

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](#).



Updated: August 17, 2020

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
Novato Charter School
School Type (select one)
Charter School
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)



Updated: August 17, 2020

Nikki Lloyd – Director

Kenya Williams – Operations Manager

Jill Healy – Office Manager

Karina Haedo – Student Services Coordinator

Kenny Blacklock - Teacher

Ruth Rotman - Para Educator

Craig Allender – Parent, Board Trustee

Ali Quam – Parent, Board President

Steve Kinney - Teacher

Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)

Primary – Kenya Williams kwilliams@nUSD.org (415) 883-8457

Secondary – Nikki Lloyd nlloyd@nUSD.org (415) 883-4254

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:

August 17, 2020

Principal or Administrator I, 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.

Name: Nikki Lloyd

Email: nlloyd@NUSD.org

Title: Director

Phone Number: (415) 883-4254



Updated: August 17, 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.

Novato Charter School has established a multidisciplinary Task Force, composed of multiple stakeholders, to develop and support this plan. This Task Force meets once a week starting June 29, 2020.

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.

Health and Safety protocols have been created and shared with staff and faculty, including handwashing, face covering and access to PPE equipment. Each classroom and office space is equipped with PPE supplies including gloves, face coverings, hand sanitizer and cleaning/sanitizing supplies. These are designed to support the continual cleaning of spaces. Materials will be replenished as needed. Staff daily attendance is tracked electronically. Student attendance is tracked daily during on-campus and hybrid learning.

Signage is posted throughout the campus to indicate social distancing as well as health and safety reminders.

While the campus is closed, there may be students required to visit campus. Any individual students allowed onto campus will be in compliance with the Marin County Health Department guidelines. This includes, but not limited to:

Using outdoor space when allowed for 1:1 interactions; Staff and students required to wear face masks at all times; Handwashing protocols in place.

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



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Staff receive training that reinforces the school health and safety practices and protocols as well as safety measures determined by the CDC and Marin County Health Department. All staff are required to complete Keenan Covid-19 training.

August 10, 2020 – Staff in-person and remote training on school health protocols ([HERE](#)).

August 11, 2020 – Staff webinar training on safety procedures - handwashing, wearing face masks and social distancing.

In accordance with the Healthy Schools Act, California Department of Pesticide Regulation (CDPR) guidance, and regulations from the Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA; staff training will be provided as recommended by state and local health standards. These trainings include, but are not limited to:

- Proper use of protective equipment
- Cleaning and Disinfecting
- Cough and sneeze etiquette
- Keeping one's hands away from one's face, aka "Henry the Hand do not touch the T-zone"
- Confidentiality around health recording and reporting
- Manifestations of COVID-19
- CDC transmission-based precautions.

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

Primary – Kenya Williams Operations Manager kwilliams@nUSD.org

Secondary – Nikki Lloyd Director nlloyd@nUSD.org

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.



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

Vanguard provides daily cleaning, disinfecting and sanitizing of our campus. Vanguard staff have received all required training for sanitation and chemicals used. NCS also provides the campus with the supplies needed for immediate cleaning and disinfecting. This includes supplying shared spaces like copier room, bathrooms, etc. with disinfecting wipes, sanitizer and soap and water

Disinfecting surfaces between uses may include, but is not limited to: desks, tables, chairs, keyboards, headsets, and copy machines. High touch surfaces will be disinfected frequently and at least daily. High-touch surfaces may include, but are not limited to: door handles, rails, sink handles, restroom surfaces, games, art supplies, and instructional materials. Use of shared materials will be limited as much as practicable. Students are assigned personal school materials and supplies, may include, but are not limited to: pencils, pens, colored pencils, markers, rulers, water bottles, and fidget items. Selected disinfecting products will be approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2. When using these disinfecting products, label directions for appropriate dilution rates and contact times will be followed. Disinfecting and airing out the space will occur before students arrive and after students leave. Thorough cleaning and disinfecting will occur when children are not present. Areas used by any ill person will be closed off and not used before completion of cleaning and disinfection. To reduce risk of exposure, if possible, a wait time of 24 hours will be implemented before cleaning and disinfecting. When not possible to wait 24 hours, a wait time as long as practicable will be implemented.

