

COVID-19 School Site-Specific Protection Plan Guidance & Template (8/14/2020)

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.

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|--|---|
| School or District Site Name | |
| Terra Schools (Terra Marin, Terra Mandarin Preschool & Terra Marin Micro-Schools) | |
| 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) | |
| Wendy Xa - Head of School Stephen Chin - MD, Parent Shauna Sullivan - Assistant Head of School Aidan Gavet - Head of Safety Task Force Stephen Riave - Teacher of English/Humanities Stephen Daane - MD, Parent Ryan Hickey - Music Teacher, Codirector Summer Camp Edie Alejandre - Operations Manager Enhui Luo - Custodian Christina Forte, Codirector Summer Camp | |
| Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone) | |
| Aidan Gavet aidan@terramarin.com 415-596-2254 | |
| This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on: | |
| August 14, 2020 | |
| Principal or Administrator | |
| Name: Wendy Xa | Title: Founder & Head of School |
| Email: wendy@terramarin.org | Phone Number: 415-906-2220; 415-505-3158 |



I, Aidan Gavet , certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Date: 8/14/2020

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.

At Terra Marin, 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.

☑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.

Classroom Health and Safety Kits

Classroom Health and Safety Kits contain Essential Protective Equipment (EPE) needed for a cohort/classroom. Each cohort/classroom will have a supply kit containing a supply of gloves, safety glasses, touchless thermometers, face coverings, hand sanitizer, and cleaning/sanitizing supplies. These kits are designed to support the safety of the cohort and furnish the EPE needed for the cohort's cleaning schedule (Appendix I) and will be replenished weekly or more often as necessary by the lead teacher. Additionally, a supply of commonly used EPE such as gloves, masks, and hand-sanitizer will be stored and widely accessible to all staff in the school's main janitorial closet.

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

Staff will be trained on all safety protocols including hallway procedures, physical distancing, handwashing, face covering, bathroom protocols, and sanitization procedures during teacher in-service days (August 10 - 15) before the start of the school year, and regularly revisited and refined (monthly and whenever there are federal, state, or county updates) throughout the school year. Administration staff will spot check cohorts for adherence to the regulations and will also be a part of the bi-weekly classroom observations.

Staff will be trained on all safety protocols including hallway procedures, physical distancing, handwashing, face covering, bathroom protocols, and sanitization procedures during teacher in-service days (August 10 - 15) before the start of the school year, and regularly revisited and refined (monthly and whenever there are federal, state, or county updates) throughout the school year.

Administration staff will spot check cohorts for adherence to the regulations and will also be a part of the bi-weekly classroom observations.

Training will include, but is not limited to:

- Proper use of protective equipment
- Proper sanitization & disinfecting protocols
- Cough and sneeze etiquette
- Restroom etiquette
- Limited face/hand contact guidance
- Frequent and proper hand washing techniques
- Proper mask-wearing and etiquette around storing/wearing masks when eating/drinking
- Cleaning procedures and requirements
- Physical distancing protocols
- Execution of health recording and reporting as well as confidentiality around this
- Manifestations of COVID-19, reporting and communication procedures
- CDC transmission-based precautions

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.

The name of this person is: *Aidan Gavet, Director of Health and Safety*

(Points of Contact listed above).

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.

Cleaning and Disinfecting

Terra Schools will meet cleanliness standards as outlined by the CDE and the CDPH prior to reopening and will maintain this high level of cleanliness throughout the school year. In accordance with CDC and CDPR guidance, and in consultation with local public health officials, staff will implement the correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.

Disinfecting of surfaces between uses may include, but is not limited to: desks, tables, chairs, keyboards, headsets, general classroom supplies, copy machines, door knobs and phones.

School Site janitorial staff will clean the bathrooms and hallways twice daily with a disinfectant solution (bleach and soap and water as suggested by the CDE and CDPH guidelines). Janitorial staff will clean and disinfect classrooms at the end of each school day.

Teachers will be responsible for consistent cleaning and disinfecting high touch surfaces frequently (Appendix I). High-touch surfaces may include, but are not limited to: door handles, rails, sink handles, restroom surfaces, games, art supplies, and instructional materials.

