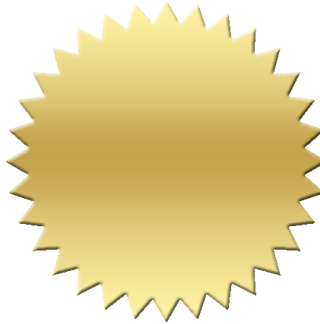
30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

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.