



Spring Pilot Program and Summer School Soft Opening to Prepare for Fall 2020 School Reopening

Updated 5.15.2020

Please send any new questions to RapidResponse@marinschools.org

Phase 1 & Phase 2 Frequently Asked Questions

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **What kind of Personal Protective Equipment (PPE) is required, and will be available to all staff and students? How often should staff wash hands?**
Every class and school site will be supplied with standard Health and Safety Stations that will include PPE and cleaning/disinfecting supplies. Health and Safety Stations will be replenished on a regular basis, either weekly and/or as needed. All staff (and students over 12 years of age) are required to wear face covering (not medical grade face masks) as described in the [April 22, 2020 Public Health Order](#). Gloves should be used regularly for disinfecting, cleaning, and wiping down toilet or sink areas and should be changed out regularly. Staff are expected to role model and schedule regular and ongoing hand washing activities with students. Health and Safety Stations will include extra disposable face coverings for staff or students who may need them, gloves, hand sanitizer, thermometers, cleaning and disinfecting supplies, hand soap, disinfectant wipes (or spray bottles with paper towels), and alcohol swabs.
- **Should staff wear scrubs or protective gear at all times, with no exceptions?**
No. Scrubs are not required or advised by Public Health. Staff should wear normal clothing appropriate to the school setting, and have a practice of changing and washing their clothes when they return home. As noted earlier, face coverings should be worn at all times.
- **Can we be assured that we will have an ample supply of PPE and cleaning supplies for wiping down student spaces and classroom items?**
Yes. MCOE is working with vendors and suppliers to ensure that we have access to critical personal protective equipment and cleaning supplies. We know that certain supplies availability (i.e, clorox wipes and hand sanitizers) may be limited. In these cases, appropriate alternatives will be supplied (paper towels and spray bottles of disinfectant and sanitizing cleaners, soap and water).
- **Will classes receive gloves and masks? If so, what kind and what are the guidelines?**
Yes. See the above description of Health and Safety Stations. Staff are expected to provide their own face coverings. Health and Safety Stations will include gloves and extra face coverings for any staff or students who may need them.

COHORT STRUCTURE AND PHYSICAL DISTANCING

- **What specific physical distancing guidelines are required for a classroom (size per student, occupancy, individual student work stations, or desks at least 6' apart)? Are classrooms equipped to meet these needs?**
"The cohort" is the physical distancing protocol, and it is recognized that in many instructional settings we cannot expect or enforce students staying 6' apart at all times. Classrooms are typically about 900 square feet, and the Public Health procedures and protocols have been developed with this understanding. It is still recommended to clear clutter, and maximize the use of the classroom to create space for instructional activities, and to teach and practice physical distancing as much as practical and possible.
- **What are the consequences for a student who will not follow the safety guidelines?**
Staff will work with parents and administrators to address concerns, and take appropriate steps to stop any unsafe behaviors. Common sense will prevail.
- **We know some of our kids aren't physical distancing outside of school. To what extent would this be making that worse by getting them together with staff and students they wouldn't normally be with?**
Students should be physical distancing outside of school, and should be strongly encouraged to do so. Perhaps there is a great learning opportunity here. A stable cohort classroom is determined to be the safest way to teach students while providing opportunities for social interaction and direct instruction.
- **If kids are employed or volunteering outside their home and/or not completely physical distancing in the community, does that mean every interaction they have had in the past 14 days brings additional people into the cohort?**
Yes. This is part of the reason for the cohort system is considered the safest way to get students back to school.

HEALTH AND SAFETY

- **How often should staff take the temperature of students and staff? Will sites receive thermometers or should they get their own?**
At a minimum, each student and staff member should have their temperature checked upon arrival every day. MCOE is working on procurement of thermometers so that at a minimum each school site will have at least one "no touch" thermometer. In addition some sites are already equipped with temporal or forehead thermometers which should be wiped with an alcohol swab before and after use. Public Health has advised that midday temperature checks for students are also a good practice. Any student or staff member who is exhibiting symptoms or has a temperature of 100.4 F or higher should be immediately isolated, should have their temperature checked and be sent home. Public Health should be notified, and students/staff should contact their primary care physician for further instruction.
- **If a student or staff member at morning intake has a temperature of 100.4 or above, what should we do?**
The student/child or staff member will be instructed to go home and self-isolate, and Public Health will be notified. Public Health will evaluate any potential increased risk to the cohort or site, will make direct contact to parents regarding any further testing that may be required, and will notify the site of any additional actions that may be required. Site administrators will contact parents of all cohort members as well, and will let them know that they will be

contacted by Public Health. Any staff member or parent of a student/child who has any concerns should work with their primary care physician/pediatrician. **Important note:** Parents of students who are riding buses should be instructed to take their child's temperature before they get on the bus!

