

COVID-19
Prevention and Response
Health and Safety Protocols



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

COVID-19 Prevention and Response Health and Safety Protocols

Overview

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

A copy of this entire document will be posted on the Irene M. Hunt School Homepage as required, and will also be included in the updated Irene M. Hunt School's Injury Illness & Prevention Program.

Table of Contents

- Marin County School Guidelines – 30 Point Plan
- COVID-19 School Guidance Checklist
- Irene M. Hunt School's School Site Specific Protection Plans (SSSPP's) – Combined

When complete, this must be posted on your District and LEA website on the home page by February 1, 2021. Posting it on the school webpage is recommended.

Marin County School Guidelines

A Public Health Guided Return to Site-Based Classroom Instruction

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

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

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate and return to site-based classroom instruction for the Fall 2020-2021 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment, and up to date student and staff attendance tracking.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
4. A primary and secondary point of contact are established, identified and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan.
5. Plans are implemented for intensified cleaning and disinfecting, including training for all staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.
6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention (D) provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. Staff should conduct daily health screening self-assessment, which may be completed through an online survey. ([Sample MCOE Staff Daily Health Screening](#))

7. Staff and students who are sick are expected to stay home, and an isolation area is identified for students who begin to exhibit symptoms during the school day, until they can be picked up.
8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Exposure Protocols & Communication Templates](#) [Purple Tier/Stay Home Order](#) ~ [Red Tier](#) ~ [Orange Tier](#))
 - a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
10. Where practicable, physical distancing of six feet is maintained between adults and between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
11. For elementary schools, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.
12. For middle and high schools, larger cohorts made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.
13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
14. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
17. Congregate movement through hallways will be minimized as much as practicable.
18. Large gatherings (i.e., school assemblies) are currently prohibited.
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible.
20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.
21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.
22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
24. All staff as well as all students are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.
25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
28. Use of privacy boards or clear screens will be considered as much as practicable.

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

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

Completed plans will be forwarded to Public Health for review.

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

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

Resource Documents:

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

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

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

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

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

K12csp@cdph.ca.gov

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

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

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

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

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

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

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

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

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

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

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

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

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

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

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

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

Maximum: _____ feet

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

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

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

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

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

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

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

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

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

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

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

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

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

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Marin County

SSSPP Public Health Review

School Name: Irene M. Hunt

Date Received: 8/31/2020

Main Contact: Jolene Yee

Phone: (415) 457-3135

Email: jyee@sidebysideyouth.org

Checklist Indicating Complete Application

- ✓ 8/12 Updated SSSPP Template
- ✓ Contact Information Included
- ✓ Task force Members Named
- ✓ Primary and Secondary Liaison Contact Information
- ✓ Signed by Administrator



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](https://marinrecovers.com/documents/reopening-signage-for-businesses/).
<https://marinrecovers.com/documents/reopening-signage-for-businesses/>

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	
Irene M. Hunt School	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Administration: Jolene Yee, Director; Kevin Abaya, Assistant Director-Behavior Programming; Eric Fischer, Assistant Director – Academic Programming; Bryanne Guthrie, Lead ERMHS Clinician; Ken Taylor, Campus Supervisor Teachers: Chloe Lechuga; Caitlin O’Callaghan; Erica Clay; Sarah Seek; West Hays Paras/Teaching Assistants: Emma Barbosa-Boehm; Giorgio Cico; Adair Thomas; Patty Rahmer (1:1 Aide) School Support Staff/Behavior Support Staff: Martha Cruz, Administrative Assistant; Haruki Yee, Lead Education Behavior Technician; Mario Arteaga, Education Behavior Technician Karen Bischoff, Side by Side Director of Property & Risk Management Parent/Board Member: Deanna Brock Parents: Document review only- Note: All staff invited to join School Reopening Committee weekly meetings, and to review documents	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Kevin Abaya, Assistant Director, kabaya@sidebysideyouth.org , 415-457-3135 x132 Secondary: Jolene Yee, Director, jyee@sidebysideyouth.org , 451-457-3135 x104	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
August 21, 2020	
Principal or Administrator	
Name: Jolene Yee	Title: Director
Email: jyee@sidebysideyouth.org	Numbers: Work: 415-457-3135 x104

I, Jolene Yee , certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature: Jolene Yee

Date: August 21, 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.

