

# Marin County Schools COVID-19 Safety Plan

## Guidance and Template

### 2022-23 School Year

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

1. Maintain and update a multi-disciplinary Task Force, formed during prior school year (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this COVID-19 Safety Plan, who will meet regularly, seek and gather input from stakeholders, and monitor Public Health Information to help adjust and implement the plan based on input from all stakeholders, as needed.
2. Perform a school site walkthrough with the Task Force of your campus, classrooms, multi-use rooms, and office spaces and use the protocols, guidance and best practices detailed in the [Marin County Schools Health and Safety Guidelines](#) as a guide for conducting your assessment.
3. Develop and finalize your CSP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own CSP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, under the guidance of the Marin County Public Health Officer.
5. Finalize your CSP to distribute widely to staff and families, and post on your school website, encouraging input, suggestions and questions. You may also post a copy at your school or office at a visible location, at or near the main entrance where students, staff and visitors can easily review it without touching the document. CSPs should be updated if protocols shift under the direction of Public Health.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
  - Not enter the facility with any COVID-like symptoms; stay home if sick
  - Wear face coverings indoors; and
  - Practice good hand hygiene.

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

##### 1. COVID-19 Safety Plan Template

The Marin County Office of Education is providing this template that can be used by any school or district in Marin to create their own COVID-19 Safety Plan (CSP). It contains all of the standard content already written for you to apply the Health and Safety Guidelines to your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your CSP. The template has been reviewed and supported by Marin County’s Public Health Officer.

##### 2. School Specific Best Practices

The MCOE Rethinking Schools Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Marin County Public Health to support and promote emerging best practices to share with the school community in Marin. These best practices are based on alignment with local, state and federal guidelines in coordination with the county’s Public Health Officer.



### CONTACT INFORMATION

<b>School Name</b>	Good Shepherd Lutheran School
--------------------	-------------------------------

<b>School Type (select One)</b>
---------------------------------

- Traditional/Alternative Public School
- Charter School
- Private, Independent or Parochial

<b>Public Health and Safety Liaisons</b> (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
--

Primary: Andrea Fox, [andrea.fox@gslsnovato.org](mailto:andrea.fox@gslsnovato.org), 415-897-8099  
 Secondary: Lisa Herrmann, [lisa.herrmann@gslsnovato.org](mailto:lisa.herrmann@gslsnovato.org), 415-897-2510  
 Tertiary: Laura Fitzpatrick, [laura.fitzpatrick@gslsnovato.org](mailto:laura.fitzpatrick@gslsnovato.org), 415-897-8099

<b>School Multi-Disciplinary Task Force Members and Positions</b> (ie teachers, custodians, secretaries, paras, parents, students, administration)
---

Lisa Herrmann, Human Resources & Finance, [lisa.herrmann@gslsnovato.org](mailto:lisa.herrmann@gslsnovato.org), 415-897-2510  
 Lisa Ravina, Admissions and Billing, [lisa.ravina@gslsnovato.org](mailto:lisa.ravina@gslsnovato.org), 415-897-2510  
 Carol Wise, Interim K-5 School Director & 1st Grade Teacher, [carol.wise@gslsnovato.org](mailto:carol.wise@gslsnovato.org), 415-897-2510  
 Vanessa Gibson, 4th Grade Teacher, [vanessa.gibson@gslsnovato.org](mailto:vanessa.gibson@gslsnovato.org), 415-897-2510  
 Lisa Vaccaro, 2nd Grade Teacher, [lisa.vaccaro@gslsnovato.org](mailto:lisa.vaccaro@gslsnovato.org), 415-897-2510  
 Marlon Morales, Admissions & Safety, [marlon.morales@gslsnovato.org](mailto:marlon.morales@gslsnovato.org), 415-897-2510

<b>Principal/ Administrator Name</b>	Laura Fitzpatrick, Middle School Director		
<b>Contact Email</b>	<a href="mailto:laura.fitzpatrick@gslsnovato.org">laura.fitzpatrick@gslsnovato.org</a>	<b>Contact Phone</b>	415-897-8099

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

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--



## SPECIFIC CONTROL MEASURES

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

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

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.

