

**COVID-19**  
**Prevention and Response**  
**Health and Safety Protocols**

**Marin Christain Academy**

**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 all schools in the Novato Unified School District. 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 all Novato Unified Schools, 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 Marin Christian Academy's COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on the Novato Unified Districts Website, and individual SSSPP's for schools sites are posted on the school web sites and made available to staff, students and families as required.

A copy of this entire document will be posted on the Marin Christian Academy Homepage as required.

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- Marin Christian Academy School Guidelines – 30 Point Plan  
**Marin Christian Academy webpage [HERE](#)**
- COVID-19 School Guidance Checklist
- School Site Specific Protection Plans (SSSPP's)  
**SSSPP's is available at this [HERE](#)**
- MOU with Teachers – **Not Applicable/Documentation of discussions/trainings**
- MOU with Classified Staff – **Not Applicable/Documentation of discussions/trainings**

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.



## **A Public Health Guided Return to Site-Based Classroom Instruction 30-Point Plan**

While our Re-Entry Plan will provide a complete outline of what we all can expect, we are rethinking how school *looks*. We are following [A Public Health Guided Return to Site-Based Classroom Instruction](#) issued by Dr. Matt Willis, Marin County Health Officer, and Mary Jane Burke, Marin County Superintendent of Schools. We understand that these guidelines could change as the situation evolves and are ready to make any changes as they occur.

### **2. Health/Safety Practices and Protocols**

- All teachers/staff will be expected to wear face masks/shields while on campus.
- Essential Protective Equipment is available in the school office for parents, teachers, staff, and students.
- All students k-8<sup>th</sup> grades are expected to wear face coverings inside and outside the building.
- Teachers/Staff will monitor students while face coverings are in place inside and outside the building.
- Hand washing is required for anyone entering the school building. There are two 3 faucet hand washing stations available to use.
- Teachers, staff, and students have access to handwashing areas in each classroom, school offices, and outside locations.
- Time to wash hands is built into the transition times inside the classrooms, during outside play, lunch activities, and bathroom breaks.
- Campus entries and hallways are marked with signs that regulate traffic flow and help keep students appropriately distanced. The library, 2nd floor class, and music room have been reconfigured to create additional classroom space to support our cohort approach.
- If a student becomes ill/sick they will be removed from the classroom.

- A call will be made to the parents to pick up the student.

- The ill student will stay in an isolated area/office or classroom until the parent arrives.
- If the student has a fever at or above 100.4 they will be required to stay home for the next 48 hours symptom-free without the use of medications.

### **3. Training Opportunities**

Over 2 weeks (Aug 17-28) all teachers and staff are required to attend training on the following items:

- Cleaning/Disinfecting
- Classroom Management during COVID
- Social Distancing in the classroom
- Safety/Health
- First Aid/CPR
- Bloodborne Pathogens
- Sick Policies

Prior to school starting all parents, students and teachers will be meeting in small cohorts for training on the following topics:

- Cleaning/Disinfecting
- Age-appropriate social distancing in the classroom (what that looks like for students).
- Bathroom behavior, expectations, and protocols
- Safe drop off/pick up procedures/zones

### **4. Primary and Secondary Point of Contact**

The school office has assigned Heather Freeman to direct questions or concerns around practices, protocols, or potential exposure. Ms. Freeman will also serve as a liaison to the Public Health Department. In the absence of this assigned person, we have also identified Christopher Mychajluk as the second person to be available for all questions or concerns.

### **5. Cleaning and Disinfecting**

Intensified and increased cleaning/disinfecting are put in place and have already been implemented.

- Janitorial Services have been increased to 5 days per week.
  - Cleaning/Disinfecting classroom, hallways, other surface areas and floors
  - Removing all recycle/trash
  - Cleaning/Disinfecting bathrooms
- Teachers and Staff are cleaning/disinfecting high touched surfaces throughout the day
  - In the classrooms, this would be door handles, student desks, chairs, and sink area.
  - In the office, this would be the front counter, doors, door handles, and staff workspaces/offices.
  - Additional employees have been designated to disinfect the restrooms throughout the day.
- Each classroom has a basket with readily available cleaning supplies: paper towels, soap/water spray for cleaning, disinfectant spray, Clorox wipes, gloves, and masks



## **6. Health Screening for Students and Staff**

Parents and caregivers will monitor their children for signs of infectious illness every day at home. Teachers/Staff conduct daily health screenings each morning prior to class. All Teachers and Staff check-in with the school office to complete the health screening.