A Hunt School Reopening Committee was established on May 20, 2020, and continued to meet weekly or biweekly until August 2020. This multi-disciplinary committee was initially established to determine appropriate steps to consider onsite reopening, and then to review state and local published guidelines. The committee continued to develop and support the creation and review of the Hunt School SSSPP. Starting September, this Reopening Committee was renamed The Hunt School Reintegration Task Force (same invited members as listed in the previous "School Task Force Members and Positions" section). The Task Force will meet at least monthly to regularly monitor and adjust the SSSPP based on input for all stakeholders.

- 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.

Campus Access

Any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 will be excluded from entering campus. In addition, staff and students will be monitored throughout the day for signs of illness. All campus visitors are to remain in their vehicles upon arrival and are to check-in with Hunt school staff via phone. Once the Hunt School campus is open to visitors, all visitors will be required to engage in a health screening prior to entering campus.

Daily Health Screening - Students

Passive Screening. Parents and caregivers will be asked to screen students before leaving for school (check and ensure student temperatures are below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person with suspected or diagnosed COVID-19.

Active Screening. Staff will perform symptom screening as students enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check and ensure temperatures are below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Thermometers will be properly cleaned and disinfected after each use.

Students must wear face coverings and wash or sanitize hands as they enter campus.

If a student shows symptoms consistent with COVID-19 or if they report close contact with a person diagnosed with COVID-19, the student will either be asked to refrain from entering campus or will be separated from others in a designated area until transportation from campus can be arranged. This area may be outside to reduce risk or in an area designated to separate any student waiting for a parent/guardian as defined by public health guidelines.

All students are required to wear face coverings; however, any students exhibiting symptoms will be required to immediately wear a face covering and wait in a health related isolation area until they can be transported home or to a health care facility. Students will remain separated with continued staff supervision and care until picked up by an authorized adult. Designated isolation areas are currently the gym, a student office in Building 4, and a designated outdoor space.

Staff will follow established guidelines for triaging students, recognizing not all symptoms are COVID-19 related and will consider individual medical history, such as allergies, that may share similar symptoms of COVID-19.

Distance Learning will be provided and students are not to return until they have met CDC criteria to discontinue home isolation and return to school.

Daily Health Screening - Staff

Passive Screening. Staff will engage in self-screening before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if any staff have symptoms consistent with COVID-19 or if any staff have had close contact with a person with suspected or diagnosed COVID-19.

Active Screening. Staff will perform self-symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks, temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and complete screening questions about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

Staff will not be allowed to work on campus or sent home, if they have any positive responses to the Daily Health Screening survey questions.

Thermometers will be properly cleaned and disinfected after each use.

All staff must wear face coverings and wash or sanitize hands as they enter worksites.

Employees who are exhibiting symptoms will be expected to leave the workplace. Staff members who develop symptoms of illness will be expected to seek medical care.

Staff members are not to return until they have met CDC criteria to discontinue home isolation. All staff receives the Health and Safety Procedures & Protocol Training prior to returning to work on the school campus.

This mandatory training material covers the following topics:

- Campus Access;
- Daily Health Screenings – Students;
- Daily Health Screenings – Staff;
- Plan to Address Positive Covid-19 cases;
- Documentation (tracking incidents/maintaining confidentiality), including Up To Date Student and Staff Attendance Tracking;
- Protocols and Actions to Address Onset of Symptoms, Potential Exposure, and/or Close Contact;
- Physical (Social) Distancing Practices - including Playground/Outside Spaces, Classrooms, Physical Education, Transition Periods, Student Belongings, Food Service, Ban of in-person large gatherings;

- Cleaning and Disinfecting;
- Classroom Health and Safety Kits : Classroom Health and Safety Kits contain Essential Protective Equipment (EPE) supplies needed for a cohort/classroom. Each cohort/classroom will have a supply kit containing a supply of gloves, disposable gowns, safety glasses, touch-less thermometers, face coverings, hand sanitizer, and cleaning/sanitizing/disinfecting supplies. These kits are designed to support the safe delivery and learning of staff and students in the classroom setting, and to support the EPE needed for the IMH Cleaning Schedule (Appendix I). Included with the cohorts Health and Safety Kit, each classroom/cohort will additionally have a station that contains commonly used EPE such as gloves, masks, and hand-sanitizer. Kits will be replenished by every two-weeks or more often if necessary.
- Employee Issues – Staffing Ratios, Required Trainings-In accordance with the Healthy Schools Act, California Department of Pesticide Regulation (CDPR) guidance, and Cal/OSHA regulations, staff training will be provided as recommended by state and local health standards. These trainings include, but are not limited to: Proper use of protective equipment; Cleaning and Disinfecting; Cough and sneeze etiquette; Keeping one’s hands away from one’s face, aka “Henry the Hand do not touch the T-zone”; Frequent hand washing and proper technique; Confidentiality around health recording and reporting; Manifestations of COVID-19; CDC transmission-based precautions.
- Staff Physical Distancing within the Work Environment
- Communication with Students, Parents, Employees, Public Health Officials, and the Community
- Utilization of Staff and Student Daily Health Screening Data
- Notification Protocols

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

See Above, plus:

Required Trainings-In accordance with the Healthy Schools Act, California Department of Pesticide Regulation (CDPR) guidance, and Cal/OSHA regulations, staff training will be provided as recommended by state and local health standards.

