



MP&MS COVID-19 Health & Safety Guide

(dated August 25, 2020)

OVERVIEW

MP&MS' priority is to maintain the health and safety of our community, while engaging students in a warm academic environment that embraces growth, provides continuity, and honors the learning journey. As such, with the guidance of and partnership from the California Department of Public Health (CDPH), County of Marin Department of Health and Human Services (Marin County Public Health), Marin County Office of Education, our school nurse, and our internal task force we have prepared a guide to reopen our campus. Our reopening plans are consistent with and will adjust to changing applicable state and local public health orders and guidelines, Centers for Disease Control and Prevention (CDC) guidance, and Environmental Protection Agency (EPA) publications. The reopening guide will be updated as needed and placed on the MP&MS website. A list of resources is located at the end of this manual.

This manual contains the following sections:

- Before School
- Upon Arrival and Departure
- Around Campus
- In the Classroom
- Exposure Protocol
- Resources

BEFORE SCHOOL

Health Screening

- Prior to school, parents and caregivers will be asked to complete a two-part health screening form to report any symptoms of COVID or possible Close Contact COVID exposures. Staff will be asked to self-screen as well.
- If a student or staff member reports any symptoms of COVID via the pre-screening tool, they will be asked to remain at home. We ask that sick students and staff members consult with their physician and be symptom free for 24 hours, without medication, prior to returning to school.
- If a student or staff member reports a close contact to someone who has tested positive for COVID, they will be asked to self-quarantine for 14 days and to contact their primary physician or Public Health for testing.
- If a student or staff member reports they have had a positive COVID test result, they will be asked to self-isolate for 10 days. They will also be asked to contact Public Health to notify other potential close contacts within our school and community.



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UPON ARRIVAL AND DEPARTURE

- Drop-off and pick-up will be staggered for traffic flow and physical distancing.
- Specific drop-off and pick-up locations will be designated for each cohort and signage will be posted to identify each cohort's drop off location.
- A staff member will confirm that each parent/guardian has completed the health screening form prior to drop-off.
- A staff member will take each child's temperature through an open car window prior to the child exiting their vehicle
- Children that walk or ride their bikes to school will proceed to their designated drop off location, where a staff member will take their temperature. Physical distancing guidelines will be adhered to.
- Decals and/or tape will be used to mark proper physical distancing at each drop off location
- Younger students may be escorted by parents to their designated drop-off location, while older students may be met curbside or in the parking lot at their vehicles.
- Parents leaving their vehicle for any reason will be required to wear a face cover.
- Hand hygiene at drop-off and pick-up --- Immediately following drop off each cohort will wash and/or sanitize their hands with adult supervision and prior to the start of their school day. Hands will be washed and/or sanitized at the end of each day prior to being picked up. Each cohort will have a designated handwashing location. Exact details will be shared prior to the return of each division to campus.

ON CAMPUS

Signage

- Signage will be posted at each public entrance to the school to inform all students, staff, and visitors that they should follow these protocols: avoid entering or using the facility if you have symptoms of COVID-19; maintain a minimum six-foot distance from one another; do not remove your face cover to sneeze or cough; wear face coverings, as appropriate; and do not shake hands or engage in any unnecessary physical contact.

Face Covers

- All staff and students 3rd grade and above will be required to wear a face covering at all times while on campus except when eating or drinking and follow CDPH guidelines for proper wearing of face coverings, unless there is a medical or behavioral contraindication.
- Students ages two years through 2nd grade are strongly encouraged to wear face covers.
- Staff alone in offices do not have to wear face covers.



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- Staff will familiarize students on proper use of face coverings which will include instruction to minimize touching of face coverings.
- Parents will provide their child/children with their own face coverings; however, MP&MS will have a supply of reusable and single use face coverings available, if needed.
- MP&MS recommends that each family find a face covering that is comfortable to their child/children and consider fabric, fit and breathability in selecting a face cover.
- Face covers with valves attached to them will not be permitted as these valves increase the number of respiratory droplets released into the air and therefore make it less safe for others
- Additionally, MP&MS asks that face coverings not have inappropriate markings or designs that may distract from the school's learning environment.

Handwashing

- All students and staff will wash their hands: immediately upon arrival; before and after eating snacks and lunch; after using the restroom; before and after transitioning from recess; after sneezing or coughing; and at the end of the day before leaving school.
- Hand washing facilities will be made available and will stay operational and stocked at all times; hand sanitizer will be provided where indoor plumbing is not readily available.

Stable Cohorts

- The same stable group of students will be in the same group each day and will not mix with any other group.
- Students may not change from one cohort to another except for after a school break of two weeks or longer.
- Each group will be in a separate room and not mix with other cohorts.
- Each cohort will use a designated restroom, which will be cleaned and disinfected regularly.

Movement Procedures

- MP&MS will establish a designated entrance for each cohort and identify direction of movement through hallways to assist with the flow of student movement.
- Decals and/or tape will be used to clearly mark entrances/exits and direction of movement in hallways.
- Staff members will monitor hallways and escort cohort changes when possible to ensure steady flow of students with no congregation in hallways.
- Teachers will reduce classroom transitions by rotating classrooms themselves rather than utilizing student rotation.
- 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.
- Outdoor activities will be coordinated and scheduled to ensure that cohorts are not mixed.