Good Shepherd *recommends* the following, in accordance with Marin Public Health and CDPH:

- I. Vaccines are safe and effective tools to prevent infection, long COVID, severe disease, and hospitalizations.
  - A. All eligible students and staff *should* get vaccinated, boosted (if eligible), and stay up to date with any newly recommended (including COVID and flu vaccines) or required vaccinations.
  - B. Any substitutes, contractors, visitors or volunteers working directly with students *should* be vaccinated, boosted (if eligible) and stay up to date.
- II. Masks are a simple and effective tool to prevent in-school transmission of COVID19 and other respiratory illnesses.
  - A. Good Shepherd recommends to all those on campus:
    1. Wearing a mask at schools indoors when community transmission is high.
      - a) Wear the most protective mask that fits well and will be worn consistently.
      - b) KN95s offer enhanced protection
      - c) NIOSH-approved respirators (including N95s) offer the highest level of protection. Marin County Public Health
    2. Consider wearing a mask at schools indoors when community transmission is substantial / moderate, especially if they or someone in their household is immunocompromised, high risk for severe illness or not fully vaccinated / up to date.
    3. Persons wear a mask based on their personal preference, informed by their personal level of risk when community transmission is low.
- III. Good Shepherd will stay informed, understand the risks, and implement public health recommended strategies to reduce its risk.
  - A. Stay informed of community transmission rates in Marin County. Marin County Public Health protocols should be followed for individuals who test positive and their contacts (link: Isolation and Quarantine Guidance)
  - B. Large gatherings (school assemblies) are allowed indoors and outdoors.
    1. Take a same-day antigen test prior to attending a gathering or large event. If you test positive, stay home and isolate.
    2. Schools should optimize air conditioning systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural



ventilation open to the greatest extent possible. In the event of poor air quality updated School Air Quality Recommendations should be followed.

- IV. Students and staff should stay home when they have signs or symptoms of any infectious illness and test for COVID-19.
  - A. If they test negative, they can return to school when symptoms are resolving (at least 24 hours after their fever is gone).
  - B. If they test positive for COVID, they must stay at home for at least 5 days. Isolation can end after day 5 with a negative COVID test and symptoms are not present or are resolving.
    - 1. Parents / guardians must report COVID-19 positive cases to their school, via the reporting method the school has identified.
    - 2. Schools must report outbreaks of COVID-19 and other reportable communicable diseases to Marin County Public Health.
  
- V. Testing keeps students in school by helping detect infections before they spread.
  - A. Good Shepherd will ensure access to testing for staff and students, including response-based testing when in-school exposures occur.
  - B. Testing of students must include appropriate parental permissions obtained in advance.
    - 1. Staff and students should have a plan for rapid testing (i.e., having home tests or access to testing).
    - 2. If any student or staff develops COVID-like symptoms or has close contact with someone who has COVID-19, testing is recommended.
  
- VI. Good Shepherd will strive to remain open for in-person instruction, serve all students equitably and close the achievement gap. We will build relationships that ensure all students experience a sense of belonging and feel supported.
  
- VII. Good Shepherd will be ready to respond quickly and implement individual-, household-, and community- level protective behaviors and prevention strategies for all hazards, including poor air quality and disease outbreaks. Readiness means the following elements are in place:
  - 1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders and guidance.
  - 2. Health and safety practices and protocols are in place, including hand washing, access to essential personal protective equipment (PPE), and testing. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
  - 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 serve as liaisons to Public Health, and contact information is identified in the COVID-19 Safety Plan.
  - 4. A School Site-Specific Protection Plan (SSSPP) / COVID Safety Plan (CSP) outlining the above measures is completed, posted and updated on school or district websites and shared with all staff and families. Schools should update SSSPPs / CSPs as state and local Public Health guidance changes.



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.

In addition to the mitigation strategies listed in item "1.", Good Shepherd will:

- Provide access for hand washing and hand sanitizing for all those on campus
- Provide disposable masks for those on campus who wish to wear one and have not brought their own
- Take regular attendance and follow-up on potential absences due to COVID-19 symptoms
- Should Good Shepherd become aware of a confirmed or potential case of COVID-19 within its staff, students, or on campus personnel, it will follow MPH recommendations for tracking, testing, and notification.