The use of shared materials will be limited as much as practicable. Students are assigned or will bring their own school supplies and personal materials, including, but not limited to: pencils, pens, markers, erasers, scissors, glue, rulers, water bottles, and notebooks. Students will keep these in their backpacks and not share materials with other students.

Terra Schools will select disinfecting products from the Environmental Protection Agency (EPA) ListN: Disinfectants for Use Against SARS-CoV-2.

When using these disinfecting products, label directions for appropriate dilution rates and contact times will be followed. Disinfecting and airing out of spaces will occur before students arrive and after students leave for the appropriate amount of time as recommended by the CDE and CDPH. Thorough cleaning and disinfecting will occur when children are not present.

Areas used by any ill person will be closed off and not used before completion of cleaning and disinfection. To reduce the risk of exposure, if possible, a wait time of 24 hours will be implemented before cleaning and disinfecting. When it is not possible to wait 24 hours, a wait time as long as practicable will be implemented.

☑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.

[\(MCOE Staff Health Screening\)](#)

Terra Marin School students and staff are tested daily for temperature with a touchless thermometer as part of a daily health check. They are also asked daily health screening questions (Appendix II). A touchless attendance is taken through our Curra Cubby software when students and staff arrive on campus or Micro-School site.

☑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:

A small office behind the front desk will be reserved for students needing isolation.

☑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)

Testing

All Staff will be tested at the beginning of the school year, and then on an ongoing basis of no less than once every two months. All community members, staff, families, and students, will be required to adhere to the following guidelines as part of their contract:

- Terra Schools community members (staff, families, and students) must shelter-in-place for two-weeks before the start of school
- Terra Schools community members (staff, families, and students) may not travel on an airplane without providing a negative COVID-19 test prior to entering campus
- Terra Schools community members (staff, families, and students) must be sheltering-in-place & not participating in other group childcare or extracurricular activities while attending Terra Schools
- Terra Schools community members (staff, families, and students) are asked not to carpool with others (with the exception of those that they are already in a stable cohort with)

☑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.

- a. **A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temp of 100.4 or above.**
 - **Cohort Open**
 - The student or staff member should not enter the building, should be sent home, and self-isolate.
 - The student or staff member should contact their healthcare provider for any further steps and testing if advised.
 - Marin Public Health (415) 473-7191
- b. **A family member or someone in close contact with a student or staff member test positive for COVID-19.**
 - **Cohort Open**
 - The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health providers and/or Public Health for additional steps and to schedule testing.

- The site administrator should gather any additional information regarding details of known contact and forward this information to Public Health.
 - Public Health will advise of any additional next steps including support of expedited testing.
 - If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and Public Health contacted to assess exposure risk and determine disposition (eg. exclude from cohort). *Public Health infectious disease exposure notice letter has been requested.*
 - All families of students and staff members of the cohort and anyone who was possibly exposed should be notified that day that a student or staff member has a household member that has tested positive for COVID-19 by letter.
 - Marin Public Health (415) 473-7191
- c. A student or staff member tests positive for COVID-19.**
- **Cohort Closed - Cohort to Distance Learning**
 - The cohort will be closed for 14 days from last known exposure.
 - All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff of the cohort should be quarantined for 14 days from the date of last known contact.
 - The entire cohort of staff and students should be tested working directly with their healthcare providers and/or Public Health.
Further testing of family members may be advised based on cohort member test results.
 - Marin Public Health (415) 473-7191
- d. A student or staff member tests negative for COVID-19 after any of the reasons scenarios a, b or c.**
- **Cohort Open**
 - Student or Staff: May return to cohort 3 days after symptoms resolve
 - Even though the staff member has tested negative, if they had close contact with an individual that has tested positive for COVID-19, they should remain in quarantine for 14 days from last known close contact with the individual.
 - **Doctor's letter may be required for return to work/school.**

Additional Practices

- **If multiple cohorts have cases or more than 5 % of the school is COVID positive, the School Closed - Pivot to Distance Learning**
 - The school will be closed.
 - The site administrator should gather any additional information regarding details of known contact and forward this information to Public Health.
 - Public Health will advise of any additional next steps including support of expedited testing.
 - All families of students and staff members should be notified that day with a

phone call followed by a letter that multiple students or staff members in the school have tested positive. Students and staff should be quarantined immediately.

