

**COVID-19**  
**Prevention and Response**  
**Health and Safety Protocols**

**All Children Academics**

**1665 Grand Avenue**

**San Rafael**

Completed and Posted: 1/31/2021

**Cal/OSHA COVID-19 Safety Program (CSP)**  
**Documentation**

# **COVID-19 Prevention and Response Health and Safety Protocols**

## **Overview**

On March 16, 2020 site-based classroom instruction was suspended by order of the Marin County Public Health Officer in all Public and Private Schools in Marin County to help mitigate the spread of COVID-19 in the local community. All schools were forced to develop remote instruction for students, including all schools in Marin County. Under the guidance of the Marin County Public Health Officer, Marin County School Guidelines (30 Point Plan) and School Site Specific Protection Plans (SSSPPs) have been developed for all Marin County Schools, Programs and offices. These SSSPP's meet all requirements of and serve as the Cal/OSHA COVID Prevention Plan (CPP), and along with the COVID-19 School Guidance Checklist serve as the COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on All Children Academics website and made available to staff, students and families as required.

A copy of this entire document will be posted on All Children Academics Homepage as required, and will also be included in the updated Injury Illness & Prevention Program at All Children Academics

## **Table of Contents**

- Marin County School Guidelines – 30 Point Plan
- COVID-19 School Guidance Checklist
- All Children Academics School Site Specific Protection Plans (SSSPP's) – Combined

When complete, this must be posted on your District and LEA website on the home page by February 1, 2021. Posting it on the school webpage is recommended.

# Marin County School Guidelines

## A Public Health Guided Return to Site-Based Classroom Instruction

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**Dr. Matt Willis, Marin County Public Health Officer and  
Mary Jane Burke, Marin County Superintendent of Schools**

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**Issued June 18, 2020 / Revised August 12, 2020 (#6, #7, #9 & #19)  
Revised December 8, 2020 (#8, #19 & #24)**

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate and return to site-based classroom instruction for the Fall 2020-2021 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment, and up to date student and staff attendance tracking.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
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.
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.
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 (D) 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. Staff should conduct daily health screening self-assessment, which may be completed through an online survey. ([Sample MCOE Staff Daily Health Screening](#))

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.
8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Exposure Protocols & Communication Templates](#) [Purple Tier/Stay Home Order](#) ~ [Red Tier](#) ~ [Orange Tier](#))
  - 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.
10. Where practicable, physical distancing of six feet is maintained between adults and between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
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.
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.
13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
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.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
17. Congregate movement through hallways will be minimized as much as practicable.
18. Large gatherings (i.e., school assemblies) are currently prohibited.
19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. 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.
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.
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.
22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
24. All staff as well as all students are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.
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.
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.
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
28. 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.
30. A [School Site-Specific Protection Plan](#)\*\* outlining the above measures is completed, posted on school or district website and shared with all staff and families and will be updated as state and local Public Health guidance dictates.

**\*\*Please submit to [SSSPP@marinschools.org](mailto:SSSPP@marinschools.org).**

**Completed plans will be forwarded to Public Health for review.**

*\* **8.12.2020 Note:** Based on updated guidance from the California Department of Public Health (CDPH), Governor Newsom, and Marin County Public Health, site-based classroom instruction cannot resume until a waiver is granted by Public Health, which, if granted would apply to grades TK-6 only, or Marin County has been off of the state monitoring list for 14 days. During this time, teachers / staff may meet small cohorts of students (15 or fewer) onsite to onboard students to virtual learning and provide safety instruction to prepare for return to school (e.g., meet their teacher, obtain learning materials, receive hygiene instruction), and/or to participate in academic and emotional assessments. Students and staff must adhere to face covering, and physical distancing requirements described in these guidelines. While Marin remains on the CDPH county watch list, 6th grade students in schools who are granted waivers will be considered elementary school students during the waiver period.*

**12.8.2020 Note:** *If applicable and helpful, schools may update SSSPP's to reflect changes in guidelines #8, #19 and #24 and additional detail on implementation. Previously approved SSSPP's do not need to be re-submitted after making these revisions.*