## **7. Policy for Teachers, Students, and Staff**

Anyone who is feeling sick with any of the [following symptoms](#): cough, runny nose, headache, fever, shortness of breath, fatigue, just an overall sense of not feeling well are encouraged to stay home and rest.

- Anyone with a fever over 100.4 will need to stay home for 48 hours symptom-free without the use of medication.

- Anyone who begins to feel ill/sick during the school day is to report to the school office so staff can assess the situation and ask qualifying questions.

## **8. COVID-19 Testing**

MCA supports 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 two months. We will be using PMH Laboratories to facilitate these testing requirements. The first testing date is scheduled for Monday August, 24.

## **9. Teacher/Parent Communication for possible COVID scenarios**

We currently use and follow the template provided by Marin County of Public Health to ensure scenarios of [possible COVID exposure](#) are handled immediately.

## **10. Social/Physical Distancing**

During school teachers, staff and students will practice physical distancing of six feet when practicable. Distances of 4-6' are permissible between students within a classroom.

- Student desks in each classroom have been placed 6ft apart when practicable with floor markings to give students visual aids when learning physical distance.
- Physical distancing floor stickers are placed throughout each classroom to give students more of an understanding of the 4-6 ft distance practices. (I.e: Near the handwashing sink, teachers desk, door, backpack area, book area)
- Physical distancing floor stickers are also placed throughout the school building along with traffic flow signage to help direct and keep the cohorts separate as much as possible

## **11. Stable Classroom**

Each classroom is set up as room allows following the 4ft-6ft guidance. Students' class by grade are maintained throughout the school day. There is an assigned primary teacher, and systems are in place to prevent the mixing of classrooms.

- Teachers Classes
  - Kinder Class #1 - Mrs. Newberry
  - Kinder Class #2 - Mrs. Mychajluk
  - 1st Grade - Mrs. Isaac
  - 2nd Grade Class 1 - Ms. Scott
  - 2nd Grade Class 2 - Ms. Raguro
  - 3rd Grade - Mrs. Vu
  - 4th Grade - Ms. Redmond
  - 5th Grade - Mrs. McElroy
  - Office Staff - Ms. Freeman, Mrs. VanAllen, Mrs. Chor

## **12. Accurate Attendance/Data**

At this time our sixth-8<sup>th</sup> grade students will each have a class per grade. Also, we will use clipboards in each room for trace/tracking purposes.

Teachers are responsible for taking daily attendance no later than 8:45 am. By 9 am phone calls will be made to parents whose students are absent. Tacking will be in Renweb with specific illnesses noted for history purposes.

## **13. Classroom Set-up-Configurations**

Each student desk will be separated by 6 ft. if practicable, otherwise 4ft will be maintained. The teacher's desk will be 6ft from student desks as much as possible. Teachers will be mindful of 4ft-6ft distance during instructional time, free time, and when washing hands.

Physical distance floor stickers have been placed throughout the classroom to remind students to keep a 6ft distance.

**14. Document/Record visits to classrooms**

Inside each classroom, we have placed a clipboard for Trace/Tracking purposes. If a school staff, administrator, or another teacher enters a classroom other than their assigned class; They are required to list their name and the date they entered the classroom. This process will assist in history tracking and ensure tracing is possible.

### **15. Entry/Exit Routes**

*Kinder class 1 & 2, 1st grade, and 2nd grade class 1 & 2* will enter through the glass door at the front of the school building. Parents in these grades will enter from the Rowland Avenue Driveway and proceed to the middle of the school parking lot. Signs and cones will guide parents where to park and drop off their child. After check-in, students and teachers will wash their hands and enter the building using the front stairs to their classrooms. Stairs have signs reminding the students which way to walk.

