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Terra Marin Schools’ reopening plan is Cal/OSHA compliant and aligned with all federal, Marin County, CA, and CDC health guidelines. Our plans to reopen will also be available on our website www.terramarin.org.

Our schools’ plan for reopening takes into consideration the aspects of our society living with COVID-19 for the foreseeable future. School is good for a student’s mental and physical health. At Terra Marin, we agree with local and public health experts on the benefits of peer social connection, a positive learning environment, and ongoing social-emotional support. Engaging in school is important for the well-being of childhood development. Our schools’ plan aligns with evidence-based strategies that lower the risk of viral exposure and ensure contact tracing.
HEALTH AND SAFETY MEASURES

Upholding county and state safety measures to ensure a confident return to campus is Terra Marin’s priority. Together as a community, we will do our part to continue teaching our students safe and healthy practices.

Safety and Health Practices

What are safe and healthy practices during this pandemic?

- Frequent hand washing
- Everyone wears an approved face covering
- Physical distancing
- Frequent cleaning and disinfecting

Following the above four practices has proven to reduce the risk of transmission of COVID-19 and other infectious diseases. Together with our community, Terra Schools is committed to training all students and staff in these practices and making them the highest health and safety priority for our school.

Please send your student to school every day with a face covering that he or she knows how to wear and that fits their face. According to the California Department of Public Health, a face covering must cover the mouth and nose and be secured to the head. Face coverings can be made of a variety of material (examples pictured below.) Students may also wear face shields. Students may be more comfortable wearing these as they allow their entire face to be seen. Single-use face masks will be on hand at the front office for students to use.

*Pictures to right: illustrates the many different choices of masks available.*

The requirement to wear face-covering applies to all students PK-8th grade. If you believe this guidance is contraindicated for your K, 1st or 2nd-grade child, please contact Aidan Gavet (aidan@terramarin.org) for accommodations.
The 4 S’s of Schoolwide Safety

Stable Cohorts, Safety (Masks & Physically Distancing), Sanitize Frequently, and Screening.

Additionally, Terra Marin will be enforcing these schoolwide health and safety measures to reduce the risk of exposure and promote the wellness of our community.

Daily symptom screening

Staying home when not feeling well

Well ventilated classrooms

Student cohorts by grade level (12-16 students)

Stable Cohorts

- Stable groups of 12 or fewer children (“stable” means that the same 12 or fewer children are in the same group each day). Children should not change from one group to another. If more than one group of children is cared for at one facility, each group should be in a separate room. Groups should not mix.

Safety Masks & Physical Distancing

- Teachers, administrators and students will wear masks at all times while on campus.
- Physical distance of 6ft or more will be required where and when possible.

Sanitizing Frequently

- Children and staff will wash hands with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol before and after eating, drinking, touching eyes/nose/mouth, toileting or diapering, and when having physical contact with another person.

Clean high-contact areas and surfaces frequently, using 10% bleach solution or EPA-approved disinfectant, including counters, toys, telephones, and doorknobs. Eating and food preparation areas must be cleaned before and after use.
Screening for Health

- Daily Health Questionnaire (prior to entry into the building or Micro-School location)
- Temperature Reading

Terra Schools will require a daily health screening for students, faculty, and staff entering the campus. Every individual must answer a series of questions regarding possible exposure to Covid-19 and symptoms. If the answer is “yes” to any of these questions, the student, faculty, staff member will be sent home. We urge everyone to stay at home if they are not feeling well. Fevers of 100.4 or higher for students, faculty, and staff will necessitate the student or staff to stay home. They may return when fever-free for 72 hours without the use of any fever-reducing medication. Students, faculty, or staff who have the following symptoms: sore throat, persistent runny nose, shortness of breath, cough, chills, diarrhea, vomiting, or muscle pain, will be sent home immediately until they are symptom-free. Should symptoms persist we would recommend a COVID-19 test be taken.

If someone in your household has come into contact with someone who is COVID-19 positive, please stay home. Please report to health@terramarin.org if you or your child has COVID-19 symptoms or has come into contact with someone who is COVID-19 positive. This information also needs to be reported to the Marin Public Health Department so they can conduct appropriate contact tracing.

Due to the contagious nature of COVID-19, extra measures will be taken to ensure the safety of our school community. We encourage families to monitor closely the health of their household members. If your child or a member of your household is showing symptoms of illness please keep your child home.