- The entire school should be tested as advised by healthcare providers and Public Health.
- Further testing of family members may be advised based on cohort member test results.
- Marin Public Health (415) 473-7191

10. Where practicable, physical distancing of six feet is maintained between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Yes, Terra Schools will practice 6 ft distancing policies while both in the classroom and outdoors as practicable. Parents, students and staff will be trained on these practices and be expected to maintain this policy at all times.

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.

Yes, each cohort has a stable teacher and students to prevent the mixing of classroom cohorts. In addition, each will have their own designated outdoor area.

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 school-wide mixing of students and staff. Describe below

Touchless and accurate attendance data for students and adults is maintained on a daily basis while avoiding school-wide mixing of students and staff. Currently, Terra Schools has one cohort of each middle school grade (**5th, 6th, 7th & 8th**). Each cohort has a dedicated classroom, outside space, bathroom and entrance in and out of the building.

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 cohort is designated a primary teacher, who remains with a designated cohort during the day

and maintains a daily record of any visitors. These daily records are reported to the Safety Task Force Director, Aidan Gavet, daily as part of the contact tracing documentation. Aidan maintains a digital log for efficient access should contact tracing be needed.

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

Terra Marin On-site Campus has seven cohorts and nine entrances. Each classroom cohort will be designated its own entrance and exit, with staggered timing. Necessary support staff will use a separate entrance.

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

Parents, guardians, transportation companies (bus, taxis, etc.) are provided a schedule for arrivals and pick up that are strategically coordinated to prevent mixing of classroom cohorts. In addition to staggered arrival and pick up, designated cohort drop off and pick ups best accommodate cohort routes for entry and exits mitigate mixing of classroom cohorts.

The small cohort sizes also aid in providing physical distancing. If a student arrives outside of their designated time, they will be instructed to wait in their vehicles until the assigned arrival time and/or until a designated school staff (aka "transportation staff") can accommodate the late arrival.

P.E., recess, lunch/lunch recess and any additional access to outdoor areas will occur at designated staggered times, and in assigned areas as needed, to prevent mixing of classroom cohorts and to accommodate scheduled cleaning protocols.

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

Terra Marin School On-site Program

Each cohort has its own designated restroom, outdoor area, and entrance/exit located closest to their classroom to minimize the movement through the hallways and common spaces. In addition, scheduled transitions, bathroom breaks, hand washing times outside the classroom will be implemented one-student at a time to further support physical distancing. Many classrooms have their own sinks to facilitate minimal movement outside of the classroom for handwashing. The overall school schedule and layout is already set up to restrict and limit mixing and crossing of cohorts.

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

Yes, large gatherings (i.e., school assemblies) are currently prohibited and this new practice will be communicated to all stakeholders.

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.

To help ensure students remain in their cohort, each cohort is given a designated outdoor area.

Terra Marin on-site program has designated outdoor areas for each cohort. Playground and outside spaces are also coordinated based on a staggered schedule to maintain physical distancing. In addition, high touch areas are disinfected between uses per the Terra Schools cleaning schedule (Appendix I). The use of playground equipment will be limited in favor of physical activities that require less contact with surfaces and one another.

In addition, where and when possible the outdoor space will be used for lessons to give students outdoor time and fresh air throughout the day.

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.

Yes, the 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 according to the guidelines provided by the CDE and CDPH.

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.

Yes, the use of non-classroom space for instruction such as gymnasiums and multi-use rooms will be considered to support physical distancing with cleaning between uses.

22. Meals will be served classrooms or outside or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

At Terra Marin, meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable. Students will bring their own water, snacks and lunch from home each day.

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

Routine hand washing will occur more frequently with scheduled times throughout the day for both staff and students. Students and staff will wash their hands one at a time to promote physical distancing. Students and staff will wash their hands upon entering and exiting the classroom, before and after eating or drinking, as well as during scheduled times throughout the day. Hand washing protocols and best practices reminders (with visuals for all ages), will be posted at all the locations where handwashing will/could take place. Handwashing procedures and best practices will be shared with students, faculty and parents frequently throughout the school year.

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.

At Terra Marin, 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.

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.