*3rd Grade, 4th Grade, and 5th Grade* will be a drive-thru drop-off. Parents enter from S. Novato Blvd and turn right into the underneath parking lot area. Students will be dropped off directly in front of their specific class check-in station. There will be signs and cones to guide parents along the way. Students will use the back entrance and proceed up the backstairs to their classrooms. The stairwell has signs reminding students which way to walk.

### **16. Recess Schedule**

Recess and snacks will be done by class in designated areas separate from other classes. Physical fitness/games will be included twice a week outside per classroom.

Lunches will be done by class in designated areas separate from other classes. Classes will rotate for outside play preventing the mixture of students. Handwashing will be completed before re-entering the school building

### **17. Movement on Campus**

Signs are on display in the hallways and walkways for students to move from one area to another without missing classroom cohorts. Staff and Teachers are mindful of space when occupied by students and/or a cohort.

### **18. School Assemblies**

Large gatherings of students, teachers, and staff are not permitted at this time.

### **19. Outdoor Space for Education**

Teachers are encouraged to hold lessons outside (weather permitting). The campus has a large outdoor area that can be used for educational purposes. During the warmer months there is adequate space and shade available. Teachers check-in with the school office staff to schedule a time outside for class to keep from mixing of cohorts.

### **20. Playground Equipment**

Each classroom has a separate bag of toys, balls, and outside play items. Cohorts will have their own separate outside equipment. Outside equipment is cleaned/disinfected once a week by the teacher/students.

Large Play Structure has a rotation schedule once a week between the youngest 5 classes (kinder class 1, kinder class 2, 1st grade, 2nd grade class 1, and 2nd grade class 2). On Friday of each week, maintenance/janitorial cleans and disinfects the play structure.

### **21. Non-Classroom Space**

Extra classrooms, outdoor learning areas, and multipurpose rooms have been reconfigured for physical distancing and can be used for tutoring or special class projects. Teachers need to reserve the space with the school office to keep from mixing cohorts. Maintenance/Janitorial is instructed by the school office staff to clean/disinfect after a class cohort has used the space.

### **22. Food/Snacks/Lunch**

Lunch is eaten outside with each class/group. Students bring snacks/lunch from home and keep them in their backpacks. Backpacks are allowed and are to be hung on every other hook in each classroom.

### **23. Routines and Schedules**

Hand washing routines happen in intervals throughout the day in each of the classrooms. Sample schedule:

*Wash hands outside prior to entering the school building*

#### **Instruction Time**

*Wash hands in the classroom before eating snack*

Morning Snack/Break

#### **Instruction Time**

*Wash hands in the classroom before eating lunch*

Lunch/Recess

*Wash hands outside before entering the classroom*

#### **Instruction Time**

*Wash Hands in the classroom at the end of the school day*

### **24. Face Coverings**

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 condition. Teachers are required to wear a face-covering and shield while on campus.

### **25. Face Covering Training**

All teachers and school staff have completed training on the proper use of face coverings which included instruction on minimizing touching of face coverings. Part of classroom management is ensuring all students are taught and trained on proper face coverings. Included but not limited to:

- Face coverings must be over the nose and mouth areas
- Face coverings are to be student-specific and NEVER shared

- Face coverings are to stay on, not to be used as a toy
- Face coverings are important for everyone's health
- If a face-covering falls on the floor, is stepped on or thrown across the room; a new face-covering will be provided to the student by the teacher

## **26. School Supplies**

Each student is responsible for their own school supplies. Per our school supply list, an individually labeled box is part of the supplies needed to keep pencils, pens, scissors, erasers, etc., separate from one another. School materials are never to be shared. Teachers have supplies readily available and should let students know they can ask them if a certain supply is needed.

## **27. Electronic Devices/Chromebooks**

Each classroom has their own electronic devices. Each device has the student's name attached and will not be used by another student. Should an electronic device need to be handled by another student the teacher is trained to disinfect the unit prior to use.

## **28. Privacy Boards/Clear Screens**

Privacy boards are made available as needed. This decision is left up to the teacher on when and how to use these screens in the classroom.