If your student feels well enough to attend school but you feel like they may be coming down with something, stay home and access our hybrid learning program online. This option is available so your child can stay on track and keep his/her classmates safe at the same time. We will make school a healthier place for everyone by choosing to stay home when sick.
Responding to COVID-19 or suspected COVID-19 cases in our community:

<table>
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<tr>
<th>Scenario</th>
<th>Action</th>
<th>School Communication</th>
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<tr>
<td>Student or staff member exhibits COVID-19 symptoms or answers “yes” to health screening questions or has a temperature of 100.4 or above</td>
<td>Student or staff member is sent home or stays home</td>
<td>Family is advised to contact physician and get tested for COVID-19</td>
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<tr>
<td></td>
<td><strong>Cohort remains open</strong></td>
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<tr>
<td>Family member or someone in close contact tests positive for COVID-19</td>
<td>Student or staff member is sent home or stays home; individual and the immediate family is asked to quarantine for 14 days; once they are symptom-free for 14 days, they may return to school/work</td>
<td>Individual to get tested</td>
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<tr>
<td></td>
<td><strong>Cohort remains open</strong></td>
<td>School will notify cohort &amp; Public Health Department</td>
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<tr>
<td>Student or staff member tests positive for COVID-19</td>
<td>Cohort closed for quarantine for 14 days from last known exposure</td>
<td>All members of the cohort get tested and may not return without proof of a negative COVID-19 test</td>
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<tr>
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<td><strong>Cohort Closed</strong></td>
<td>School will notify cohort &amp; Public Health Department</td>
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<tr>
<td>Student or staff member tests negative for COVID-19</td>
<td>Return to cohort three days after symptoms resolve</td>
<td>School will notify cohort families</td>
</tr>
<tr>
<td></td>
<td><strong>Cohort remains open</strong></td>
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The State of California has provided guidance for closing the entire school when multiple cohorts have cases OR more than 5% of the school is COVID-19 positive.

**Community Responsibility and Partnership**
Families have an essential role in our school health and safety. Any effort we put into maintaining physical distancing and cohort groups on campus will not be effective unless students and their families exercise a similar level of caution when not in school (including evenings and weekends). For this reason, we urge you to follow all state and local guidelines regarding physical distancing and wearing a face covering all the time.
Guidelines for optimum behavior outside of school:

- Stay within your child(ren)'s cohort as much as possible outside of school.
- Do not carpool with anyone outside of your child’s cohort.
- Avoid large social gatherings.
- Avoid all unnecessary travel; self-quarantine for 14 days following air travel and/or if potentially exposed to COVID-19. Please contact edie@terramarin.org with any travel plans you may have.

Campus Visitors
In an effort to minimize the risk of exposure, we are adhering to Marin County Public Health guidelines to minimize visitors on campus to only essential visitors, such as repair and delivery workers. Parents, parent volunteers, and tutors will not be permitted on campus (inside the building) in compliance with this guideline. Parents will be permitted in the building only in cases of an emergency.

Additionally, in compliance with state and local County of Marin guidelines, we will not be holding large in-person gatherings. All large events such as town halls will be fully accessible via Zoom.

Classroom Health Supplies
Each classroom will have a full supply of personal protective equipment (PPE) which will include extra face masks and gloves. Each classroom will have a full supply of hand sanitizer that will be frequently used throughout the day in addition to regular hand washing. Each classroom will also have its own supply of first aid equipment, including band-aids so students/staff do not need to leave the classroom to access them. We will continue to keep fully-stocked emergency bags in each classroom as well.

Cleaning
We have developed and will maintain a rigorous daily cleaning schedule. This cleaning schedule complies with Cal/OSHA and CDC standards for cleaning and disinfecting workplaces and schools. Surfaces will be cleaned and sanitized multiple times each day. A deep cleaning (including disinfecting) will occur daily twice a day (and more frequently for spaces such as restrooms). This process includes a two-step process that includes both a soap solution followed by a bleach surface cleaner. All classrooms and offices will be stocked with a cleaning supply kit to facilitate regular cleaning of heavily used surfaces (such as desks, doorknobs, countertops, etc.) and all staff will be trained on how to do this effectively.

All disinfectants are approved by EPA for effectiveness against COVID-19 and will be kept out of the reach of children.
Spaces: Indoor and Outdoor
Outdoor spaces will be heavily utilized for learning as well as physical activity and recreation.

Classrooms will be well ventilated. Each classroom has its own heating and air conditioning system. All classrooms will be regularly monitored for adequate ventilation.

Within classrooms, physical distancing will be implemented, and teachers will maintain six feet of distance where practicable. Classes will use designated entrances and exits to avoid bottlenecks and minimize contact between students of different grades. Additionally, movement through the hallways will be limited for the same reason.

Classroom & Personal Supplies
Each student will have personal school supplies that will not be shared with other students. These supplies will be stored in a closed container and will remain in the classroom. We ask that you limit the personal items your child brings to school and make it clear to your child that personal items may not be shared with other students. We will provide you with a list of the supplies that are required for each child. Any required communal classroom supplies will be sanitized between use by each child.