These trainings include, but are not limited to:

- Proper use of protective equipment;
- Cleaning and Disinfecting;
- Cough and sneeze etiquette;
- Keeping one’s hands away from one’s face, aka “Henry the Hand do not touch the T-zone”;
- Frequent hand washing and proper technique;
- Confidentiality around health recording and reporting;
- Manifestations of COVID-19; CDC transmission-based precautions.

■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).

Public Health Liaisons are set as indicated below, with a tertiary staff member as well. Each Liaison is trained via MCOE and MPH Return To Site Based Instruction webinars Public Health Liaison Training 8/27/20, to best 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 and below.

Primary:
 Kevin Abaya, Assistant Director, kabaya@sidebysideyouth.org, 415-457-3135 x191

Secondary:

Jolene Yee, Director, jyee@sidebysideyouth.org, 451-457-3135 x104

Tertiary:

Anne-Marie Jess, ajess@sidebysideyouth.org, 415-457-3135 x132

- 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 and Disinfecting

The Hunt School will meet cleanliness standards as outlined by the CDE and the CDPH prior to reopening and will maintain this high level of cleanliness throughout the school year. In accordance with CDC and CDPH guidance, and in consultation with local public health officials, staff will implement correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.

Disinfecting of surfaces between uses may include, but is not limited to: desks, tables, chairs, keyboards, headsets, and copy machines.

High touch surfaces will be disinfected frequently and at least daily. High-touch surfaces, may include, but are not limited to: door handles, rails, sink handles, restroom surfaces, games, art supplies, and instructional materials.

Use of shared materials will be limited as much as practicable. Students are assigned personal school materials and supplies, may include, but are not limited to: pencils, pens, colored pencils, markers, rulers, water bottles, and fidget items.

Selected disinfecting products will be approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2.

When using these disinfecting products, label directions for appropriate dilution rates and contact times will be followed. Disinfecting and airing out the space will occur before students arrive and after students leave. Thorough cleaning and disinfecting will occur when children are not present.

Areas used by any ill person will be closed off and not used before completion of cleaning and disinfection. To reduce risk of exposure, if possible, a wait time of 24 hours will be implemented before cleaning and disinfecting. When not possible to wait 24 hours, a wait time as long as practicable will be implemented.

See Hunt School Cleaning Schedule, Appendix I, as referenced in item 2 above.

- 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 should conduct daily health screening self assessment, which may be completed through an online survey. ([Sample MCOE Staff Health Screening](#))

Irene M. Hunt School and Side by Side

Daily Health Screening Questions for Staff and Essential Visitors

QR Code (posted at all check in locations) or Web Site Daily Google Survey Login

Name:

1. Are you experiencing any of these Covid-19 related symptoms: cough, fever above 100.4 degrees, chills, sore throat, feeling achy, shortness of breath, nausea or vomiting, unusual or new headache in the last 24 hours, diarrhea, new loss of taste or smell or tingling/numbness?*

**If you have answered "yes" to the above question please do not engage in person with staff or clients. Stay home and contact your supervisor and HR.*

Yes or No Response required

2. Have you had close contact (a household member, or other contact without social distancing and/or face coverings) with anyone with a suspected or positive diagnosis of Covid-19?*

**If you have answered "yes" to the above question please do not engage in person with staff or clients. Stay home and contact your supervisor and HR.*

Yes or No Response required

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:*

If any staff member or student response yes to any survey question the expectation is that staff or student is to remain at home. If a staff or student becomes ill on premises or begin to exhibit symptoms during the school day, several protocols are in place, including the identified locations of the health isolation areas, until they can be picked up.

The campus health isolation areas are 100% supervised and location is determined on student preference and space availability:

1. Gym
2. Unused room in Building 3 or 4
3. Outside by the transportation bench with prior parent approval and student supplied with blanket, water bottle, sun shade.

If a student shows symptoms consistent with COVID-19 or if they report close contact with a person diagnosed with COVID-19, the student will either be asked to refrain from entering campus or will be separated from others in a designated area until transportation from campus can be arranged. This area may be outside to reduce risk or in an area designated to separate any student waiting for a parent/guardian as defined by public health guidelines.

