

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	
Good Shepherd Lutheran School	
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)	
Kristin Lorenz, Lower School Director Laura Fitzpatrick, Upper School Director Lisa Herrmann, Office Manager Kim Dimaio, Preschool Teacher Carol Wise, 1st Grade Teacher Lisa Vaccaro, 2nd Grade Teacher, parent Beth Ardzrooni, Middle School Teacher	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Elanor Thompson, elanor.thompson@gslsnovato.org, 415-897-2510 ext. 108 Annie Fox, andrea.fox@gslsnovato.org, 415-897-8099 ext. 106	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
March 23, 2021	
Principal or Administrator	
Name: Laura Fitzpatrick Kristin Lorenz	Title: Upper School Director Lower School Director
Email: laura.fitzpatrick@gslsnovato.org Kristin.lorenz@gslsnovato.org	Phone Number: 415-897-2510

I, Laura Fitzpatrick & Kristin Lorenz, 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:

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.
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.

We have added 8 freestanding handwashing stations, touchless hand sanitizer dispensers, signage to remind how to wear face coverings and hand washing techniques and reminders to distance from each other. There are also air purifiers in each room, added fans, cleaning kits including masks, gloves, disinfectant spray and paper towels. QR codes (includes the health screening) at each entrance to track staff. Health screening done by each family each morning.

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

Training is provided to all employees during staff development days at the start of the school year, prior to reopening and as needed throughout the year. Trainings included properly cleaning and sanitizing your workplace and high touch areas; how to properly use PPE equipment; when and how to report a Covid situation; and your obligation to protect yourself and others. Information was also sent to families and reinforced before school opening.

3. 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 point of contacts are Elanor Thompson, Office Assistant and Health Liaison at Main Campus and Annie Fox, Office Assistant and Health Liaison at Middle School Campus. Secondary point of contacts are Lisa Herrmann, Office Manager; Kristin Lorenz, Lower School Director, Laura Fitzpatrick, Upper School Director.

4. 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.

Staff is trained on proper cleaning and disinfecting techniques and increased focus on high touch areas. There are cleaning supplies, like disinfectant wipes and spray, face coverings and gloves in every classroom. Our janitorial staff have been trained on Covid cleaning protocols by Township Building Services. The staff uses CRI approved HEPA filters in the vacuums and electrostatic disinfecting. We have cleaning checklists in every classroom and in each bathroom.

5. 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.

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



The staff are required daily to sign in using a QR code which asks them health screening questions recommended by MCOE and MDPH. The Google form results are viewed by Elanor on the main campus and by Annie on the middle school campus.



6. 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:

We have a designated enclosed room for isolation purposes should a student exhibit symptoms during the day. We have asked for an emergency contact who is able to pick up the student within a half hour upon receiving the call from the office. The room is located in a low traffic area, away from classrooms and with easy access to the office.



7. 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)

We recommended that all staff get tested before interacting with students or returning to work. Our staff is advised to be tested once every two months on a rotating basis. The results are sent to our office manager, Lisa Herrmann. She will send out reminders when necessary. We began with using Color and moved to using ARCH/ PMH Laboratories.



8. 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 student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - A student or staff member tests positive for COVID-19.
 - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Communication has included information on the scenarios listed above. We included a Health and Safety notification in our August packet that went out to all families and staff. We included a reminder of our sick policy as well. Our health liaisons have tracked the different health department guidelines based on the tier.

9. 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.

Wherever practicable, staff and students will maintain a physical distance of 6 feet. The desks in classrooms are distanced 4 feet from each other and 6 feet from the teacher. In the hallways and across campus, stickers or painted stencils are placed on the ground as a reminder to keep 6 feet apart. Marks were also placed on picnic tables used for lunch.

10. 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.

All classrooms in the elementary are in a stable cohort with a teacher and an aide. We limited the classes to 23 even though our normal class size can be larger. These cohorts will not change as we have 1 class per grade.

11. 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.

We are able to set up our middle school in small cohorts of no more than 13 students. We are not mixing any cohorts this year for electives. We have actually split two of our classes in order to achieve this.

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

Our classes are set up with the desks facing forward and spaced 4-6 feet apart. We have added shields between the students at tables with multiple students also spacing 4-6 feet apart.

13. 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 have a detailed schedule of when the enrichment teachers visit a cohort for class (music, art, Spanish and PE). Additionally, the schedule and time will be noted in each classroom. Any staff that enters a cohort will sanitize hands prior to entering, wear a mask and assist in disinfecting areas they may have touched.

