

# **Marin County Schools COVID-19 Safety Plan**

## **Guidance and Template**

### **2021-22 School Year**

#### **Guidance for Developing Your School Site Specific Safety Plan (SSSPP) / COVID-19 Safety Plan (CSP)**

1. Maintain and update a Multi-disciplinary Task Force formed during prior school year (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this COVID-19 Safety Plan who will meet regularly, will seek and gather input from stakeholders, and will monitor Public Health Information to help adjust and implement 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 [Marin County Schools Health and Safety Guidelines](#) as a guide for conducting your assessment.
3. Develop and finalize your CSP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own CSP 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 Marin County Public Health Officer.
5. Finalize your CSP to distribute widely to staff and families, and post on your school website, encouraging input, suggestions and questions. 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. CSPs should be updated if protocols shift under the direction of Public Health.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - Not enter the facility with any COVID-like symptoms; stay home if sick
  - Wear face coverings indoors; and
  - Practice good hand hygiene.

#### **Tools for Developing Your COVID-19 Safety Plan (CSP)**

##### **1. COVID-19 Safety Plan 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 COVID-19 Safety Plan (CSP). It contains all of the standard content already written for you to apply the Health and Safety Guidelines to your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your CSP. 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.

**CONTACT INFORMATION**

<b>School Name</b>	Marin Christian Academy
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<b>School Type (select One)</b>
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- Traditional/Alternative Public School
- Charter School
- Private, Independent or Parochial

<b>Public Health and Safety Liaisons</b> (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
Heather Freeman <a href="mailto:hfreeman@marinchristian.org">hfreeman@marinchristian.org</a> 415-892-5713 / cell 707-971-6805 Christopher Mychajluk <a href="mailto:cm@marinchristian.org">cm@marinchristian.org</a> 415-892-45713 / cell 415-720-7056

<b>School Multi-Disciplinary Task Force Members and Positions</b> (ie teachers, custodians, secretaries, paras, parents, students, administration)
Keely Nickel, Parent (PTA) Kaitlyn Schenone, Staff/Parent RuthAnn Newberry, Early Education Heather Freeman, Health Liaison Christopher Mychajluk, Administration

<b>Principal/ Administrator Name</b>	Christopher Mychajluk		
<b>Contact Email</b>	cm@marinchristian.org	<b>Contact Phone</b>	415-892-5713

The above Principal/Administrator certifies that all staff and parents have been provided a copy of this CSP, which is posted on the school/district website, and that staff have received training as described in this CSP.

<b>Signature</b>		<b>Date</b>	
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**SPECIFIC CONTROL MEASURES**

Please provide as much detail as possible for how you intend to implement each guideline or check the box to indicate that you will adhere to the corresponding Guideline. If you need additional space, please provide an attachment.

Enter your School's protocols below each Guideline. If a Guideline is 'Not currently applicable' or not relevant to your student population, you may enter N/A. Even if 'Not currently applicable', protocol information is welcome.

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, and up to date student and staff attendance tracking.

**There are 3 hand washing stations located on the outside areas of the campus. Students can wash hands prior to entering the building and before/after eating. There are also sinks in each classroom so students can wash hands throughout the school day. K-12 grade students and teachers are required to wear face coverings inside. Essential Protective Equipment is made available to all teachers, staff and visitors in the MCA Main School Office. Student and Staff attendance tracking is taken through Renweb (FACTS) and data is made available via daily, weekly and monthly reports.**

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

**During teacher work week (August 16-20) training is provided to all teachers and staff on the importance of health and safety protocols and practices. COVID cleaning baskets are in each classroom and training is completed on how to use these cleaning products. A New Parent Orientation meeting is completed the first week prior to the start of school. We address MCA's health/safety protocols with parents, along with monthly/weekly parent newsletters/updates reminding parents of the importance of health and safety practices.**

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 serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan (COVID-19 Safety Plan).

**Both Heather Freeman and Christopher Mychajluk have been listed as the point contacts since the beginning of COVID. We have now added a 3rd point person, Sara Maher at our MCA Middle School and High School Campus. The contact details are as follows:**

Christopher Mychajluk 415-892-5713 [cm@marinchristian.org](mailto:cm@marinchristian.org)  
Heather Freeman 415-892-5713 [hfreeman@marinchristian.org](mailto:hfreeman@marinchristian.org)  
Sara Maher 415-892-8921 [smaher@marinchristian.org](mailto:smaher@marinchristian.org)

5. Plans are implemented for intensified cleaning and disinfecting, including training for all staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

**MCA has “Cleaning Baskets” in each classroom, office and chapel area. These baskets have all the PPE, disinfecting and cleaning supplies needed to keep areas clean on a regular basis. Teachers and staff are responsible for disinfecting frequently high touched areas around the classroom and throughout the school building.**

6. Parents, caregivers, or guardians should monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

**Parents, caregivers or guardians will self monitor students' symptoms. If a student is sick they stay home. If a student becomes sick/ill during the school day they will be sent to the office and the parent will be called. If the school office believes these are COVID-like symptoms, a BinaxNow Test will be administered with parental consent. Parents have been instructed to pick up their child within 30 minutes of being called. MCA has sent home updated sick policies adhering to the CDC and Marin Public Health guidelines.**

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.

