

# 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>	
<b>School Type (select one)</b>	
<input 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>	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
<b>Principal or Administrator</b>	
<b>Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Phone Numbers:</b>

I, \_\_\_\_\_, 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:

Date:

### Specific Control Measures and Screenings

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

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

- 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.

- 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 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).

- 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.

- 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](#))

- 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:*

- 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. (if applicable, name vendor below)

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

- 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.

- 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 schoolwide 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 room 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.

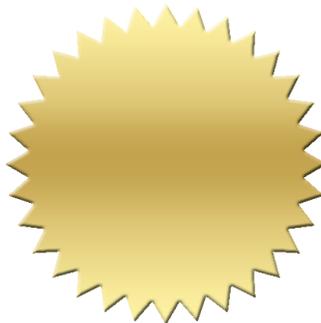
- 29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

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

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

YOUR LOGO HERE	<h1 style="text-align: center;">School Site-Specific Protection Plan</h1>
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# Certificate of Completion



(enter School Site Name here)
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**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:**

(enter School Site or District website here)
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**This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.**