- **If a student or staff member, during their morning intake responds “yes” that someone at home is exhibiting symptoms of fever or coughing, what action steps are taken?**
The student or staff member will be instructed to go home and self-isolate, and Public Health will be notified. Public Health will evaluate any potential increased risk to the cohort or site, and will directly contact parents regarding any further testing that may be required. Public Health will also notify the site of any additional actions that may be required. Site administrators will contact parents of all cohort members as well, and let them know that they will be contacted by Public Health. Any staff member or parent of a student/child who has any concerns should work with their or primary care physician/pediatrician.
- **If a student or staff member, during their morning intake responds “yes” that someone at home is being tested for or has tested positive for COVID-19, what action steps will be taken?**
In the event that a member of a participating student's family is being tested for or has tested positive for COVID-19 it is the expectation that Public Health and/or family would immediately notify the site, and that the cohort (and likely the site) would be closed until Public Health conducts a contact investigation.
- **Can we designate an isolation station for when a student or staff presents with fever, sickness etc.?**
Yes! Every program should identify an isolation station for students who are exhibiting symptoms of fever (100.4 F or higher), coughing, or other illness until they can be picked up. If staff are exhibiting symptoms they are required to go home and self-isolate. The MCOE Response Team should be notified, and priority COVID-19 testing will be arranged directly with Public Health for any students or staff exhibiting symptoms.
- **How are we dealing with the issue of testing? Since this virus can show no symptoms in some people, are teachers/students going to get tested before coming back to school? Especially those students who we know will not tolerate wearing masks?**
Students and staff will be given priority testing referrals by Public Health. Specific instructions will be provided on how to self-register for testing. Any specific concerns should be reported to your site administrator; aMCOE Response Team member will follow up as needed.
- **How do we handle a sick student if they show up to school?**
Every student will have their temperature taken and their parents will be asked several health screening questions before entering the classroom. If a child is sick then the parents must bring them home. If symptoms begin in the middle of the day, it is also expected that a parent will be called to pick their child up. Until the parent arrives, the student will be given a mask (12 and under) and separated from the rest of the cohort.
- **If a teacher or paraeducator is unable to report to duty (due to illness or for another reason – such as they just need a day off), can a cohort staff fill in as the site administrator for the day, and if so, are they permitted to mix (check in with) other cohort groups? How and when can we introduce new cohort staff or cohort children into a group if there is a new vacancy?**
Every effort must be made to not intermix adults between cohorts. Most importantly adults need to monitor and report if they are experiencing symptoms (such as fever and/or persistent

cough) and work with their primary care physician to determine if they should be tested for COVID-19.

- **What steps should be taken, if any, if a teacher or paraeducator is not feeling well (such as a head cold, without fever) and is not able to report to work?**
Staff should always consult with their doctor. The MCOE Response team should also be contacted to consult with Public Health. School staff and student have been given priority for expedited COVID-19 testing. Current Public Health guidelines require that seven days must pass between the onset of symptoms (fever), and three days without symptoms or fever reduction. Submitted to Public Health 3.26.2020.
- **Are emergency protocols still the same?**
Yes, with an additional expectation of physical distancing practiced. Emergency protocols will remain the same, with exception of maintaining appropriate physical distancing. When exiting or evacuating the building, students and staff should congregate in the designated meeting area, gather by cohort, and maintain appropriate distancing between cohorts.
- **Will we be monitoring the health of our students, staff, and families?**
Yes. We will be asking [daily health screening questions](#) for staff and students before they enter the classroom.
- **If a student falls ill in the middle of the day, will there be an isolation station?**
Yes, we are in contact with the daily maintenance teams and we will be able to contact them for access. This is something that is being planned for all sites.

