

### **Purpose of this Document**

The purpose of this document is to provide each school site and/or district office with clear guidance for reopening in a manner that provides a safer and cleaner environment for students, school staff and any essential visitors. This COVID-19 School Site-Specific Protection Plan (SSPP) is based on the template Site-Specific Protection Plan provided by Marin Recovers and incorporates past and current Marin County Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control & Prevention, the California Department of Public Health, the California Department of Education. It has been modified to meet specific guidance and requirements for schools and school offices, and is intended to ensure schools and school/district offices have well developed and thorough plans in place and remain in compliance.

### **Description of a COVID-19 School Site-Specific Protection Plan (SSPP)**

The (SSPP) template below combines state-level guidance published in the California State Resilience Road map and local Marin County public health policies. The State of California requires all businesses (including schools) to:

1. Perform a detailed risk assessment (school site walkthrough) and implement a school site-specific protection plan (SSPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

Additionally, this SSPP should be incorporated into the Comprehensive School Safety Plan.

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to individual schools' SSPPs may be needed in order to incorporate new requirements. The MCOE Rethinking Schools website will post and disseminate updated information and tools for you to use in developing any needed amendments. (Link: <https://bit.ly/MCOERethinkingSchools>)

# Lincoln School

## ONE ROOM SCHOOLHOUSE

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

1. Perform a risk assessment and school site walkthrough of your campus 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.
2. Use the template below to create your own SSPP 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.
3. Finalize your SSPP and physically post it on your web site and/or at your school or office at a visible location, near the entrance where students, staff and visitors can easily review it without touching the document.
4. Signage also needs to be posted at each public entrance of each site to inform all students, staff and visitors that they should:
  - Avoid entering or using the facility if you have COVID-19 symptoms;
  - 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 (SSPP) 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 (SSPP). 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 SSPP. 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. There is a section in the Template document that instructs you to cut/paste best practices right into your SSPP.

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School or District Site Name	
Lincoln Union School District – Lincoln School	
Facility Address	
1300 Hicks Valley Road, Petaluma, CA 94952	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
8/3/2020	
The person(s) responsible for implementation of this Plan is:	
Name:	Title:
Cynthia Walsh	Principal and Teacher
I, <u>Cynthia Walsh</u> , certify that all staff and parents have been provided a copy of this SSPP and that staff have received training as required and described in this SSPP.	

**Name:**  
Cynthia Walsh

**Signature:** 

## Specific Control Measures and Screenings

- 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, and access to essential protective equipment. Describe below:

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 daily temperature checks and complete a health questionnaire.

- 3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. Describe below:

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 single point of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health. The name of this person is: 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, janitorial services will take place twice weekly.

- 6. Health screening for students and staff are conducted daily for symptoms and history of exposure (links: [Daily Health Screening for Students](#) and [Daily Health Screening for Staff](#), and [QR Code Check-In System Instructions](#)). Describe below:

All students, 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.

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7. Staff and students who are sick are expected to stay home.
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.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above.
  - A family member or someone in close contact with a student or staff member test positive for COVID-19.
  - A student or staff member tests positive for COVID-19.
  - A student or staff member tests negative for COVID-19 after any of the reasons scenarios a, b or c.

Describe below:

Lincoln School will follow the protocols as stated in the above guidance document created by Marin Public and Health and the Marin County Office of Education. Any staff member or student who develops symptoms of COVID-19 while on campus will be isolated in the office area until a parent is called and comes to pick them up. If a staff member develops symptoms while at school, protocol described below will be followed.

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

N/A

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, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort. Describe below:

Lincoln School is a one room school with a total student population of less than 9. There is only one classroom cohort on campus.

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

All staff and students are expected to enter and exit at the main entrance where a check in station is set up with Essential Protective Equipment. Upon arrival, they will answer the health screening questions, get their temperature taken and then be allowed into the classroom.

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

Lincoln's cohort will arrive at the same time and practice physical distancing should there be a line at the Health Screening station. Due to our small size (less than 9 students), there is only one classroom cohort on campus at all times.

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

Lincoln School has one classroom that is home to the classroom cohort. Ample room is provided for students to pass while practicing physical distancing protocols. Physical distancing tape has been placed on the ground and signs are displayed to remind students and staff of best practices.

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. Describe below:

Lincoln's campus has a generous amount of seating and outdoor space to support instruction for its entire cohort. There are other outdoor areas that can be used for instruction including the field and garden.

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 in classrooms or outside 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. Describe below:

Staff is expected to follow proper hand hygiene techniques, washing regularly, and set an example for students. Students will be asked to wash hands in the restroom or classroom sink area upon arrival and then several times throughout the day. Hand washing is expected to occur after outdoor learning, after using shared equipment, after restroom use, and/or after coming in contact with other high touch areas. Students are instructed on techniques and informed that frequency is also important.

24. All staff as well as all students TK-12th grade are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication.

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.

Videos from Marin Health and Human Services that show how to properly wear face coverings have been shared with students and staff. Signage and resources from the CDC are also available to students and staff.

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.

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- 27. Sharing of electronic devices, clothing, books and other games or learning aides 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.

Only staff, support staff and students will be allowed on campus at this time. Should an essential outside visitor need to access the campus or classroom, they would be required to wear a face covering, practice proper physical distancing and follow all protocols. The Health Screening questions will be asked and their temperature will be taken prior to entering the campus.

- 30. This 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.

This School Site Specific Protection Plan will be shared with parents, staff, support staff, board members, and community members upon request. Once completed and reviewed by county officials, it will be posted in the school's window box, Lincoln's website and shared with Marin County Office of Education.