#### **Resource Documents:**

- [August 3, 2020 California Health Officials Release Guidance on Youth Sports and Elementary School Waivers](#)
- [July 15, 2020 News Release regarding Marin County Public Health Recommendations and Guidance to Delay In-Classroom Learning](#)
- [July 17, 2020 Guidance from Governor Newsom and the California Department of Public Health](#)
- [Updated August 3, 2020: California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [July 23, 2020 Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Marin County Health and Human Services COVID-19 Surveillance Data](#)
- [Marin County Health and Human Services COVID-19 Indicators](#)
- [Marin County Office of Education: Rethinking Schools](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Blueprint for a Safer Economy](#)
- [September 4, 2020 CDPH Guidance Related Cohorts](#)
- [November 16, 2020 CDPH Guidance for the Use of Face Coverings](#)

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_1/30/21\_\_\_\_\_

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: All Children

Academics \_\_\_\_\_ Number of schools: \_\_\_\_1\_\_\_\_\_

Enrollment: \_\_14\_\_\_\_\_

Superintendent (or equivalent) Name: Shana Kenney Address: 1665 Grand Avenue San Rafael Ca 94904 Phone Number: 415 258 9572

Email: allchildrenacademcis@gmail.com

Date of proposed reopening:

Opened with a waiver on September 8th, 2020

County:  
\_\_\_\_Marin\_\_\_\_\_

Grade Level (check all that apply)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

Current Tier:  
\_\_\_\_Purple\_\_\_\_\_ (please  
indicate Purple, Red, Orange or  
Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA. \_\_\_\_\_

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

### For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, \_Shana Kenney for All Children Academics post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

14 students, with 3 teachers and 1 administrator will exist as one cohort for the entire school.

If you have departmentalized classes, how will you organize staff and students in stable groups?

NA

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

NA

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Parents will stay in their vehicles at pick up and drop off.

14 students have been divided into 2 smaller learning groups, with private bathroom, entrances. See more details in SSP

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students. All staff and students have been trained on how to appropriately wear face coverings. See more details in the SSP

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Staff and students are screened every morning, and answer 5 questions on the digital app. Strict enforcement of any health symptoms are adhered to, and students and staff are required to stay home and submit a negative covid tests to return to school. See more in SSP

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students. See SSP

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19. Shana Kenney, administrator is identified for this role. See more SSP

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms. See SSP

Maximum: 10 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

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**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan. See SSP- all families have been trained, and continue to receive updates from the school

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence. Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff is tested monthly, if they show health symptoms, or if they traveled outside the Bay Area. See SSP

**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Families have been informed, and continue to be informed of Marin County Public's health guidelines, shelter in place, and even stricter school wide rules. Students are routinely tested, by parents, at the first sign of illness. Our strict adherence has maintained even as we experience a lesser tear.

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

- NA Private School

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

*With a small school of 3 staff members, all staff have been integral in the opening of our school. They have assisted in all aspects of the SSS-CP.*

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_ County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# 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.

<b>School or District Site Name</b>	
All Children Academics	
<b>School Type (select one)</b>	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (teachers, custodians, secretaries, paras, parents, students, administration)</b>	
We are a school of only 12 students, and 3 teachers, and 1 administrator.  Task Members: 1. Shana Kenney-owner and director of school 2. Olivia Johnson-head teacher of school 3. Paul and Ruby Pratt-parents, in the medical field profession 4. Tila Staccini- consultant to ACA for COVID-19 protocols.	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Shana Kenney AllChildrenAcademics@gmail.com 415.595.1762 415.258.9572	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
August, 15th, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Shana Kenney	<b>Title:</b> Owner
<b>Email:</b> allchildrenacademics@gmail.com	<b>Phone Numbers:</b> 415.258.9572

I, Shana Kenney, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature:

*Shana Kenney*

Date:

August 16th, 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.