6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. **(MCOE Staff Health Screening)**

Staff are required to do a daily self-screening and submit a “Daily Health Questionnaire” when coming to the school campus. The prescreening and questionnaire is a self-monitor system with the following questions:

1. Have you had a fever of 100.4 or above in the past 14 days?

2. Have you had any Covid 19 symptoms as described on the [CDC website HERE?](#)

3. Have you been exposed to anyone with symptoms or positive test of Covid in the past 14 days? Staff are instructed to refrain from coming onto campus if answering yes to any of these questions.

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.

The Community Room has a designated space that will be used solely as an isolation area for any student who begins to exhibit symptoms. Staff and students who are sick are expected to stay home

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)

There is no current Marin Public Health order in place for testing. However, schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID19, currently including testing for staff at the beginning of the school year, and then no less than once every two months unless otherwise indicated. Once our school campus has been approved for on site or hybrid instruction staff will be tested no less than once every two months. This will be completed by an approved vendor.

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.

NCS has created communications for all Covid-19 related scenarios listed above.

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

When staff or visitors are on campus they will maintain a social distance of six feet.

In the classroom or instructional area the students are 4-6 feet distanced. Desks have been placed facing forward in the classroom distanced 4 feet from each other.

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.

Novato Charter School will maintain a classroom cohort size of 24 to 30, with one assigned primary teacher. There are systems in place to prevent the mixing of classroom cohorts during the school day including recess, lunch, arrival and dismissal.

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.

Middle school will maintain a classroom cohort size of 24-30 students. There are systems in place to prevent the mixing of classroom cohorts during the school day including recess, lunch, arrival and dismissal.

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

In each of the classrooms, all 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.



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A classroom teacher is designated for each grade level cohort. Staff that may visit more than one cohort (Movement, Music, Spanish, Handwork, SpEd staff) will follow physical distancing and face covering protocols as well as frequent handwashing.

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

Novato Charter School has established four entry and exits for the campus. Entry and Exit routes have been designated for each classroom cohort. Classrooms entry and exit will only be used by the designated classroom.

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

Novato Charter School has created daily schedules for arrivals that include staggered arrival times between 8:20am-8:50am. Dismissal times are staggered between 12:20pm- 1:25pm

Proposed Onsite Arrival/Dismissal Schedule

Grades	K 1 6	3 5 7	2 4 8
Arrival	8:20	8:35	8:50
Dismissal	12:20 K 12:50 1 12:55 6	1:00 3 1:05 5 1:10 7	1:15 2 1:20 4 1:25 8

Recess schedule has been created that prevents mixing of cohorts. All meals and lunches will be in the classroom.

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

Our school campus does not have hallways. Schedules have been coordinated to prevent the mixing of cohorts in outside space.

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



Updated: August 17, 2020

All large gatherings and assemblies have been cancelled at this time.

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Efforts should also be made to maximize fresh air flow in classrooms through existing ventilation systems and opening of windows and doors as much as possible.

To help ensure students remain in their cohort, designated use of outdoor space for instructional purposes is maximized, shared, and coordinated amongst all Novato Charter School staff across all grade levels.

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.

Playground and outside spaces are also coordinated based on a staggered schedule per cohort to promote physical distancing. In addition, high touch areas are disinfected between uses. Further, use of shared structures and playground equipment will be limited in favor of physical activities that require less contact with surfaces. Increased supervision will be provided to ensure physical distancing and to support facilitation of these activities.

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

We will not be using multi use rooms at this time

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

All meals will be in classrooms with individual student meals or individually bagged meals, as much as practical.

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

Each classroom at Novato Charter School is equipped with soap and water. Students wash hands upon arrival each day, as well as before and after meals. Students will also wash

hands upon dismissal each day. For rooms that do not have sinks, hand sanitizer and handwashing schedules will be utilized. Student handwashing will be implemented one-student at a time to help support physical distancing.

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.

All staff and students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from grades TK - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

During our first week of Professional Development, staff participated in both online and in person training on subjects including; how to properly wear a face mask, hand washing, and physical distancing.

When returning to campus, students will receive continuous training on how to properly wear a face mask, hand washing and social distancing. Signage is posted throughout campus for the proper use 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

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 that will hold supplies.

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



Updated: August 17, 2020

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.

The use of privacy clear screens is used in our front office and any locations where practical.

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

Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines. All parents, visitors and volunteers are required to complete a daily health screening questionnaire: [Attached Here](#)

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.

A School Site Specific Protection Plan is completed and posted on our website www.nusd.org and on our campus parent bulletin board as of August 18, 2020

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

School Site-Specific Protection Plan

Certificate of Completion

Novato Charter 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.NUSD.Org