All students are required to wear face coverings; however, any students exhibiting symptoms will be required to immediately wear a face covering and wait in a health related isolation area until they can be transported home or to a health care facility. Students will remain separated with continued staff supervision and care until picked up by an authorized adult. Designated isolation areas are currently the gym, a student office in Building 3 or 4, and a designated outdoor space.

Staff will follow established guidelines for triaging students, recognizing not all symptoms are COVID-19 related and will consider individual medical history, such as allergies, that may share

similar symptoms of COVID-19.

Immediate cleaning protocols take place once student is picked up. That is, areas used by any ill person will be closed off and not used before completion of cleaning and disinfection. To reduce risk of exposure, if possible, a wait time of 24 hours will be implemented before cleaning and disinfecting. When not possible to wait 24 hours, a wait time as long as practicable will be implemented.

- 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)

The Hunt School 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.

The staff surveillance testing schedule will establish that at least one-fourth of the staff will be tested every two weeks. All staff members have access to the Side by Side agency Kaiser health plan benefits.

- 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):

Protocols and Actions to Address Onset of Symptoms, Potential Exposure, and/or Close Contact

A student or staff member either exhibits COVID-19 symptoms, answers yes to a health-screening question or has a temp of 100.4 or above:

Action: **Cohort OPEN** Student or staff sent home, contact healthcare provider/Public Health for testing

Communication: No action is needed

A family member or someone in close contact with a student or staff member test positive for COVID-19:

Action: **Cohort OPEN** Student or staff report information to administrator, sent home, quarantine Contact Healthcare provider/Public Health for testing

Communication: Template Notification Letter (Household Contact w/ C19+) to student families and staff within the cohort

A student or staff member tests positive for COVID-19:

Action: **Cohort CLOSED for 14 days from last exposure** Student or staff report information to administrator, quarantine, and contact Healthcare provider/Public Health for testing

Communication: Phone call and Template Notification Letter (Confirmed C19+ in Cohort) to student families and staff within the cohort

A student or staff member tests negative for COVID-19 after any of the reasons or scenarios above:

Action: Cohort OPEN Student or staff may return to cohort 3 days after symptoms resolve; however, must continue isolation if in contact with C19+ family member

Communication: Template Notification Letter (Negative Test Cohort Member) to student families and staff within the cohort

When communication is required, action will be based on local Public Health Department guidance.

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

Physical Distancing

The Hunt School will actively work to honor physical distancing recommendations while balancing students' individual medical, behavioral, learning, and support needs.

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

Classroom space and school facilities will be utilized to maintain health and safety of students and staff. The number of people (staff and students) in all campus spaces will be limited to the number that can be reasonably accommodated while maintaining a minimum four to six feet of distance between individuals permissible within the classroom.

Smaller student/educator cohorts will be utilized to minimize the mixing of student groups throughout the day. Movement of students, educators, and staff will be minimized as much as possible.

Face coverings will be used to mitigate virus spread and all students, staff, and visitors are required to wear a face covering with the exception to any behavioral, medical, learning needs and support needs.

Staggered arrival and pick-up times, as well as blended learning models will be implemented as needed to accommodate Physical Distancing.

Distance Learning will be implemented if students are no longer able to access onsite learning and will continue to be an option to families who may be at higher risk for severe illness, who cannot safely distance from others and household contacts who may be at higher risk per doctor orders, or under the directions of the local Health Department.

- 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.

For elementary school students a stable classroom cohort (up to 12 students grades kindergarten to sixth grade) are maintained throughout each school day, and through each quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.

- 12. For middle and high school students, 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.

For middle and high school students a stable classroom cohort (up to eight students in one of two high school special day classes) are maintained throughout each school day, and through each quarter or semester, with an assigned high school teacher, with accurate daily/subject attendance data for students and adults while avoiding schoolwide mixing of students and staff.

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

Classrooms:

In accordance with guidelines from the CDC, CDPH, and Marin County Public Health Department, and where practicable, desks are spaced a minimum of 4-6 feet apart and arranged facing forward to minimize face-to-face contact and proximity between students. Other campus spaces for instructional activities will be utilized with standard physical distancing protocols. Additionally, when practicable, classrooms will maintain open doors and windows to increase airflow and ventilation.

- 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.

Limited, and specifically identified school staff are permitted to visit / 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. This documentation will include a record log of each visit to classrooms that are not identified as their primary classroom cohort with the date and reason for the visit and electronically available to the school Public Health Liaisons.