Training

In accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations, staff training will be provided as recommended by state and local health standards. These trainings included, but

are not limited to:

- Proper use of protective equipment
 - Teaching staff will instruct students on the proper use of face coverings which will include instruction to minimize touching of face covering, proper placement and removal, cleaning, and how to avoid potential cross contamination
- Keeping hands away from their faces
 - Teaching staff will instruct students on how to avoid touching their faces
- Cough and sneeze etiquette
 - Teaching staff will instruct students on proper cough and sneeze etiquette
- Frequent hand washing and proper technique
 - Teaching staff will instruct students on hand washing technique
- Cleaning and disinfecting
- Confidentiality around health recording and reporting
- Manifestations of COVID-19
- CDC transmission-based precautions

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.

Yes, sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have a separate, individually labeled supply to be kept in their backpack or cubby for the students when on campus.

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

At Terra Marin, sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable. If sharing is necessary, staff will sanitize between uses.

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

Yes, the use of privacy boards or clear screens will be considered as much as practicable.

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

At Terra Marin, non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

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.

The Terra Schools Site-Specific Protection Plan is shared with all parents/guardians with the published annual school forms, posted with hands-free viewing by the school office, shared to all stakeholders, and published on the agency/school website(s) at terramarin.org.

Breaks and break rooms are managed to allow employees to eat in designated areas while maintaining 6 feet distance.

Where practicable, physical distancing of six feet is maintained between adults and students; four to six feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

Desks or individual workstations within office settings are separated by at least six feet. Only those employees who must be on campus will be. Those who can work from home will do so as much as possible.

Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable. Children will be asked to bring their lunch, water and snacks from home.

The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort and there is no mixing of cohorts during instruction/play.

Training

Staff has been trained on the following topics:

Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products - how to properly clean the classroom and common areas.

Self-screening at home, including temperature

The importance of physical distancing, both at

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| and/or symptom checks using CDC guidelines | work and off work times (see Physical Distancing section above). |
| <input checked="" type="checkbox"/> The importance of not coming to work if the employee has a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with, or have had contact with, has been diagnosed with COVID-19. | <input checked="" type="checkbox"/> Proper use of face coverings, including: covering both nose and mouth, instruction on how to minimize touching one's face covering, and proper storage and cleaning of face coverings. |
| <input checked="" type="checkbox"/> Face coverings have to be washed after each shift. | <input checked="" type="checkbox"/> Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products - how to properly clean the classroom and common areas. |
| <input checked="" type="checkbox"/> The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand washing station, per CDC guidelines). | <input checked="" type="checkbox"/> Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. |
| <input checked="" type="checkbox"/> The importance of washing and/or sanitizing hands before adjusting a face covering. | |

Compliance and Documentation

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|---|
| <input checked="" type="checkbox"/> This school site/office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected. |
| <input checked="" type="checkbox"/> All school sites and office operations will continue to be accessible to students and staff with disabilities complying with the Americans with Disabilities Act. Title III which covers private business entities. |
| <input checked="" type="checkbox"/> This school site has created a task force to support SSSPP activities. This group meets regularly. |

Classroom/Cohort Protocols

Facial Covering

- Wear appropriate facial covering (if wearing a shield it must also have a wrap or a mask is also

worn underneath the shield; All students and staff are required to wear essential protective equipment, including masks, during the school day (when practicable). The school will keep a stock of and provide masks for those who have forgotten their mask at home. Children are required to wear a mask during the day; however, they will be taking mask breaks during the day to eat, drink, and exercise. When masks are not worn, staff and students will maintain a physical distance of at least 6 feet as practicable.

- Teach washing hands before putting on or taking off masks
- How to properly wear a mask so that it covers both the mouth and the nose
- How to properly store a mask when eating or drinking
- How to properly clean a mask and the frequency of cleaning required

Handwashing

- Wash hands (every time):
 - After arrival and before dismissal
 - Before and after eating or preparing food
 - After blowing one's nose
 - After coughing or sneezing
 - Before and after using the restroom
 - Regularly throughout the day - set times will be designated as "hand washing" times throughout the day and will not be altered

Restroom Use

- Proper restroom protocol will be taught to all students/staff and all cohorts will have their own single person use dedicated bathroom
 - If a student needs to use the restroom, they should tell a teacher and he/she will help with opening/closing the door of the bathroom, keeping the door open, and reminding the student to wash hands
 - Students should use a paper towel to turn on/off the faucet and to open any doors/handles in the bathroom. The main door of the bathroom is to be kept open at all times. Do not close it. Students should ask a teacher to help with this
 - Always wash hands for 20 seconds after going to the bathroom

Physical Distancing

- Staff and students will maintain a physical distance of at least 6 feet as practicable at all times in or out of the classroom.