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Types of protective equipment provided to employees at this school/office location include:

Health and Safety kits are located in the office and classroom. Each kit has gloves, extra face coverings, hand sanitizer, sanitizing wipes, and paper towels. A thermometer with extra batteries is also on hand for the health screening upon student arrival. All sinks, including the restrooms, are stocked with soap at a higher than normal rate for increased hand washing.

Additional control measures you are implementing at this school/office include:

Students have limited access to the office. Physical Distancing tape has been placed on the ground in outdoor areas to remind students and staff of physical distancing protocols. Classroom desks have been distanced so students have adequate space between them. Signage has been displayed to remind everyone on campus to wear face coverings and maintain proper distancing.

### Cleaning and Disinfecting Protocols

<input checked="" type="checkbox"/> Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	<input checked="" type="checkbox"/> Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
<input checked="" type="checkbox"/> All shared equipment and touchable surfaces are cleaned and sanitized between each use.	<input checked="" type="checkbox"/> Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
<input checked="" type="checkbox"/> All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	<input checked="" type="checkbox"/> School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
<input checked="" type="checkbox"/> Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed	<input checked="" type="checkbox"/> Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
<input checked="" type="checkbox"/> Hand sanitizer will be provided where indoor plumbing is not readily available.	<input checked="" type="checkbox"/> Staff is provided adequate time to implement cleaning practices before and after shifts.

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## Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

Classrooms: Desktops, chairs and other high touch areas are cleaned after each use and sanitized daily.	Offices: Desktops, chairs and other high touch areas are cleaned after each use and sanitized daily.
Restrooms: High touch areas (such as knobs and handles) will be disinfected more than once daily.	Telephones: Telephones will be cleaned by the individual after each use.
Handrails / door handles / shelving: High touch areas will be cleaned multiple times per day and sanitized daily.	Handwashing facilities: Hand washing facilities will be cleaned/sanitized after each use.
Copy Machines / Scanners / Faxes: Office equipment will be cleaned by the individual after each use.	Common Areas: Cleaned multiple times a day. Disinfected at the end of the each day.
Playground Structures: Swing seats and chain links will be cleaned after each use.	Outdoor Common Areas: High touch areas will be disinfected daily after recess and school.
Indoor Common Areas: Seating used will be cleaned by the individual after each use and sanitized daily.	Other: Flag and flag pole clips will be disinfected after each use.
Other: N/A	Other: N/A

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Schedule has been adjusted to give staff ample time to clean throughout the day. Additional time for outdoor learning will be implemented to allow for classroom cleaning while students are outside.

Additional measures that have been taken at this school or office site:

Physical Distancing tape has been placed on the ground in outdoor areas to remind students and staff of physical distancing protocols. Classroom desks have been distanced so students have adequate space between them. Signage has been displayed to remind everyone on campus to wear face coverings and maintain proper distancing.



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### Physical Distancing Guidelines

<input checked="" type="checkbox"/> Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	<input checked="" type="checkbox"/> Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance.
<input checked="" type="checkbox"/> Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible and distancing may be permissible down to four feet within a classroom or instructional area where requirements herein are in practice;	<input checked="" type="checkbox"/> All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.
<input checked="" type="checkbox"/> Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable;	<input checked="" type="checkbox"/> The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort;

### Notification of COVID-19 Positive Case at School or Office Site:

<input checked="" type="checkbox"/> County of Marin Public Health is notified of all positive COVID-19 cases.	<input checked="" type="checkbox"/> Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.
<input checked="" type="checkbox"/> If a student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.	<input checked="" type="checkbox"/> Protocols, actions and template communications are in place for COVID-19 related scenarios (link: <a href="#">Marin County Public Health Protocols &amp; Communication Templates</a> )

### Training

Staff have been trained on the following topics:

<input checked="" type="checkbox"/> Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	<input checked="" type="checkbox"/> Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
<input checked="" type="checkbox"/> Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	<input checked="" type="checkbox"/> The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
<input checked="" type="checkbox"/> The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	<input checked="" type="checkbox"/> Proper use of face coverings, including: A video showing how to use face coverings properly.
<input checked="" type="checkbox"/> The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.	<input checked="" type="checkbox"/> Face coverings do not protect the wearer and are not personal protective equipment (PPE).

<input checked="" type="checkbox"/> The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.	<input checked="" type="checkbox"/> Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
<input checked="" type="checkbox"/> The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).	<input checked="" type="checkbox"/> The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
<input checked="" type="checkbox"/> Face coverings to be washed after each shift.	<input checked="" type="checkbox"/> Avoid touching eyes, nose, and mouth.

Other school or office site training measures being taken:

Marin County Office of Education provides training on cleaning and Essential Protective Equipment for teachers and staff. Other training opportunities include Keenan Safe Schools, Marin Health and Human Services, and CDC.

### Compliance and Documentation

<input checked="" type="checkbox"/> This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.
<input checked="" type="checkbox"/> All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.
<input checked="" type="checkbox"/> This school site has created a Task Force to support SSSPP activities. This group meets regularly.

### Resource Documents:

- [May 15, 2020 Marin County Public Health Order](#)
- [Marin County Public Health and Human Services](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)

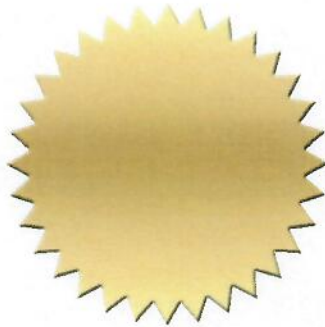
### Site Specific Documents:

Visit: [lincoln-unionschool.org](http://lincoln-unionschool.org)

**Lincoln School**  
ONE ROOM SCHOOLHOUSE

## **School Site-Specific Protection Plan**

# **Certificate of Completion**



**Lincoln Union School District**

**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:**

[Lincoln-unionschool.org](http://Lincoln-unionschool.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.**