Restrooms
Our restrooms have been modified to enhance safety during the pandemic. For example, all toilets in the restrooms have had lids added to them. Students will be instructed to close the lid prior to flushing in order to reduce aerosol transmission.

Use of the restroom will be limited to one student at a time. Each cohort will have access to a designated restroom to limit interaction between cohorts. Students will be able to use restrooms as needed. Restrooms will be disinfected multiple times each day. A deep clean of the restrooms will occur at the end of each day.

Kindergarten will have their own dedicated restroom attached to the classroom. (Remove the comma after Kindergarten.)

Lunch Program
Given the changing public health landscape, we will not be able to offer a lunch program for the first semester. Please provide your child with lunch and a reusable water bottle.

Transportation
At this time, we are planning on offering transportation to interested families once approved by Marin County and state guidelines. That said, Marin Public Health has not yet released formal guidance on school bus density. We will communicate the guidance for school transportation when we receive it and will follow their recommendations. We anticipate that capacity for each van may be reduced. Therefore, families who can drive their children to school are encouraged to do so.
**After School Program**
Due to requirements not to mix student cohorts, our multi-grade PM program and after school enrichment program will not be able to operate for the first semester. If your family situation requires after school care, please contact Operations Manager, Edie Alejandre (edie@terramain.org).

**TERRA MARIN HEART VALUES**

Our school rests on the foundation of what we call our H-E-A-R-T values. We believe as we adjust to this new norm, these values should be upheld each and every day from all members of our community (students, faculty, and parents):

**Help Others and Take Initiative**
When Terra Schools’ students, staff, and families see that help is needed, we take the initiative to ask how we can help the Earth, our fellow classmates, and ourselves to make sure the Earth is healthy, our classmates feel supported, and we ourselves are taken care of.

**Elevate**
Terra Schools’ students, staff, and families use our words and actions to elevate each other and ourselves so our community can feel safe, respected, and encouraged to become the best versions of ourselves.

**Articulate**
Terra Schools’ students, staff, and families do our very best to articulately communicate our needs, thoughts, and emotions honestly and as constructively as possible whenever we can.

**Ready**
Terra Schools’ students, staff, and families arrive as ready for the day as possible, always making sure we’re tending to our own needs, making sure our minds and bodies are prepared for the day, and we are collectively creating an environment of readiness.

**Take Care of Yourself**
Terra Schools’ students, staff, and families make sure we’re treating our bodies and minds well and taking care of ourselves as best we can, making sure we get enough sleep, pack enough food, bring the right gear, and use our voices to make sure we feel heard and respected.
For the 2020-2021 school year, Terra Schools is instituting staggered start and end times to the day in order to promote physical distancing between students and reduce bottlenecks when arriving on campus or departing. Staggered start times are:

**Terra Mandarin Preschool**
9:00 am for preschool (arrive between 8:45-9:00 am) - East Entrance

**Terra Marin K-8**
8:45 am for lower school (arrive between 8:30-8:45 am) - Front Entrance
9:00 am for upper school (arrive between 8:45-9:00 am) - Playground Entrance Entrance (accessed via parking lot)

**Terra Marin Micro-School**
9:00 am for PK-8th grade (arrive between 8:45-9:00 am) - Locations will vary by day/week

Students will enter through designated doors to reduce hallway traffic and co-mingling of cohorts prior to entering the building.
**Arrival Procedure**

- Parents are asked to stay in their cars when dropping off their children. They will be greeted by a staff member in their designated location who will take the temperature of the child and ask the health questions. The child will then be escorted into the building.
- Students will enter through designated doors to reduce hallway traffic and co-mingling of cohorts prior to entering the building.

*When dropping off your child late or picking up early, stay in your car, call (415)906-2220, and wait for a staff member to arrive to transport your child.

**DISMISSAL SCHEDULE & PROCEDURE**

**Terra Mandarin Preschool**
12:30 pm for Mandarin preschool Part-time (dismissal 12:30pm-12:45pm) – East Entrance
3:30 pm for Mandarin preschool (dismissal 3:30pm-3:45pm) - East Entrance

**Terra Marin K-8**
3:45 pm for lower school (dismissal 3:45-3:55pm) at Front Entrance
4:00 pm for upper school (dismissal 4:00-4:15 pm) Playground Entrance - (accessed via parking lot)

**Micro-School**
1:00 pm for preschool (dismissal 1:00pm-1:15pm)
4:00 pm am for K-8 Micro-School (dismissal 4:00-4:15 pm)

**Dismissal Procedure**
We will use our rainy day dismissal procedure all year. Parents will remain in their cars using the same entrance as morning drop off. Students will be called from their classrooms to be picked up in the parking lot (upper school) or curbside (lower school and preschool).