Appendix I

CLEANING PROCEDURES

Teachers will be responsible for routine cleaning and sanitizing of classrooms during the school

day. This includes:

Table Washing Procedure

2-Step Process

1. To remove heavy soil, spray the table (or highchair tray) with a soap-water solution and wipe dry with a disposable paper towel.
2. To sanitize the eating surface, spray the ENTIRE table/tray with the bleach-water solution and wait at least two minutes before wiping with a disposable towel or air dry, in order to allow the solution to kill germs. The surface cannot be sprayed and immediately wiped. See below for additional guidance.

****NOTE: The entire table surface must be covered with sanitizer (e.g., glistening wet).**

Additional Precautions

- Sponges should not be used for sanitizing tables because they soak bacteria away from the surface of the sponge, which then cannot be easily reached in the interior of the sponge by the sanitizing agent.
- If wet cloths are used, a separate cloth is required for each table/tray, and cloths cannot be returned to soak in a bleach-water solution. Each cloth must be laundered before a second use.
- Food should not be put directly on the table or highchair tray because eating surfaces are more likely to be contaminated than disposable plates or washed and sanitized dishes.
- In the case children of different cohorts rotate through a snack eating area, each place must be cleaned and sanitized between use by different cohorts. Sanitizing solutions should not be sprayed while children are seated at the table.
- See also the handout “Selecting an Appropriate Sanitizer or Disinfectant” (Appendix J of Caring for Our Children). Download at <http://cfoc.nrckids.org/WebFiles/AppedicesUpload/AppendixJ.pd>.
- Clean high-contact areas and surfaces frequently, using a 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.

Appendix II HEALTH SCREENING

Terra Schools students and staff are tested daily for a temperature (above 100.4) with a touchless thermometer. They are also asked daily health screening questions. A touchless attendance is taken through our CurraCubby attendance software.

Student Health Questions

Temperature Reading:

1. Your Name

2. Student Name

3. Do you or your child live with anyone or have you or your child had close contact with* anyone with a prolonged cough, fever, flu-like symptoms, or been personally diagnosed with COVID-19 within the last 14 days? For children and adults, the fever threshold is 100.4 degrees or above using a forehead thermometer.

4. Do you or your child live with anyone, have had close contact* with, or do you personally or does your child have a fever, cough, and/or shortness of breath? For children and adults, fever threshold is 100.4 degrees or above using a forehead thermometer.

5. Do you or your child live with anyone, have had close contact* with, or do you personally or your child have any other signs of communicable illness such as a cold, flu, rash, or inflammation?

6. Do you or your child live with anyone, have had close contact* with, or are you personally or your child experiencing a loss of smell or taste?

7. Do you or your child live with anyone, have had close contact* or have you personally or your child experienced diarrhea or vomiting within the past 24 hours?

Staff Health Questions

Temperature Reading:

1. Your name

2. Do you live with anyone or have you had close contact* with anyone with a prolonged cough, fever, flu-like symptoms, or been diagnosed with COVID-19 within the last 14 days?

3. Do you live with anyone, have had close contact* with, or do you personally have a fever, cough, and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer.

4. Do you live with anyone, have had close contact* with, or do you personally have any other signs of communicable illness such as a cold, flu, rash, or inflammation?

5. Do you live with anyone, have had close contact* with, or are you personally experiencing a loss of smell or taste?

6. Do you live with anyone, have had close contact* with or have you personally experienced diarrhea or vomiting within the past 24 hours?