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Access Control

- All vendors, community members, and visitors will be required to sign in at the front desk. Anyone staying on campus for more than 15 minutes will be required to complete a health screening form.
- All visitors must wear a face covering on campus.

Cleaning, Disinfection and Ventilation

- Professional janitorial staff will disinfect common areas (bathrooms, lounges, kitchens, and hallways) with EPA-registered cleaning and disinfecting products in accordance to their label instructions regularly during the school day.
- Professional janitorial staff will disinfect ALL school facilities and spaces each night.
- Common area windows will be kept open to facilitate ventilation. Common areas used as a classroom will also contain portable high-efficiency air cleaners.

Isolation Area

- Students or staff exhibiting symptoms of COVID-19 will be immediately required to wait in an isolation area adjacent to the nurse station until they can be transported home or to a healthcare facility, as soon as practicable.
- Ideally, children should not be left waiting in the isolation area for longer than 1 hour. Parents are strongly encouraged to have back-up emergency transportation organized in the event they are unable to pick up their child within that time-frame.
- Children in the isolation area will be continuously monitored via direct line of sight or video monitor.
- A second treatment room can be used as an isolation room is needed. Outside space will also be utilized when necessary.

IN THE CLASSROOM

Healthy Hygiene Practices

- Students will be taught how to hand wash, avoid contact with one's eyes, nose and mouth, and covering coughs and sneezes, and wear face coverings.
- Students will be reminded to take handwashing breaks throughout the day, in particular upon arrival; before and after eating snacks and lunch; after using the restroom; before and after transitioning from one activity/space to another; after sneezing or coughing; and at the end of the day before leaving school.

Classroom Structure

- Classrooms will be designed to allow for 6 feet or more as practical between teachers and students.
- Desks will be arranged facing forward to minimize face to face proximity between students.



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- 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.
- Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as practicable.
- When practical, the classroom structure will be moved outside. Exact details will be shared prior to the return of each division to campus.

Cleaning, Disinfection and Ventilation

- Trained staff will follow CDC guidance to regularly clean and sanitize high touch areas and surfaces. Each classroom will be provided with a cleaning schedule and EPA-registered sanitizers.
- Professional janitorial staff will disinfect classrooms each night.
- All shared classroom equipment will be cleaned and sanitized frequently.
- Each classroom will contain portable high-efficiency air cleaners. Windows will be kept open and the use of fans and/or window air conditioners set to outside air exchange will be used to increase outdoor air exchange.

Lunch and Snacks

- Students will need to bring either a nut-free packed lunch from home or pre-order individually packed lunches from School Foodies. School Foodies lunches will be delivered directly to each cohort.
- Students will remain with their cohorts during lunch.
- Students will also need to bring a healthy nut-free morning and afternoon snack as the school will not be able to provide snacks this school year.
- Students will be permitted to remove their face coverings while eating or drinking but must socially distance.

EXPOSURE PROTOCOL

- MP&MS will notify Marin County Public Health of all positive COVID-19 student and staff cases.
- If a student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential school site exposures, and any recommended testing, quarantine, or isolation instructions.
- Should exposure to COVID-19 occur, MP&MS will follow the communication protocols provided to us by Marin County Public Health to quickly notify parents and advise on next steps.
- Marin County Public Health Protocols on the Onset of Symptoms, Potential Exposure to and/or Close Contact With an Individual Testing Positive for COVID-19 in a



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School/Classroom Setting can be found here:

https://drive.google.com/file/d/1nG1aGYEhVlgaLpR2iBaL_o0hdptTeHWu/view.

RESOURCES

(CDC) Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers (July 23, 2020)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-checklist.html>

(CDC) Preparing K-12 School Administrators for a Safe Return to School in Fall 2020 (August 1, 2020)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

(CDC) Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in School (August 11, 2020)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html>

(CDC) Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes (August 11, 2020)

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

(California Department of Education) Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools (June 2020)

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

(California Department of Public Health) Covid-19 Industry Guidance: Schools and School-Based Programs (August 3, 2020)

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Marin County Public Health Guided Return to Site-Based Classroom Instruction Comprehensive School Resource Document (August 14, 2020)

<https://www.marinschools.org/cms/lib/CA01001323/Centricity/Domain/154/FINAL.A%20Marin%20County%20Public%20Health.Comprehensive%20School%20Resource%20Document.pdf>

Marin County School Guidelines: A Public Health Guided Return to Site-Based Classroom Instruction (August 12, 2020)

<https://www.marinschools.org/cms/lib/CA01001323/Centricity/Domain/154/Public%20Health%20Guided%20Return%20to%20Site-Based%20Classroom%20Instruction%20FINAL%2008-12-20.pdf>



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Please note that the protocols and procedures in this manual may be adapted based on current Public Health guidelines. We will inform families of any updates in a timely manner. While we are following all Public Health guidelines and being vigilant in our daily practices, we cannot eliminate all risk of exposure to communicable diseases, including COVID-19.