Symptom screening and temperature checks will take place in the classroom 15 mins prior to pick up time to help facilitate the efficient and speedy pick up of students.
Stable Student Cohorts
Each class will be a stable cohort, interacting only with one another. This will reduce the possibility of transmission and serve as a “bubble” from a public health standpoint.

Recess and Lunch
Recesses and lunchtimes will also be staggered to minimize contact between cohorts and to maximize space for outdoor physical activities. Food cannot be reheated, cooked, or refrigerated at school. Please provide your child with an appropriate lunch and a filled reusable water bottle.

Daily Schedules
Classes will each have a consistent schedule that will be available for both students and parents online on our parent portal. Students will be taught how to access their schedules digitally. The goal is for even our youngest students to become independent in accessing assignments, lessons, homework, and announcements.

Google Classroom
This year, all classes will use Google Classroom to post content, weekly and daily schedules, course materials, projects, and assignments in all grades and all classes. Every class will post course materials using a consistent, systematic structure. This will make locating the course work simple. This common platform will provide a consistent interface across all classes. The daily and weekly schedules in each class will reveal a predictable rhythm to each day. Lessons will be built to promote learning across multiple modalities (in-person, hybrid, and distance learning). With common, consistent principles and a common platform underlying instruction, student learning will continue seamlessly even if we must toggle between on-campus learning and home learning due to public health concerns. Students (and families!) will be trained in how to use Google Classroom in order to access learning and project materials at any time, anywhere, and to review lessons or feedback on submitted work as needed.

Earth Education and access to outdoor experiences for learning will be emphasized as much as possible. The status of grade-specific outdoor education trips is still to be determined.

Picture Below: Terra Marin Micro-School class at Rock Springs Trailhead, Mt. Tam
Our commitment to educational priorities has not shifted due to the pandemic. We educate the whole child, striving for their holistic emotional, social, and cognitive development. This synergy allows your child to feel simultaneously supported, safe, and challenged.

During the 2020-2021 school year, we will be offering learning in three modalities: in-person learning, distance learning, and hybrid learning. We will move between these modalities as needed when changes occur in our county and state and as regulated by the Marin County Health Department.

Three Flexible Modalities:

**In-person Learning:** While possible, we will offer in-person learning on campus with peers and teachers. This offers students full access to the rich, hands-on curriculum and social-emotional support that we have all come to expect from Terra Schools.

**Distance Learning:** Should state or local officials order the closure of Marin County schools or in the event a cohort needs to close down for health and safety reasons, all learning will shift to the distance learning mode. We have worked to create consistent schedules in classes to make accessing learning virtually simplified. Students will be trained in using Google Classroom for all of their classes which will make any needed transition to distance learning smooth and simplified. Posted weekly and daily schedules, course content, materials, projects, and assignments will be fully available and easily accessible. Communication between students and teachers will happen through the Google Classroom to make it easy to access lessons, submit work, and receive individualized feedback.

**Hybrid Learning:** For the 2020-2021 school year, we recognize that families may choose to continue with learning from home even while in-person learning is happening in school. This decision can be long term (for the entire school year) or short term (for just a day or two while recovering from an illness). Hybrid learning will have asynchronous and synchronous aspects to it. Since all classes will utilize Google Classroom to post content, weekly and daily schedules, course materials, projects, and assignments, it will be easy for students to find their daily coursework, connect with their teacher or classmates, access lessons, submit work, and receive individualized feedback. Teachers will provide individualized support through required meetups with students. Students will have opportunities to connect with classmates and participate in things like morning meetings or class discussions.

Our program has been designed with insights drawn from the feedback we received during the 2019-2020 school year. We have also relied on research from public health and
medical professionals, educators, architects, scientists, and engineers to help us create a framework for learning that will allow us to pivot quickly between these three modalities and respond to evolving circumstances. Moreover, we feel that this year, more than ever, our program needs to offer families a degree of choice in how to access learning. All of our faculty members will be extensively trained in new pedagogical approaches that support this flexible model of learning and enable us to be flexible and adaptable to the dynamic situation around us. As always, we will welcome on-going communication and feedback from parents and students to help us learn, adapt, and improve the learning experience throughout the year.
ADDITIONAL RESOURCES

Marin County Public Health: A Guided Return to Site-Based Classroom Instruction [link]


National Center for Biotechnology Information at the National Institutes of Health [link]

Harvard T.H. Chan School of Public Health: Risk Reduction Strategies for ReOpening Schools [link]


Stronger Together: A Guidebook for the Safe Reopening of California’s Public Schools [link]

California Department of Public Health: Framework for Reopening In-Person Learning (7/17/20) [link]

California Department of Public Health: Guidance for Schools and School-based Programs [link]

CDC Guidance for Schools [link]