*Individual who has had close contact < 6 feet for ≥ 15 minutes

Appendix III DROP OFF/PICK UP PROCEDURES

Terra Schools On-Campus Program

Drop Off/Arrival

- Drop off for Preschool, Lower School(K-4) and for Upper School (5-8) will be staggered to facilitate social distancing upon arrival.
- Parents/guardians are asked to check their family's temperature, monitor their family's health carefully and complete a health screening prior to coming to school each day.
- Parents/guardians are asked *not* to linger at drop off location at school or enter the building at any time.
- Parents/guardians are asked to drop their child at their assigned location/door.
- Parents/guardians must wait for their child's turn to be checked in by waiting on the marks on the ground that have been placed 6 ft apart. Parents/guardians are asked not to linger at the campus drop off or enter the building at any time.
- Teacher or member of the administration will take contactless temperature of the student and ask the health questions. (If the answer is "yes" to any of the health questions or the child's temperature is above 100.4, the student will be asked to go home).
- Parents will receive a thumbs up if all is ok and the parents/guardian is free to go.
- The child (depending upon their age) will either be escorted to their classroom by a member of school staff or they will follow the designated lines on the hallway floors to limit touching of walls or one another while in this common space.
- Upon entering the classroom all students will be asked to wash their hands with the handwashing guidelines then find their place in the classroom.
- Students are to keep their backpacks with them and are asked not to share anything with their fellow students - this includes school supplies, food, toys, supplies, water, sunscreen, etc.
- Students are asked to wear a mask during the day; however, they will be taking mask breaks during the day to eat, drink, and exercise. When masks are not worn, a physical distancing of at least 6 feet will be maintained whenever practicable.

Pick Up/Dismissal

- Parents/guardians are asked to pick up at the same location where their child was dropped in the morning at 4pm.
- Teachers will have taken the child's temperature before the end of the day and therefore will check the students out quickly when parents/guardians arrive - including a contactless temperature check. Children will be asked to follow their designated line to the door to meet up with their parent or guardian or be escorted to the door (depending upon the age of the child)
- Parents/guardians are asked to wait for their child either in their car or stand in line on the marks on the sidewalk/ground until their child has been checked out (contactless temperature taken)
- Parents/guardians will provide the name of the student, show ID and the student will be collected and either sent to the parent's/guardian's car or handed over to the parent or guardian at the entrance/exit of the building.
- Only those on the authorized adults list for pick up will be allowed to pick up the student; ID required for pick up.

Types of protective equipment provided to employees at this school/office location include:

Sanitization materials including bleach/water solutions, hand sanitizer, soap and water in all bathrooms, plastic gloves.

Additional control measures you are implementing at this school/office include:

Single use cohort dedicated bathrooms, staggered drop off and pick up, separate entrances/exits for cohorts, sanitization stations throughout school, sanitization materials at all common spaces and equipment.

Cleaning and Disinfecting Protocols

| | |
|---|--|
| <p><input checked="" type="checkbox"/> Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.</p> | <p><input checked="" type="checkbox"/> Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.</p> |
| <p><input checked="" type="checkbox"/> All shared equipment and touchable surfaces are cleaned and sanitized between each use.</p> | <p><input checked="" type="checkbox"/> Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approved for use against COVID-19 list.</p> |
| <p><input checked="" type="checkbox"/> All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.</p> | <p><input checked="" type="checkbox"/> School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.</p> |
| <p><input checked="" type="checkbox"/> Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed</p> | <p><input checked="" type="checkbox"/> Hands-free devices have been installed, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.</p> |
| <p><input checked="" type="checkbox"/> Hand sanitizer will be provided where indoor plumbing is not readily available.</p> | <p><input checked="" type="checkbox"/> Staff is provided adequate time to implement cleaning practices before and after shifts.</p> |

Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

| | |
|---|--|
| Classrooms: | Offices: |
| To be cleaned twice daily by janitorial staff. Teachers will clean throughout the day. | Office manager will clean throughout the day. Janitorial staff will clean 1x a day. |
| Restrooms: | Telephones: |
| To be disinfected twice daily by janitorial staff. | Telephones will be wiped down and disinfected after each use. |
| Handrails / door handles / shelving: | Handwashing facilities: |
| To be disinfected twice daily by janitorial staff. | To be disinfected twice daily by janitorial staff. |
| Copy Machines / Scanners / Faxes: | Common Areas: |
| Office manager will clean throughout the day. | To be cleaned and disinfected twice daily by janitorial staff. |
| Playground Structures: | Outdoor Common Areas: |
| Use will be limited and disinfected after each use. | Teachers, as they use outdoor common areas, will clean throughout the day. |
| Indoor Common Areas: | Other: |
| To be cleaned twice daily by janitorial staff | |
| Other: | Other: |
| | |

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Additional Measures

- Terra Marin Schools will implement robust and frequent outdoor classroom instruction
- Inside instruction will occur with open doors and windows to maximize airflow
- Blended virtual and in-person instruction to be implemented to limit the number of students and staff in building.

