

COVID-19 School Site-Specific Protection Plan Guidance & Template

Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSSPP)

1. Establish a multi-disciplinary Task Force (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this School Site-Specific Protection Plan who will meet regularly to monitor Public Health Information and adjust the plan based on input from all stakeholders as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the Public Health Guided Return to Site-Based Classroom Instruction as a guide for conducting your assessment.
3. Develop and finalize your SSSPP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own SSSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.
5. Finalize your SSSPP to distribute to staff and families and post on your school website. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document, or post a Certificate of Completion (included below) with information on how to review the plan in its entirety online.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - If you have COVID-19 symptoms, do not enter the facility;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Wear face coverings, as appropriate; and
 - Do not shake hands or engage in any unnecessary physical contact.

Templates for signs can be downloaded for use from the [Marin Recovers website](#).

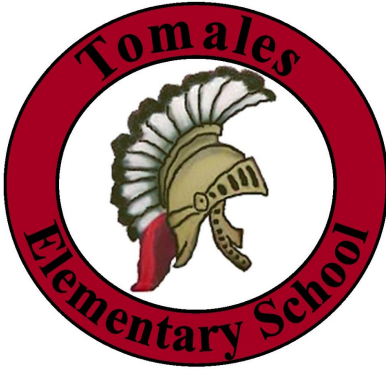
Tools for Developing Your School Site-Specific Protection Plan

1. COVID-19 School Site-Specific Protection Plan (SSSPP) Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own School Site-Specific Protection Plan (SSSPP). It contains all of the standard content already written for you to re-open your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your SSSPP. The template has been reviewed and supported by Marin County's Public Health Officer.

2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.



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

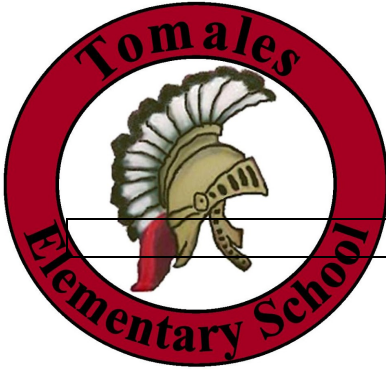


707-878-2214 Katelynn Scott, Lower Grade Teacher in Charge Katelynn.scott@shorelineunified.org 707-878-2214	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on: December 20, 2020	
Principal or Administrator	
Name: Bob Raines Norma Oregon-Santarelli	Title: Superintendent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

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

Signature:

Date: 12/20/2020



Specific Control Measures and Screenings

Please provide as much detail as possible for how you intend to implement each guideline. If you need additional space, please provide an attachment.

- 1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site-Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

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

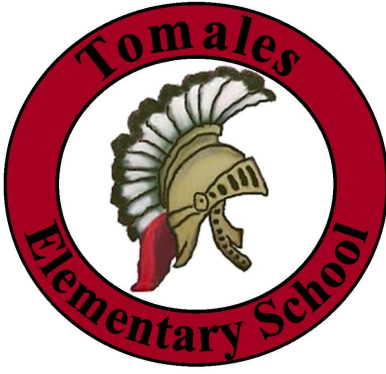
- 2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

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

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

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

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



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

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

Proper Hygiene and Restroom Practices:

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

Five steps to proper handwashing:

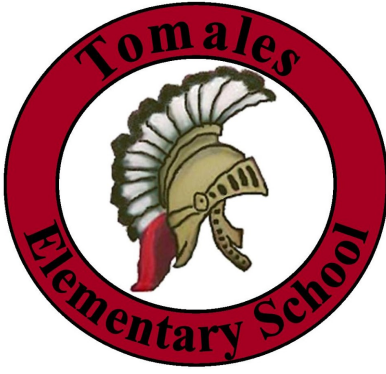
1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy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

How to use hand sanitizer:

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

Restroom Practices and Protocols

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



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

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

Other Important Health and Hygiene Practices:

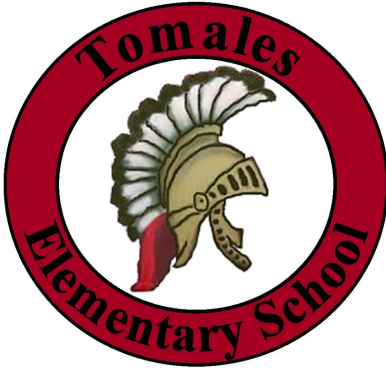
Please help use these important preventative measures to reduce the spread of COVID-19 and other illnesses.

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

Health Screening Procedures:

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

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



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

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

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

Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an on-site isolation room. Isolation rooms have also been identified and outfitted with EPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school.