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

We are utilizing all entrances for drop off. Each grade is clearly marked for drop off and will coordinate with staff using walkie talkies or a bullhorn to minimize crossing cohorts. We have also staggered drop off and pick up times to ensure this.

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

Arrival, recess and lunch times are staggered. A schedule of designated play areas was created to keep cohorts from mixing on the playground.

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

We have used staggered arrival times and different points of entrance for every class. The hallways have directional tape to help remind students of traffic flow. We will not have different classes in the halls at the same time whenever practicable.

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

Large gatherings are prohibited on campus. We cancelled our welcome coffees, our parent association meeting and other events. We hold all school staff meetings on Zoom. We also held all Back to School Nights on Zoom as well. We held many parent conferences on Zoom as well. We asked parent association events to be held off campus at outside areas as needed. Most meetings are held via Zoom.

18. 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.

Several teachers are using outside patios to meet in small groups with students. Other teachers plan to bring lessons to the picnic tables on the playground. Camping chairs are available for students to sit on the turf for lessons. We have separate leveled play areas, two playgrounds and a garden area that are spaced out. Teachers have used picnic tables for some outside lessons. We installed screens on outside doors to allow for air flow. We also purchased air purifiers and fans for classrooms.

19. 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.

We began the year with separate containers of playground equipment for each class and procedures for staff to clean between each use. Our playground staff also cleaned the play structure between cohorts. As of March 22, we suspended this as directed by Marin Public Health. Play structures are cleaned as needed, and picnic tables are cleaned between uses. Equipment is left in the sun to minimize virus spread. We do have hand sanitizer available for the children at the end of each recess, which all students use before heading back to the classroom

20. 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.

We have limited large meeting areas. We have one multi-purpose room that teachers can use for social distanced activities and/or classes. Staff is instructed to clean the room in between classes. There is a cleaning station in the room as well as in all classrooms.

21. 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.

Meals will be eaten outside when possible or in the classroom. We have a pizza vendor for once a week, who serves pizza in individual boxes which a designated staff member delivers to the classrooms. We have a hot lunch vendor (Choice Lunch) who began in October. Each of the meals are individually wrapped and prepared in a licensed facility. The designated staff member will also be delivering the lunches to the classrooms. Any snacks sent in are individually wrapped, prepared in commercial kitchens.

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

Every child and staff member washes his/her hands as soon as they come on campus. We purchased 8 portable sinks for this purpose and stationed them near the entrances. The children also wash hands before snack, before lunch, after coming in from recess and of course after using the restroom. We installed hand sanitizer stations outside the 2nd-5th grade room doors to make this easier. This allows the students and staff to wash in different areas or at staggered times to prevent congregating at the sinks.

23. 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.

Students from Kindergarten and up are wearing face coverings. Once Marin moved back to the purple tier in November, we also required the two older preschool classrooms (ages 4 & 5) to wear face coverings as well. There are signs posted throughout the school to remind students. We have disposable face coverings in every classroom in case a child forgets.

24. 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 have also used fun videos of proper face covering methods to share with students. We held trainings at the start of the year to review and provided face shields as an additional layer of protection. We have stuffed animals wearing face coverings in the preK rooms.

25. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.

Each child, including preschoolers, have their own supply kit in their classroom. They have their own set of markers, colored pencils, scissors, etc. They also have their own cubby or location for supplies. Each classroom also has designated recess equipment. Younger grades have labeled toys that are cleaned routinely throughout the day.

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

We are a Bring Your Own Device school, which makes sharing devices less likely. We have a class set of chrome books and a set of iPads which are cleaned between uses with disinfectant wipes.

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

We do have privacy boards in the two classrooms where we share tables. The students are placed 4 feet apart and we have them facing the same direction when practicable. We have clear screens in the offices.

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

We have directed parents not to enter the school building - they drop the children off in the loop and teachers bring them to class. Preschool parents walk the children to the door only but do not enter. (They must sign them in daily as per licensing.) We have QR codes posted at every entrance for visitors (maintenance or otherwise) to scan. As of March, we can have fully vaccinated visitors on campus and will use this to allow visiting teachers again.

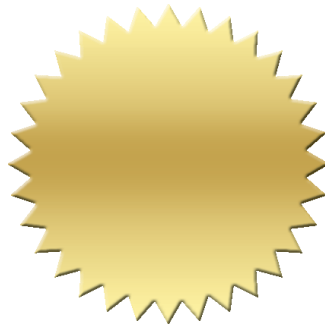
29. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

This document will be shared with staff and board members via email. We will send it to parents and post it on our website. We will also post it outside of our office.

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



Certificate of Completion



Good Shepherd Lutheran School

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.gs/snovato.org

UPDATED 3/23/2021

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