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

Good Shepherd will make available to staff, students and families its CSP (COVID-19 Safety Plan).

4. A primary and secondary point of contact are established, identified and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan (COVID-19 Safety Plan).

Primary: Andrea Fox, [andrea.fox@gslsnovato.org](mailto:andrea.fox@gslsnovato.org), 415-897-8099

Secondary: Lisa Herrmann, [lisa.herrmann@gslsnovato.org](mailto:lisa.herrmann@gslsnovato.org), 415897-2510

Tertiary: Laura Fitzpatrick , [laura.fitzpatrick@gslsnovato.org](mailto:laura.fitzpatrick@gslsnovato.org), 415-897-8099

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

Good Shepherd will regularly clean and disinfect the school and its contents

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

Good Shepherd will make available to staff, students and families its "sick" policy as well as its CSP.



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.

See item “6.”

8. All schools should be enrolled in the California COVID-19 K-12 Schools Testing Program. Schools and districts will partner with Public Health to ensure equitable access to testing (including testing to exit isolation and quarantine and test to stay [TTS]). Testing of students must include appropriate parental permissions obtained in advance. If a vaccinated or unvaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Good Shepherd is enrolled in a testing program through “primary health” as well as involved in and aware of the MPH reporting guidelines.

9. All schools should follow updated California Department of Public Health (CDPH) [COVID-19 Public Health Guidance for K – 12 Schools](#). Isolation can end after day 5 if fever free for > 24 hours without the use of fever-reducing medicine, symptoms improving, and negative COVID test on day 5. Marin County Public Health protocols, including modified quarantine and test to stay (TTS), should be followed. (link: [Isolation and Quarantine Guidance](#))

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

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

12. **Not currently applicable:** *For middle and high schools, larger stable groups made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff.*

13. **Not currently applicable:** *Where practicable, desks are arranged facing forward to minimize face to face proximity between students.*



14. **Applicable:** School staff are permitted to visit and instruct more than one classroom group and must document/record visits to classrooms that are not identified as their primary classroom, following face covering and **(Not currently applicable)** *physical distancing protocols.*
  
15. **Not currently applicable:** *Routes for entry and exit to the campus will be designated for each classroom group, using as many entrances/exits as feasible.*
  
16. **Not currently applicable:** *Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.*
  
17. **Not currently applicable:** *Congregate movement through hallways will be minimized as much as practicable.*
  
18. **Applicable:** Large gatherings (i.e., school assemblies) are allowed indoors and outdoors. Participants and attendees must follow current [CDPH Guidance for Face Coverings](#). For indoor [mega-events](#) with 1000 or more people, schools and event operators using school facilities must follow CDPH requirements for [mega-events](#). Attendees must verify [fully vaccinated status](#) or pre-entry negative test result is required of all attendees. Testing must be conducted within one day for an antigen test and within two days for a PCR test prior to entry into an event. Attendees cannot self-attest to verify vaccination status or a negative test result.
  
19. **Not currently applicable:** *The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups.* **Applicable:** Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.
  
20. **Not currently applicable:** *Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. If used, outdoor playgrounds/natural play areas only need routine maintenance.*
  
21. **Not currently applicable:** *Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.*



22. **Applicable:** Meals will be served outside when possible. If meals are served indoors, schools should have assigned seating charts. **Not currently applicable:** Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.
23. **Not applicable:** *Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.*
24. Updated: Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and other respiratory illnesses. Face coverings are strongly recommended to be worn indoors for all staff and students, regardless of vaccination status. Face masks are not required outdoors as the risk of transmission is low in most outdoor settings.
25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings, and how to ensure a proper fit.
26. **Not currently applicable:** *Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.*
27. **Not currently applicable:** *Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.*
28. **Not currently applicable:** *Use of physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.*
29. Non-essential visitors, including parent volunteers will be limited. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students should be vaccinated and boosted (if eligible).
30. All eligible students and staff should get vaccinated or boosted (if eligible) as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website and updated on a monthly basis. Vaccination status of individual students and staff will not be made public.





31. Other School related youth activities (i.e., student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH and Marin County Public Health guidance, includes CDPH requirements for [mega-events](#). Spectators will be able to attend all indoor events. Marin County Public Health encourages all spectators to get vaccinated or boosted (if eligible).

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