## **29. Visitors/Volunteers/Vendors**

Parent volunteers will be limited. Volunteers will be screened once office staff have asked qualifying health questions and estimated possible risk factors.

Visitors are not allowed on campus.

Vendors will be restricted on campus during school hours and must check-in with the school office when arriving. Vendors who stay on campus will need a temperature check, answer health questions, and login in/out on a vendor list for tracing and tracking purposes.

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

This plan is posted on our school website, has been shared with all staff and families and will be updated as state and local Public Health guidance dictates.

# COVID-19 School Guidance Checklist

January 14, 2021

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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  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

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**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](mailto: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?)

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

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

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**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.

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**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:

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**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:

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**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:*

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**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 CRP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# 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>	
Marin Christian Academy	
<b>School Type (select one)</b>	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
Heather Freeman Christopher Mychajluk RuthAnn Newberry	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Primary: Heather Freeman, hfreeman@MarinChristian.org 415-892-5713 Secondary: Christopher Mychajluk, cm@MarinChristian.org 415-892-5713	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
8/14/2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Christopher Mychajluk	<b>Title:</b> Head of Schools
<b>Email:</b> cm@MarinChristian.org	<b>Phone Numbers:</b> 415-892-5713

I, **Christopher Mychajluk**, 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.

Christopher Mychajluk, Heather Freeman and Ruthann Newberry meet together on a weekly basis to ensure the school is running smoothly, adhering to local Public Health Orders and will maintain the School Site-Specific Protection Plan. If the plan needs to be modified, Heather Freeman will modify plan and make sure copies of the modified plan are distributed to staff and families. A copy of the most recent plan will be made available in the school office.

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.

Face coverings/masks, hand sanitizer and gloves are available for employees, parents and visitors at all times located in the school office. We have installed 2 touch less hand washing stations outside so students can wash hands prior to entering the building. Staff has been trained to remind students not to touch their face coverings, wash hands frequently and to cough/sneeze in the crook of their elbow then wash hands. Student and staff attendance is tracked through Renweb on a daily basis with specific notes in the health area to track illnesses.

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

MCA created a COVID-19 Handbook for teachers, families and students with an outline on the importance of health and safety practices and protocols. Teachers have been trained to ensure students wash hands for 20 seconds, mindful of physical distancing, maintaining a stable cohort and emphasizing the importance of parents at home health monitoring of their child each day.

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).

Both Heather Freeman and Christopher Mychajluk have been on all MCOE/Marin County Health Department zoom calls since the beginning of COVID-19. Both have the ability to change protocols/practices as needed to ensure guidance is limiting potential exposure. Extensive knowledge of all Marin Recovers supporting documents. Have trained the staff/teachers on COVID cleaning and practices/protocols in how to limit exposure.

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.

Intensified and increased cleaning/disinfecting are put in place and have already been implemented. Janitorial Services have been increased to 5 days per week. Cleaning/Disinfecting classroom, hallways, other surface areas and floors . Removing all recycle/trash and Cleaning/Disinfecting bathrooms. Teachers and Staff are cleaning/disinfecting high touched surfaces throughout the day  
In the classrooms, this would be door handles, student desks, chairs, and sink area.  
In the office, this would be the front counter, doors, door handles, and staff

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 teachers and staff are required to check into the school office every morning prior to entering the classroom. A temperature check is taken and documented with qualifying health questions. This health screening assessment is conducted daily and maintained for historical track/tracing purposes.

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:*

ISOLATION PROTOCOL: If a student develops symptoms at school we will remove the student from class, keep the student under observation in a separate area until they can be picked up. Students cannot stay in isolation for the remainder of the school day. Students will be required to wear a mask if symptoms are visible.  
When a parent arrives we ask they please stay in their car and call the school office. A staff member will walk the student out to the parent. MCA has 3 available rooms that can be used as an isolation area. These rooms are not near the school office or play yard and are not used by cohorts. The rooms will be able to be cleaned/disinfected immediately after the

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)

ARCH/PMH Laboratories  
310-438-9718  
First available test date is scheduled for Monday, August 24

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.