**MCA will use the chapel area or other similar space away from students, teachers and staff. Should a student become ill at school, the health liaison or other office personnel will stay with the student. Staff are instructed to wear proper PPE, along with the masked student and are to stay in a well ventilated area until the child can be picked up.**

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19 and provide options for symptomatic testing for students and staff, exposure response testing, and testing for modified quarantine. Testing of students must include appropriate parental permissions obtained in advance. If a fully vaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

**MCA has BinaxNOW COVID Tests available to use on staff and students as needed. Beginning October 1st there will be a plan in place to test all unvaccinated staff/teachers once a week. Students will be tested if sent to the school office with COVID-like symptoms with parental consent. MCA enforces all CDC and local public health guidelines to mitigate transmission of COVID-19.**

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 By Tier](#))

- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
- A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- A student or staff member tests positive for COVID-19. Non-vaccinated close contacts need

- to be quarantined. Fully vaccinated close contacts do not need to quarantine.  
• A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

10. **Not currently applicable:** Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.

11. **Not currently applicable:** For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.

12. **Not currently applicable:** For middle and high schools, larger stable groups 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.

13. **Not currently applicable:** 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 group, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom.

**MCA keeps ongoing records of all school staff and their location in/out of classrooms. School staff who teach once a week in specific classrooms check in with the front office, sign in on our visitor log noting which grade/classroom they will be in on any given day. This information gives health liaisons the details they need to easily track/trace.**

15. **Not currently applicable:** Routes for entry and exit to the campus will be designated for each classroom group, using as many entrances/exits as feasible.

16. **Not currently applicable:** Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.

17. **Not currently applicable:** Congregate movement through hallways will be minimized as much as practicable.

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

**MCA's policy is to hold large gatherings outside with smaller groups. We have split any group into upper and lower elementary. Kindergarten-2nd grade and 3rd-5th grades.**

19. **Not currently applicable:** The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **Applicable:** 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. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.

**MCA has already updated the current HVAC systems and are using higher MERV 13 filters. We have also maximized the current air flow going into the building.**

**School Air Quality Activity Recommendations are posted in the school office. The office staff and/or Principal will communicate with teachers if air quality becomes an issue where students will need to stay inside.**

20. **Not currently applicable:** Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. If used, outdoor playgrounds/natural play areas only need routine maintenance.

21. **Not currently applicable:** 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. **Applicable:** Meals will be served outside as much as possible. **Not currently applicable:** Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.

**MCA has partnered with School Eatery 3 times per week (M,W,F). Lunch will be delivered and handed out at the back picnic table area. All students will eat snacks and lunch outside. We have 2 separate groups divided by Lower Elementary (K-2) and Upper Elementary (3-5). Lunch area seating charts have been created and are posted in the back lunch area.**

23. **Not applicable:** 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 based on the direction of public health (indoors and outdoors), 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.

**Face coverings can be removed during P.E. and other sports activities on campus. Teachers continue to educate students on how to properly wear masks and enforce the wearing of masks inside the school building and school office.**

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, and how to ensure a proper fit.

**All staff/teachers are trained during teacher work week (August 16-20) on how to properly use face coverings. 1) Do not touch the front of the masks. 2.) How to properly take on and take off masks using the side band pieces. Adult and kid sized masks are available inside the school office and readily available for anyone who needs them.**

26. **Not currently applicable:** 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. **Not currently applicable:** Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

28. **Not currently applicable:** Use of physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.

29. Non-essential visitors, including parent volunteers will be limited. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

**All visitors/volunteers sign in at the school office. Vaccination status will be requested prior to volunteering to assist with the track/trace process and mitigate COVID-19 transmission.**

30. All eligible students and staff should get vaccinated as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public. (Note: State Public Health Order for vaccination requirement is anticipated).

**As of 9/7/21, vaccination status of teachers and staff is being collected and will be made available if requested. Names of those teachers and staff will not be made public. Teachers and staff are able to defer and direct vaccination questions from parents to the school office in they choose.**

31. Other School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance (pending).

32. A [School Site-Specific Protection Plan](#) (SSSPP) / COVID Safety Plan (CSP) outlining the above measures is completed, posted and updated on school or district websites and shared with all staff and families. Schools should update SSSPPs / CSPs as state and local Public Health guidance changes.

**An updated school site-specific protection plan was posted on the school website on 9/7/21 and will be updated as needed.**