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

Routes for entry and exit to the campus are designated for each classroom cohort, using the large campus many entrances/exits as feasible and safe. Including the implementation of staggered arrival and pick-up times to accommodate Physical Distancing.

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

Staggered arrival and pick-up times, as well as blended learning models will be implemented as needed to accommodate Physical Distancing.

Playgrounds/Outside Spaces:

Playground and outside spaces will be used on staggered schedules per cohort to promote physical distancing. High touch areas will be disinfected between uses. Further, use of these shared structures and playground equipment will be limited in favor of physical activities that require less contact with surfaces. Increased supervision will be provided to ensure physical distancing and to support facilitation of these activities.

Physical Education (PE) will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

Each classroom will strategically coordinate lunches and lunch breaks per the published schedule that prevents mixing of classroom cohorts.

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

Transitions, bathroom breaks, hand washing, will be implemented one-student at a time to help support physical distancing. Each classroom will only enter/exit their school building with the door closest to the classroom door to avoid movement through the hallway between classrooms. (Each building holds two classrooms at the opposite end of the building with their own entrance/exit exterior doors.)

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

No in-person large gatherings until further notice, such as: Monday Morning Meetings, school assemblies, school-wide activities, field trips, etc.

- 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.

Scheduled use of the large campus outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain within their own cohorts. In addition, effort is focused on maximizing fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

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

Use of shared playgrounds/outside spaces:
Playground and outside spaces will be used on staggered schedules per cohort to promote physical distancing. High touch areas will be disinfected between uses. Further, use of these shared structures and playground equipment will be limited in favor of physical activities that require less contact with surfaces. Increased supervision will be provided to ensure physical distancing and to support facilitation of these activities.

- 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.

The Hunt School has one inside gym space that is currently not in use until the ULV (ultra-low volume) fogger arrives. At that time, the use of non-classroom space for instruction such as the gymnasium will be considered to support physical distancing with cleaning between uses.

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

Traditionally all school meals are individually plated or bagged and served within each classroom as the Hunt School does not have a cafeteria or school dining room. In addition, per this plan, all meals

may be served outside as much as possible.

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

Regular routines and schedules are implemented to enable students and staff to regularly wash their hands at staggered intervals. For instance, transitions, bathroom breaks, hand washing are all implemented one-student at a time to help support physical distancing. Students must also wear face coverings and wash or sanitize hands as they enter campus, before/after breaks, eating, and leaving campus at the end of the day. Staff are expected to role model regular hand washing at staggered intervals based on personal break and lunch times.

- 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 as well as all students in grades 3 - 12 are required and incentivized to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades K - 2 are strongly encouraged and incentivized to wear face coverings, and are supported and taught how to wear masks properly.

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

Mandatory training are provided for staff and lessons provided for students on proper use of face coverings, which includes instruction to minimize touching of face coverings.

These trainings and lessons include, but are not limited to:

- Proper use of protective equipment;
- Cleaning and Disinfecting;
- Cough and sneeze etiquette;
- Keeping one's hands away from one's face, aka "Henry the Hand do not touch the T-zone";
- Art project connected to proper use of face coverings that includes personalizing their own face masks to encourage mask wearing;
- Frequent hand washing and proper technique incentives, recognitions awards, etc.

- 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 belongings will be separated and in individually labeled storage containers, cubbies, or areas.

Only essential personal belongings should be brought to campus and are to be taken home each day to be cleaned. Students are not allowed to bring items from home except for personal electronic devices (mobile phone, tablet, handheld game device that are turned in during the school day) and/or essential personal belongings.

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

To avoid the sharing of items, students belongings will be separated and in individually labeled storage containers, cubbies, or areas. As the sharing of school electronic devices, clothing, books, and other games or learning aids are avoided as much as practicable.

In addition, only essential personal belongings should be brought to campus and are to be taken home each day to be cleaned. Students are not allowed to bring items from home except for personal electronic devices (mobile phone, tablet, handheld game device that are turned in during the school day) and/or essential personal belongings.

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

The use of privacy boards or clear screens are considered as much as practicable, especially when standardized academic assessment are required.

- 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, including parent volunteers are closed to the school campus until further notice, plus any essential workers are required to adhere to all health and safety guidelines.

Specifically, any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 will be excluded from entering campus.

All campus visitors are to remain in their vehicles upon arrival and are to check-in with Hunt school staff via the phone number posted in the parking lot.

Once the Hunt School campus is open to visitors, all visitors will be required to engage in a health screening prior to entering campus.

- 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.

The first version of the SSSPP was posted and shared with all stakeholders on July 2, 2020, and updated and replaced by this current 8/21/2020 version.

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