All Children Academics has been meeting regularly since March with members from the task force. We meet through weekly Friday ZOOM meetings to discuss guidelines from MHHS, and to discuss the maintenance of safety, cleaning protocols. The director of the school attends all training sessions by MCOE and updates by Dr. Willis and Dr. Santori and reports back to the task force.

- 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 installed outdoor hand washing stations connected to running water. Staff, and students are provided with appropriate face coverings. Essential protective equipment: gloves, masks, cleaning products, are over stocked, and on monthly automatic delivery from Janiline, Novato. We use the APP's Class Dojo and Pre Work Screen for both staff and student attendance.

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

A ZOOM training was provided prior to the re-opening of campus for summer camp. We have additionally had private ZOOM meetings for families and their children for individualized training on health and safety protocols. We send regular updates and links of Marin County Office of Education and MHHS videos to our families, and staff. Staff has been trained in person, and also receives Monday morning mini-training, to maintain consistency in following health and safety protocols. Upon new guidelines by MHHS, we meet immediately as a staff, and then set up a parent training.

- 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. (Points of Contact listed above).

Primary:  
 Shana Kenney  
 415.595.1762  
 allchildrenacademics@gmail.com  
 Secondary:  
 Olivia Johnson  
 925.270.8933

- 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.

Teachers have been training monthly since June, on the requirements from cleaning and disinfecting. Protocol signs are posted for teachers for reminders, as well as Monday morning meetings, that review the protocols. The director does routine and consistent observation of staff and intense cleaning and disinfecting every day. Cleaning supplies and EPE are kept in multiple safe locations around campus, for quick and easy access.

- 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. Staff should conduct daily health screening self assessment, which may be completed through an online survey. ([Sample MCOE Staff Health Screening](#))

The attachment titled: Health Screening, has been reviewed with parents over ZOOM, is posted on our website, and has been sent home for parents to review each morning before bringing their child to school. Parents must follow the pre school screen at home before showing up to school, school follows the pre work screen guidance on an APP for students and teachers prior to getting out of their cars.

- 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:*

Staff and student who become sick are expected to stay home, but if someone becomes sick while on campus they are expected to go to the isolation area. The designated isolation area will be the directors office, which has a private door to the outside, and a private entrance to the parking lot. It includes a private bathroom. Parents are required to list 4 emergency contacts, one the list much include one person who can pick the child up within 30 minutes of a phone call.

- 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)

Our staff of 3 teachers and 1 administrator will be required to be tested every other month.



- 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.

We have trained families, staff and provided copies of our Health Protocols document to families and staff. The document remains posted as well. Please see the attached Health Protocols Document to answer this questions.

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

Where practicable, 6 feet of physical distancing will be maintained between ALL individuals both inside and outdoors on campus. This includes, teacher to teacher, teacher to student, and teacher to parent. Parents are required to stay in their vehicles during pick up and drop off. In the event a parent needs to exit their car, they must maintain 6 feet of social distancing.

- 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.

Our entire school is ONLY 14 students. We will remain as a school wide cohort of 14 students. ACA will not be allowing anymore students for the 2020-21 school year. The three teachers and 1 administrator will work with the 14 students on campus, and teachers are required to not work with another cohort outside of ACA.

- 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 schoolwide mixing of students and staff.

N/A

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

Student desks will face forward in one single row, 4-5 students wide, in 3 groupings. Desks will represent 6 feet apart in all directions from other students, and staff.  
Groupings will not allow for face to face contact.

- 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.

We only have 14 students on campus, we will be considered one cohort.

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

Our full school, cohort of 14, will use one designated area for entrance.  
Arrival time will vary to allow for spacing, and hand washing before entering campus.

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

Since we are one student cohort of 14 for the entire school, and are operating mostly outside recess and lunch will be with the cohort.  
Arrival times vary within a 30 minute drop off for the 14 students to enter school.  
A teacher will meet the student at their car, at the front gate, and allow the student into school, after following health screening. The teacher will have the student enter campus to the hand washing station, when it is clear from the student in front.