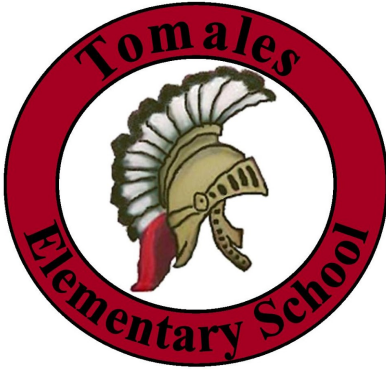
Student attendance will be taken daily using the student information system (Aeries). Phone calls to families on student absences will continue to be made from office staff to engage students in school.

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

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

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

Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff at the beginning of the school year/prior to the start of in-person instruction and as part of onboarding training for newly hired staff.



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

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

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

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

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

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

4. A primary and secondary point of contact are established, identified, and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will also serve as a liaison to Public Health and contact information is identified in the School Site-Specific Protection Plan. (Points of Contact listed above).

The Principal and Teacher-In-Charge will serve as the primary and secondary points of contact respectively and serve as the Liaisons to Public Health. Any questions or concerns around practices, protocols, or potential exposure should be sent to the primary contact:

Norma Oregon-Santarelli, Principal

norma.santarelli@shorelineunified.org

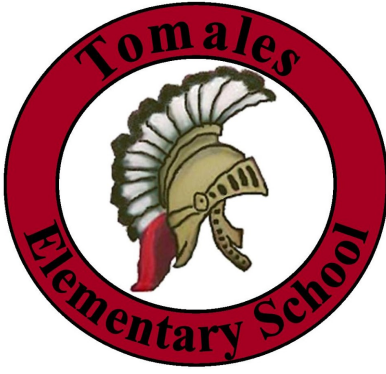
707-878-2214 or secondary contact:

Mike Marweg, Upper grade teacher in charge

mike.marweg@shorelineunified.org

707-878-2214

Katelynn Scott, Primary teacher in charge



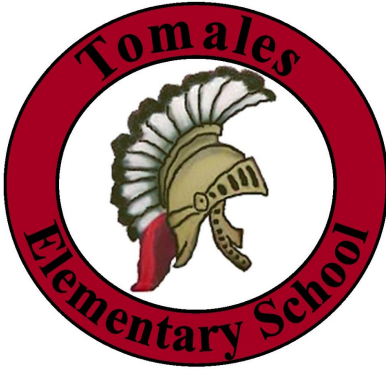
Katelynn.scott@shorelineunified.org
707-878-2214

5. Plans are implemented for intensified cleaning and disinfecting, including training for staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

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

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

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



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

6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required.

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

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

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

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

If the student is absent from school due to symptoms, the parent/guardian is requested to contact the school to report the absence reason, contact their healthcare provider, and monitor their child's symptoms.



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

7. Staff and students who are sick are expected to stay home and an isolation area is identified for students who begin to exhibit symptoms during the school day, until they can be picked up.

Describe placement of designated Isolation Area:

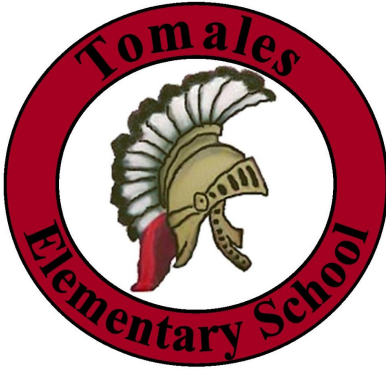
Throughout the day, staff will self-monitor and monitor students for signs of illness including but not limited to: headache or tiredness, unable to participate in routine activities or need more care than what they typically would, fever with behavior changes, difficulty breathing, shortness of breath,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

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

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

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

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



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

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

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

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

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

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

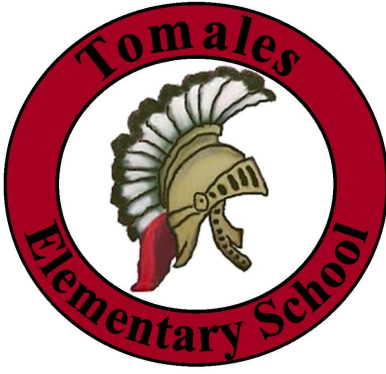
- Report information to administrator, sent home
- Contact Healthcare provider/Public Health for testing (recommend testing) *
- If positive, see Scenario #3; If negative, see Scenario #4
- **School/Classroom remain OPEN**

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

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

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

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



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

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

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

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

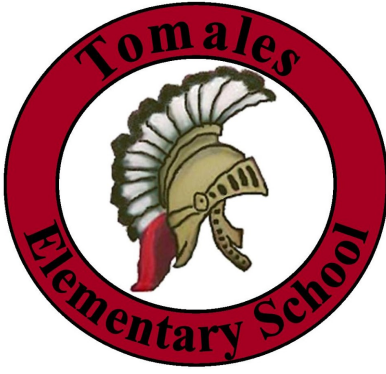
10. Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