Physical Distancing Guidelines

| | |
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| <input checked="" type="checkbox"/> Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart. | <input checked="" type="checkbox"/> Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance. |
| <input checked="" type="checkbox"/> Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible and distancing may be permissible down to four feet within a classroom or instructional area where requirements herein are in practice; | <input checked="" type="checkbox"/> All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. |
| <input checked="" type="checkbox"/> Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable; | <input checked="" type="checkbox"/> The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort; |

Notification of COVID-19 Positive Case at School or Office Site:

| | |
|--|--|
| <input checked="" type="checkbox"/> County of Marin Public Health is notified of all positive COVID-19 cases. | <input checked="" type="checkbox"/> Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191. |
| <input checked="" type="checkbox"/> If a student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions. | <input checked="" type="checkbox"/> Protocols, actions and template communications are in place for COVID-19 related scenarios (link: Marin County Public Health Protocols & Communication Templates) |

Training

Staff have been trained on the following topics

| | |
|---|---|
| <input checked="" type="checkbox"/> Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. | <input checked="" type="checkbox"/> Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products. |
|---|---|



THE TERRA SCHOOLS

Terra Marin School K-8 | Terra Mandarin Preschool & TK

| | |
|---|--|
| <p><input checked="" type="checkbox"/> Self-screening at home, including temperature and/or symptom checks using CDC guidelines.</p> | <p><input checked="" type="checkbox"/> The importance of physical distancing, both at work and off work time (see Physical Distancing section above).</p> |
| <p><input checked="" type="checkbox"/> The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.</p> | <p><input checked="" type="checkbox"/> Proper use of face coverings, including: using masks that cover the nose and mouth, shields that wrap around or that are worn accompanied by a mask, cleaning of masks, proper placement of masks when eating and drinking.</p> |
| <p><input checked="" type="checkbox"/> The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.</p> | <p><input checked="" type="checkbox"/> Face coverings do not protect the wearer and are not personal protective equipment (PPE).</p> |

| | |
|---|---|
| <input checked="" type="checkbox"/> The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups. | <input checked="" type="checkbox"/> Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. |
| <input checked="" type="checkbox"/> The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol) when employees cannot get to a sink or hand washing station, per CDC guidelines). | <input checked="" type="checkbox"/> The importance of washing and/or sanitizing hands before and after using or adjusting face coverings. |
| <input checked="" type="checkbox"/> Face coverings to be washed after each shift. | <input checked="" type="checkbox"/> Avoid touching eyes, nose, and mouth. |

Compliance and Documentation

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|--|
| <input checked="" type="checkbox"/> This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected. |
| <input checked="" type="checkbox"/> All school sites and office operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act. Title III which covers private business entities. |
| <input checked="" type="checkbox"/> This school site has created a Task Force to support SSSPP activities. This group meets regularly. |

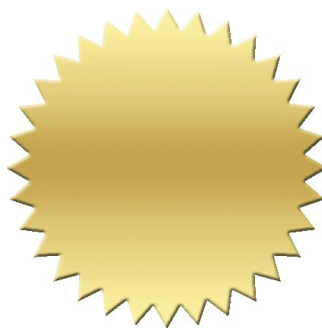
Resource Documents:

- [May 15, 2020 Marin County Public Health Order](#)
- [Marin County Public Health and Human Services](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)

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

| | |
|---|---|
|  THE TERRA SCHOOLS Terra Marin School K-8 Terra Mandarin Preschool & TK | <h2 style="text-align: center;">School Site-Specific Protection Plan</h2> |
|---|---|

Certificate of Completion





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: www.terramarin.org inside the safety tab on the top navigation bar.

This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.