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

All class will be held outside.  
When we are forced to move inside due to weather or fires, the 14 students will be arranged in 3 classrooms of 4-5 students each. All with different hallways, access points from outside, and separate bathrooms.

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

There will be no parents, or outside persons allowed on school property.  
All gatherings will be prohibited.  
All field trips will be prohibited.  
The 14 students and 3 teachers and 1 administrator will be the only ones allowed on campus.

- 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.

Our school of 14 students, will operate fully outside. Appropriate shade structures and canopies have been installed for sun safety and rain.  
When we are forced to move into the classroom due to weather or fires, classrooms have air conditioning and air filters, and appropriate spacing.

- 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.

Our full school of only 14 students will be encouraged to participate in physical activities on the astro turf, that encourage less contact. Shared equipment, will be cleaned thoroughly before another student uses it. Each student will have their own equipment with their identification number. This includes balls, jump ropes, etc.

- 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.

All instruction for our small group of 14 will be held outdoors as much as possible. If we are to move inside due to fire conditions, or weather, students will be separated in 3 classrooms, of 4-5 students each, for maximum distancing. Air filters, and open windows will be utilized.

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

Students will eat outside, unless weather or fire conditions. All students must bring their lunches and water bottles from home. There will be no sharing of food. The school will provide lunch boxes and water bottles for those in need.

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

Multiple outdoor sinks have been installed to make hand washing readily available. Prior to entering campus everyone must follow the below practices. Staff and students will wash hands in the outdoor sink prior to entering school campus. Staff and students will step on shoe sanitizer mat before entering school campus. Throughout the day hand washing will be required, every 30 minutes, it will be coordinated with the switch between learning stations, and before meals, and after bathroom use. Signs are posted to enforce.

- 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.

Face coverings will be required to be worn by all adults and staff on campus at all times. Parents must wear face coverings when communicating with staff, this includes while the parent remains inside their car.

Students: (we have only 2 students above grade 3. (1 in 3rd and 1 in 4th.) 3<sup>rd</sup> grade and above must wear a face covering at all times, unless a medical or behavioral contradiction. Students under 3<sup>rd</sup> grade will be taught how to wear a face covering, and practice wearing it for longer intervals at a time. Videos, and pictures will be used for training.

- ✓ 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.

Staff has been trained in June and in August on how to properly wear face coverings. Staff has been trained, with visuals provided on how to teach students on how to properly wear a face covering. This includes instruction to minimize touching face coverings.

\*All staff received their first vaccination on 1/17/2021 and will receive their second vaccination on 2/7/2021

- ✓ 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.

Students will have their own supplies, manipulatives and recreational materials as identified by their identification number. Student supplies will be kept in each child's individual cubby outside, with multiple containers inside the cubby for different activities. All is labeled.

If supplies MUST be shared, they will be thoroughly cleaned before the use by another student.

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

There will be no sharing of equipment amongst students or staff.  
If there MUST be sharing, all equipment will be thoroughly cleaned before the use by another student.

Students will have their own learning materials, as identified by their identification number. This includes all materials a student will need for the day.

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

Privacy boards will be put into consideration where necessary, when students are required to begin learning inside the classroom.

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

There will be a no volunteer policy for the 2020-21 school year, this includes parents. Essential visitors will on entail, already vaccinated private practioners who must see students in a classroom setting for medical or behaviors needs.

All staff (3 teachers, 1 administrator) will be expected to adhere to all health and safety guidelines, as well as submit to monthly COVID test.

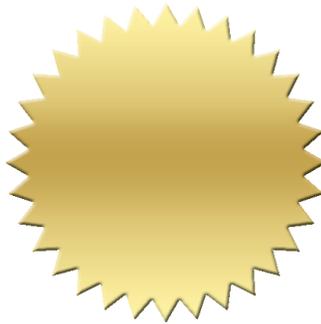
- 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Yes.

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

# School Site-Specific Protection Plan

## Certificate of Completion



All Children Academics

**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.allchildrenacademics.com](http://www.allchildrenacademics.com)

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