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

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

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

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



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

11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

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

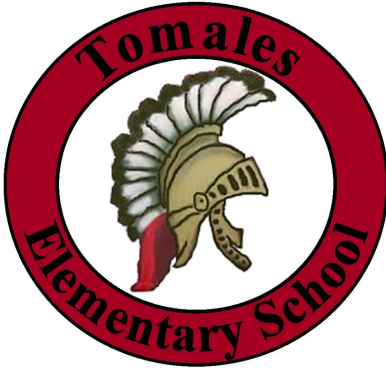
12. For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding schoolwide mixing of students and staff.

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

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

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

14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.



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

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

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

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

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

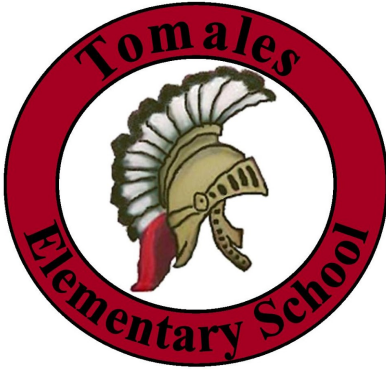
16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.

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

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

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

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



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

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

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

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

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

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

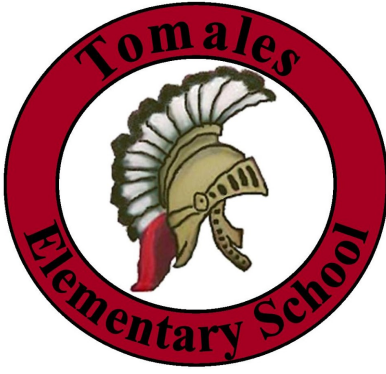
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

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

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

20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

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

The use of playground structure will be prohibited.

21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

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

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

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

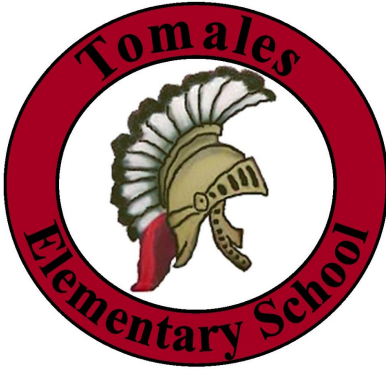
Meals will be served in designated outdoor areas or in classrooms if necessitated by weather.

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

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

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

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



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

24. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

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

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

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

26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.

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



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

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

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

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

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

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

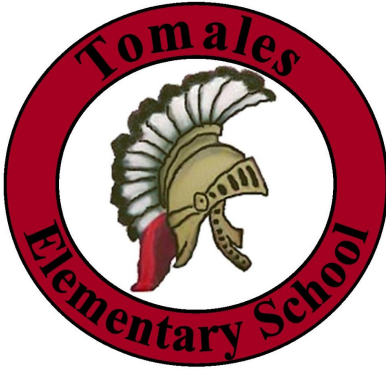
Non-essential visitors will be limited.

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

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

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

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

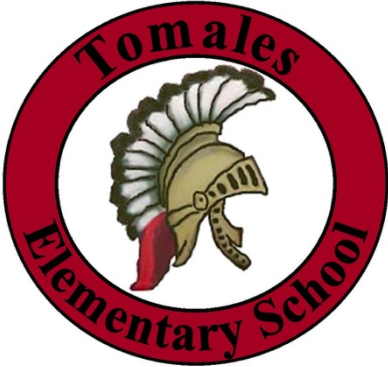


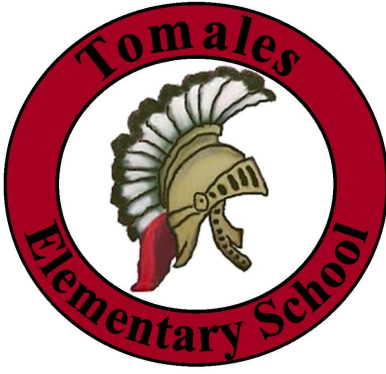
- 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

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

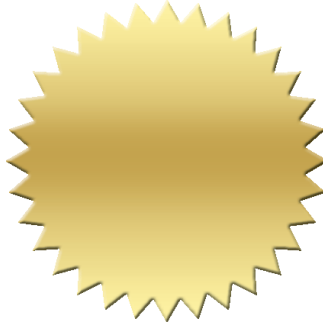
*****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.***

Possible Attachments:

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



Tomales Elementary School

has completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:

<https://shorelineunified.org/>

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