

## 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.

<b>School or District Site Name</b>	
Lincoln Union School District	
<b>School Type (select one)</b>	
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Cynthia Walsh, Teacher-Principal Luke McCann. Superintendent Jim Grossi, Board Member Patrick McLaughlin, Task Force Eric Balzer, parent member	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Cynthia Walsh, cwalsh@marinschools.org 707-763-0045	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
08/17/20	
<b>Principal or Administrator</b>	
<b>Name:</b> Cynthia Walsh	<b>Title:</b> Principal-Teacher
<b>Email:</b> cwalsh@marinschools.org	<b>Phone Numbers:</b> 707-763-0045

I, Cynthia Walsh, 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:

*Cynthia Walsh*

Date:

08/17/2020

## 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.

Lincoln is a 1 room school house with 6 students and a total staff of 2. Our task force is guided by advice from MCOE and Marin HHS. The Teacher-Principal will communicate regularly with task force members at MCOE as health directives change.

- 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.

Hand washing and hand sanitizer will be used upon entry and throughout the day. Face covering shields and gloves will be available at the entrance gate and in the classrooms. Signage reminding students and staff of Health and Safety Protocols are posted. Staff and students will have temperature checks when showing symptoms and complete a health questionnaire.

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

Prior to the first day of school, staff will have been trained on current Health and Safety Protocols set forth by the Marin County Office of Education, including proper hand hygiene and EPE use in the classroom. Students are informed on and instructed to follow all protocols on the first day of school with consistent reminders regarding hand washing, proper facial covering etiquette and physical distancing.

- 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).

Cynthia Walsh, Principal and Teacher

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.

Staff will have been trained on proper EPE use prior to the first day of school and will be provided all necessary cleaning items. Staff will wipe down surfaces on all high touch areas prior to school starting, after recess and lunch, as well as after school. Students will be taught to sanitize handles and knobs in the restroom after each use. In addition, a deeper cleaning by janitorial services will take place twice weekly.

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](#))

All staff and essential visitors are required to pass a Health Screening Questionnaire and have their temperature taken before entering campus. Strict guidelines indicate that anyone that answers 'No' to a question or has a temperature of 100.4 or above will be asked to go home and monitor symptoms. Students will have temperature checks when showing symptoms and complete a health questionnaire.

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:*

Lincoln school house has an office area. Any individual who shows symptoms will be isolated to that area by the copy machine/desk.

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)

Families will be notified of testing availability for voluntary testing of students. Staff will have COVID 19 tests before school starts and every 2 months or if symptoms are presenting.