

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.

School or District Site Name	
All Children Academics	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
We are a school of only 12 students, and 3 teachers, and 1 administrator. Task Members: 1. Shana Kenney-owner and director of school 2. Olivia Johnson-head teacher of school 3. Paul and Ruby Pratt-parents, in the medical field profession 4. Tila Staccini- consultant to ACA for COVID-19 protocols.	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Shana Kenney AllChildrenAcademics@gmail.com 415.595.1762 415.258.9572	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
August, 15th, 2020	
Principal or Administrator	
Name: Shana Kenney	Title: Owner
Email: allchildrenacademics@gmail.com	Phone Numbers: 415.258.9572

I, Shana Kenney, 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:

Shana Kenney

Date:

August 16th, 2020

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.

All Children Academics has been meeting regularly since March with the above mentioned task force members. We continue to have Friday ZOOM meetings to discuss guidelines from MHHS, and to discuss the maintenance of safety, cleaning protocols.

- 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.

Yes.
 We have installed outdoor hand washing stations connected to running water.
 Staff, and students are provided with options for face coverings.
 Essential protective equipment: gloves, masks, cleaning products, are overly stocked, and on monthly automatic delivery from Janiline, Novato.
 We use Pre Work Screen for both staff and student attendance; where students and staff

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

A ZOOM training was provided in June prior to opening for summer camp for both staff, and families. We have additionally had a ZOOM meeting the first week of July, and the first week of August, to update staff and families on health and safety protocols. We send regular updates and links to Marin County Office of Education and MHHS videos to our families, and staff.

- 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).

Primary:
 Shana Kenney
 415.595.1762
 allchildrenacademics@gmail.com

Secondary:
 Olivia Johnson

- 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.

Teachers have been training monthly since June, on the requirements from cleaning and disinfecting. Protocol signs are posted for teachers for reminders, as well as Monday morning emails, that review the protocols. The director does routine and consistent observation and implantation all day long.

Teacher Bathroom Protocol: (3 teachers are on staff)
Teachers will be assigned one bathroom, and expected to thoroughly clean after they use it.

- 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](#))

The attachment titled: Health Screening, has been reviewed with parents over ZOOM, is posted on our website, and has been sent home for parents to review each morning before bringing their child to school.

Once arriving at school parents must open the App "Pre Work Screen" a teacher will come to your car, please everyone stay in the car. A teacher will take your child's temperature

- 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:

Staff and student who become sick are expected to stay home, but if someone becomes sick while on campus they are expected to go to the isolation area.

The designated isolation area will be the directors office, which has a private door to the outside, and a private entrance to the parking lot. It includes a private bathroom.

- 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)

1st. Go Health, Strawberry in Mill Valley, 650.448.1455
2nd. Color, San Rafael, 415.473.7191

- 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.

Please see the attached Health Protocols Document

- 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.

Where practicable, 6 feet of physical distancing will be maintained between ALL individuals both inside and outdoors on campus. This includes, teacher to teacher, teacher to student, and teacher to parent. Parents are required to stay in their vehicles during pick up and drop off. In the event a parent needs to exit their car, they must maintain 6 feet of social distancing.

- 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.

Our entire school is ONLY 12 students. We will remain as a school wide of cohort of 12 students. ACA will not be allowing anymore students for the 2020-21 school year.

- 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.

N/A

- 13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

Student desks will face forward in one single row, 4 students wide, in 3 groupings. Desks will represent 6 feet apart in all directions from other students, and staff.

- 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.

We only have 12 students on campus, we will be considered one outdoor cohort.

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

Our full school, cohort of 12, will use one designated area for entrance. Arrival time will vary to allow for spacing, and hand washing before entering campus.

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

Since we are one student cohort of 12 for the entire school, and are operating fully outside recess and lunch will be with the cohort.

Arrival times vary within a 30 minute drop off for the 12 students to enter school. A teacher will meet the student at their car, at the front gate, and allow the student into school, after following health screening. The teacher will have the student enter campus to the hand washing station, when it is clear from the student in front.

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

All class will be held outside.
When we are forced to move inside due to weather or fires, the 12 students will be arranged in 3 classrooms of 4. All with different hallways, access points from outside, and separate bathrooms.

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

There will be no parents, or outside persons allowed on school property.
All gatherings will be prohibited.
All field trips will be prohibited.
The 12 students and 3 teachers will be the only ones allowed on campus.

- 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.

Our school of 12 students, will operate fully outside. Appropriate shade structures and canopies have been installed for sun safety.

When we are forced to move into the classroom due to weather or fires, classrooms have air conditioning and air filters, and appropriate spacing.

- 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.

Our full school of only 12 students will be encouraged to participate in physical activities on the astro turf, that encourage less contact. Shared equipment, will be cleaned thoroughly before another student uses it.

- 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.

All instruction for our small group of 12 will be held outdoors.
If we are forced to move inside due to fire conditions, or weather, students will be separated in 3 classrooms, of 4 students each, for maximum distancing.

- 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.

Students will eat outside, unless weather or fire conditions.
All students must bring their lunches and water bottles from home. There will be no sharing of food. The school will provide lunch boxes and water bottles for those in need.

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

Healthy Hygiene Practices
Multiple outdoor sinks have been installed to make hand washing readily available.
All people on campus and prior to entering campus must follow the below practices.
Staff and students will wash hands in the outdoor sink prior to entering school campus.
Staff and students will step on shoe sanitizer mat before entering school campus.
Throughout the day hand washing will be required:
Every 30 minutes, coordinating between learning stations, and after the following.

- 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.

Face Coverings
Adults:
Face coverings will be required to be worn by all adults and staff on campus at all times.
Parents must wear face coverings when communicating with staff, this includes while the parent remains inside their car.

Students: (we have only 2 students above grade 3. 1 in 3rd and 1 in 4th.)

- 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.

Staff has been trained in June and in August on how to properly wear face coverings. Staff has been trained, with visuals provided on how to teach students on how to properly wear a face covering. This includes instruction to minimize touching 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.

Students will have their own supplies, manipulatives and recreational materials as identified by their identification number,

If supplies MUST be shared, they will be thoroughly cleaned before the use by another student.

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

There will be no sharing of equipment amongst students or staff. If there MUST be sharing, all equipment will be thoroughly cleaned before the use by another student.

Students will have their own learning materials, as identified by their identification number. This includes all materials a student will need for the day.

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

Privacy boards will be put into effect if students are required to begin learning inside the classroom, due to weather or fires. Privacy boards will be utilized as deemed necessary with the 4 students in each 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.

There will be a no visitor/volunteer policy for the 2020-21 school year, this includes parents.

All staff (3 teachers) will be expected to adhere to all health and safety guidelines, as well as submit to monthly COVID test.

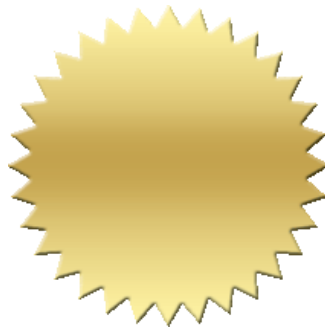
- 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Yes.

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

	<h1>School Site-Specific Protection Plan</h1>
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Certificate of Completion



<p>(enter School Site Name here) All Children Academics</p>

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>(enter School Site or District website here) www.allchildrenacademics.com</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.