We created a COVID-19 Handbook for families, teachers and students. This handbook outlines the protocols along with the implementation for communication to families following the COVID-19 related scenarios.

If staff/student may have been exposed to COVID-19

If any member of the household has a confirmed or suspected case of COVID-19, please call the school office immediately. All members of the household should stay home and self-quarantine for 14 days after the last exposure.

Student may return to school if they have remained symptom free for 14 days

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.

During school teachers, staff and students will practice physical distancing of six feet when practicable. Distances of 4-6' are permissible between students within a classroom.

Student desks in each classroom have been placed 6ft apart with floor markings to give students visual aids when learning physical distance.

Physical distancing floor stickers are placed throughout each classroom to give students more of an understanding of the 4-6 ft distance practices. (I.e: Near the handwashing sink, teachers desk, door, backpack area, book area)

Physical distancing floor stickers are also placed throughout the school building along with

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.

Each classroom is set up for a class size of 15 (or as room allows) students and maintained throughout the school day. There is an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts. Signage for one way walking through hallways, signs on doors in/out, physical distancing stickers are located on the floors to keep students mindful of their specific cohort. Lunch and recess times are staggered to prevent the mixing of cohorts. Arrival and departure procedures have been put in place so as not to mix the 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.

Each classroom has a clipboard with a track & trace form attached. Any person who enters the classroom will put their name and date on the form. This will maintain accurate data for student and teachers 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.

Each student desk will be separated by 6 ft. The teacher's desk will be 6ft from student desks as much as possible. Teachers will be mindful of 4ft-6ft distance during instructional time, free time, and when washing hands. Physical distance floor stickers have been placed throughout the classroom to remind students to keep a 6ft distance. Desks are arranged facing forward to minimize face to face proximity. Screen dividers are available if needed.

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.

Each classroom has a clipboard with a track & trace form attached. Any person who enters the classroom that are not identified as their primary cohort will put their name and date on the form. This will maintain accurate data for tracking and tracing purposes. Teachers will wear a face shield and/or mask at all times while maintaining physical distancing of 6ft.

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

Younger grades will enter through the glass door at the front of the school building. Signs and cones will guide parents where to park and drop off their child. Stairs have signs reminding the students which way to walk.

Older grades will be a drive-thru drop-off. Students will be dropped off directly in front of their specific class check-in station. There will be signs and cones to guide parents along the way. Students will use the back entrance and proceed up the backstairs to their classrooms. The stairwell has signs reminding students which way to walk.

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

Recess and snacks will be done by cohort in designated areas separate from other cohorts. Physical fitness/games will be included twice a week outside per classroom cohort.

Lunches will be done by cohort in designated areas separate from other cohorts. Class cohorts will rotate for outside play preventing the mixture of cohorts. Handwashing will be completed before re-entering the school building

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

Signs are on display in the hallways and walkways for students to move from one area to another without missing classroom cohorts. Staff and Teachers are mindful of space when occupied by students and/or a cohort.

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

Large gatherings of students, teachers, and staff are not permitted at this time. This is all located in our COVID-19 Handbook for families, teachers and students.

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.

Teachers are encouraged to hold lessons outside (weather permitting). The campus has a large outdoor area that can be used for educational purposes. During the warmer months there is adequate space and shade available. Teachers check-in with the school office staff to schedule a time outside for class to keep from mixing of cohorts. Doors will be permitted to stay open. Ventilation system has had upgrades and the amount of outside air flowing in has been increased by 30%

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.

Each classroom cohort has a separate bag of toys, balls, and outside play items. Cohorts will have their own separate color coded outside equipment. Outside equipment is cleaned/disinfected once a week by the teacher/students.

Large Play Structure has a rotation schedule once a week between the youngest 5 classes. On Friday of each week, maintenance/janitorial cleans and disinfects the play structure.

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.

Extra classrooms, outdoor learning areas, and multipurpose rooms have been reconfigured for physical distancing and can be used for tutoring or special class projects. Teachers need to reserve the space with the school office to keep from mixing cohorts. Maintenance/Janitorial is instructed by the school office staff to clean/disinfect after a class cohort has used the space.

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.