CLEANING / DISINFECTING / STAFF TRAINING

- **How can we use a disinfectant product that is safe around students but effective against the virus?**
Training will be provided and required and appropriate storage practices will be developed to meet the unique needs of every classroom setting and cohort of students.
- **If the rest of the campus is closed, what does cleaning look like? Will there be custodial support in cleaning?**
Yes. We will work with Districts to make sure normal cleaning protocols are followed however, all teachers and staff should understand that they will need to provide additional (and more frequent) cleaning tactics themselves. Training regarding cleaning in the COVID-19 area will be provided.
- **Gloves for high touch activities like the restroom: Is this for using the restroom?**
No. This is meant to be for cleaning, disinfecting and wiping down the toilet or sink area.
- **Can we adjust student hours to ensure staff and paras have time to clean and disinfect within their scheduled work shift?**
Yes, if needed. Cleaning and disinfecting should happen throughout the day by all staff, and a custodian will clean and disinfect every night or morning before students and staff arrive.
- **Can staff be scheduled to come in advance to assist with downsizing materials, and purging things that are not needed so that more space is created and easier to clean and disinfect?**
Yes!

LOGISTICS

- **Transportation - can we arrange for individual students to get taxis to school?**
Administrators and teachers will encourage all families who are able to drive their students to school whenever possible, and are working with student transportation on cohort based transportation strategies, and other possible alternatives.
- **Are visitors or parents allowed?**
In general, no. For the time being campus and cohort classrooms are to be protected space. We have found that parents and staff are understanding and supportive of this new practice, as it is a demonstration of our commitment to the health and safety of students and staff.
- **Can staff incorporate communication via phone, FaceTime etc.?**
Yes. It should be anticipated that at any time, a cohort may be closed for a period of time in the event of a positive test of a student or staff member. All teachers should be prepared to shift to a remote classroom environment at any time, and phone and FaceTime communications will be important tools in our toolkit to carry on our programs.
- **Where would we meet students at the start of the day?**
There should be a designated space outside, preferably near the parking lot where the health check/questions can be asked upon drop off. Each cohort should have a different designated check in area.
- **If a student/staff member thoroughly wash their hands before and after, can they play catch with a ball during our cohort scheduled outdoor recreation times?**
Yes, balls or other objects that may be touched by multiple staff or students should be sanitized before and after use, in addition to hand washing before and after an activity.

ALLOWABLE ITEMS IN CLASSROOM / BROUGHT FROM HOME

- **What items are allowed inside the classroom? What should we plan on cleaning out of the classroom/putting away?**
Each site should work with their instructional team and administrator to reduce clutter as much as possible to maximize access to desks, tables, counters and shelves for regular cleaning and disinfecting.
- **Are there items that staff and students should not bring to class?**
Each site should work with their team to identify any specific items of concern, and notify parents, if needed.
- **What about computers and other equipment that a student will need to bring home and back to school?**
Parents and students should do their best to clean and disinfect laptops and other devices that students bring into the classroom.

SPECIAL CIRCUMSTANCES

- **Can a student that has been attending a program in one cohort move to a different cohort for either logistical or instructional placement reasons?**

Yes, with input and support of Public Health and Alternative Education administrators. The stability of the group remains a core feature of the guidance from Public Health, and every effort should be made to maintain that stability.

- **Can we expand our summer school to try to continue to reach more students who aren't yet engaging?**

We will make every effort to maximize participation in both the Spring Pilot and Summer School programs. Please speak to your administrator about adding cohorts.

- **Can we get Oracle students into the MCS distance learning so they're getting more schooling?**

Yes. Every effort should be made to engage all students in distance learning activities.

OTHER QUESTIONS

- **To what extent is this plan for reopening schools aligned with state guidelines for reopening? Childcare operations are currently for first responders/essential workers only. Are we exempt from the stay at home order? Are other schools exempt too?**

Schools are considered essential under the Shelter-in-Place order. All activities are being designed under the guidance of our Public Health Officer.

MCOE RESPONSE TEAM SUPPORT

If you have questions or concerns that need immediate attention, please contact our MCOE Response Team:

- Mike Grant (415) 497-8113, mgrant@marinschools.org
- Ken Lippi (415) 499-5803, klippi@marinschools.org
- Marsha Grant, Public Health Nurse (415) 720-5240
- Communicable Disease Nurse line available 9:00 am - 5:00 pm M-F at (415) 473-4163.

PLEASE ADD NEW QUESTIONS BELOW

Please send new questions to RapidResponse@marinschools.org.