



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.



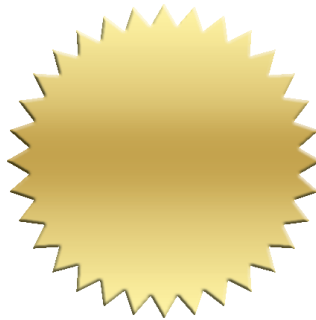
A copy of this plan will be posted to the Tomales High School website and the SUSD website. It will routinely be evaluated by the SUSD Planning Committee (above mentioned Task Force) and updated as needed.

***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.