All meals will be eaten inside each cohort classroom. Students will be bringing their own lunch to school. We are not providing a hot lunch program at this time.

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

Hand washing routines happen in intervals throughout the day in each of the classrooms.  
Sample schedule:  
Wash hands outside prior to entering the school building  
Instruction Time  
Wash hands in the classroom before eating snack  
Morning Snack/Break  
Instruction Time  
Wash hands in the classroom before eating lunch

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 3rd grade and above are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral condition. Students in grades 2nd and lower may wear a face-covering inside the classroom. Teachers are required to wear a face-covering and/or shield while on campus. Teachers have been trained to incorporate how to wear face masks properly as needed throughout the day during instructional times. Face covering etiquette has been established and will be followed as part of our social/emotional learning.

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.

All teachers and school staff have completed training on the proper use of face coverings which included instruction on minimizing touching of face coverings. Part of classroom management is ensuring all students are taught and trained on proper face coverings.

Included but not limited to:

Face coverings must be over the nose and mouth areas

Face coverings are to be student-specific and NEVER shared

Face coverings are to stay on, not to be used as a toy

Face coverings are important for everyone's health

If a face-covering falls on the floor, is stepped on or thrown across the room; a new face-covering will be provided to the student by the teacher

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.

Each student is responsible for their own school supplies. Per our school supply list, an individually labeled box is part of the supplies needed to keep pencils, pens, scissors, erasers, etc., separate from one another. School materials are never to be shared. Teachers have supplies readily available and should let students know they can ask them if a certain supply is needed.

Each classroom cohort has a separate bag of toys, balls, and outside play items. Cohorts will have their own separate outside equipment. Outside equipment is cleaned/disinfected once a week by the teacher/students.

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

Each small cohort classroom has their own electronic devices. Each device has the student's name attached and will not be used by another student. Should an electronic device need to be handled by another student the teacher is trained to disinfect the unit prior to use. Sharing of school materials, clothing, books are discouraged. If sharing occurs proper disinfecting will take place on the shared items.

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

Privacy boards are made available as needed. This decision is left up to the teacher on when and how to use these screens in the classroom.

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

Parent volunteers will be limited. Volunteers will be screened once office staff have asked qualifying health questions and estimated possible risk factors.

Visitors are not allowed on campus.

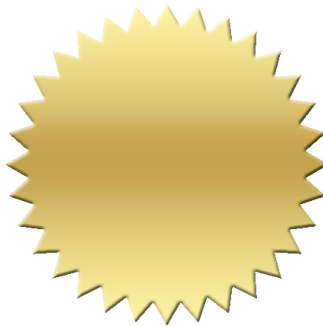
Vendors will be restricted on campus during school hours and must check-in with the school office when arriving. Vendors who stay on campus will need a temperature check, answer health questions, and login in/out on a vendor list for tracing and tracking purposes.

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.**

<p>MARIN CHRISTIAN ACADEMY 1370 SOUTH NOVATO BLVD., NOVATO CA 94947</p>	<h1>School Site-Specific Protection Plan</h1>
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# Certificate of Completion



<p>Marin Christian Academy 1370 S. Novato Blvd Novato CA 94947</p>
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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:**

<p>MarinChristian.org</p>
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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.**

# **Documentation/Training**

## **Staff and Teachers**

Marin Christian Academy created a COVID-19 Handbook for teachers, families and students with an outline on the importance of health and safety practices and protocols. Teachers have been trained to ensure students wash hands for 20 seconds, mindful of physical distancing, maintaining a stable classroom environment. Emphasizing the importance of parents at home health monitoring of their child each day along with participation of low risk activities while the student is a part of in-person learning.

The Superintendent of Schools, Mr. Mychajluk met with each teacher and discussed the safety practices and protocols that were being put in place by Marin County Office of Education. Extensive training was given to the teachers and staff as well as follow up training sessions on cleaning and disinfecting, decision tree protocols with changes as they happen, communication to the school families when COVID exposures occur along with communication to teachers/staff on possible COVID exposures in the classroom and among peers.

All of our teachers agreed to return to campus for in-person learning.