

# **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>	
Mark Day School	
<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 (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
<ol style="list-style-type: none"><li>1. Joe Harvey, Head of School</li><li>2. Bonnie Nishihara, Assistant Head</li><li>3. Thad Reichley, Head of K-4</li><li>4. Dave Hickman, Head of 5-8</li><li>5. Bella Chang, Director of Finance &amp; Operations</li><li>6. Wendy Broderick, Director of Indexed Tuition &amp; Primary MDPH Liaison</li><li>7. Dr. Sharina Belani, parent, member of Board of Trustees</li><li>8. Andrew Kawahara, parent, member of Board of Trustees</li><li>9. Robert Hee, parent, Chair of Board of Trustees</li><li>10. Alfredo Jimenez, Director of Maintenance, Staff</li><li>11. Leslie Garber, Assistant to Head of School, Staff</li><li>12. Sue Crowther, Front Office Manager, Staff</li></ol>	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
<ol style="list-style-type: none"><li>1. Wendy Broderick, <a href="mailto:wbroderick@markdayschool.org">wbroderick@markdayschool.org</a>, 415-713-6753</li><li>2. Sophie Shulman, <a href="mailto:sshulman@markdayschool.org">sshulman@markdayschool.org</a>, 415-497-7971</li></ol>	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
September 5, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> Joe Harvey	<b>Title:</b> Head of School
<b>Email:</b> <a href="mailto:jharvey@markdayschool.org">jharvey@markdayschool.org</a>	<b>Phone Number:</b> 415-472-8000, ext. 1005

I, Joseph M. Harvey, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

Date:

September 5, 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.

We have created the task force outlined above to ensure the SSSPP is developed in accordance with state and local Public Health Orders, adjusted based on input and changes in health orders, and supported in daily operations. We meet regularly to monitor and adjust the plan based on input from all stakeholders.

- ✓ 2. Health and safety practices and protocols are in place, including handwashing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

Yes. Here are a number of details, in some cases repeated in other relevant sections of this plan.

- We have created a multi-tiered approach to **hand washing** on campus, including the following elements:
  - Containers of hand sanitizer have been placed in each room (near each door) on campus so that all students, faculty, and staff can “gel in” and “gel out” of each room as they enter or depart. The requirement to “gel in” and “gel out” is part of our training for faculty, staff, and students.
  - We are fortunate to have sinks in almost every classroom on campus to facilitate handwashing protocols. In addition, we are in the process of securing additional handwashing stations to several outdoor locations to supplement the classroom sinks and restroom sinks we have.
  - We put protocols in place for regular hand washing throughout the school day, primarily relying upon the sinks that exist in almost every classroom on campus and supplementing those with existing and added handwashing stations.
  - Multiple safety stations, including hand sanitizer, sanitizing spray, face coverings, and paper towels, have been placed in multiple locations around the campus, including in work areas such as near copy machines, the front office, essential visitor check-in area, and more.
  - We have added MRSA-UV air sanitizing units to every restroom on campus to use ultraviolet light to sanitize the air in those spaces. They run constantly to reduce the risk of airborne transfer of the virus.
- **Face coverings** are required for anyone who is on the campus, including faculty, staff, and students K-5.
  - We recognize that CDPH is requiring face coverings for grades 3 and up and strongly recommending face coverings for grades K-2, but we are treating the recommendation as a requirement for K-2 unless there is a compelling developmental or health reason to allow a K-2 student not to wear a mask consistently throughout the day; those will be evaluated on a case-by-case basis with appropriate medical expertise required.
  - We have secured face coverings for every member of the faculty and staff to supplement the face coverings that individuals have purchased for themselves.
  - We have extra face coverings on campus as part of our safety stations so that temporary face coverings are available for anyone who needs one.

- Students will not be allowed to enter the campus (or, when transportation is resumed, enter the bus) without face coverings. Staff will not be allowed to enter the campus without face coverings.
- In terms of **student and staff attendance tracking**, we have several primary elements in place.
  - We are utilizing SchoolPass for health screening for both students and staff, as well as essential visitors. SchoolPass coordinates with our attendance software at the school, and our strict cohorting and assignment of teachers will enable us to trace and track contacts on campus.
  - Each faculty and staff member's interactions with student cohorts has been established and will be monitored via our daily schedule. Teachers are scheduled only to visit and instruct their primary cohorts. Any staff who need to visit a cohort that they do not teach will observe all health protocols, including physical distancing and mask-wearing, among others. Staff in these moments will keep a log of any visits to facilitate accurate contact tracking and tracing.
  - Our primary and secondary points of contact between the school and Marin County Public Health have been established and trained. Our primary liaison is Wendy Broderick, a full-time staff member. Our secondary liaison is Sophie Shulman, full-time administrator (director of communications). Ms. Broderick and Ms. Shulman have participated in the Marin County Public Health Office trainings for public health liaisons and have regular meetings with the Administrative team to ensure coordination, access to information and systems that they need, and good information flow across the school community.

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

We have taken a multiple-step approach to training on the following schedule:

- June 2020 training for essential summer workers on campus protocols, daily health check-ins, physical distancing, required face coverings, handwashing, cleaning workstations before and after use, safety stations on campus, etc.
- July 2020 review of summer protocols with all faculty and staff members via Zoom to ensure understanding and compliance with required daily health check-ins, physical distancing, required face coverings, hand washing, cleaning workstations before and after use, safety stations on campus, etc.
- August 2020 full faculty and staff training on in-person learning protocols for students, faculty, staff, families.
- September 2020 small-group, in-person and virtual orientation, relationship building, and campus and classroom protocols meetings with students.
- August 2020 training for families of essential workers whose children are participating in on-campus Learning Hubs to support access to Distance Learning.
- We will conduct several training sessions during September for families to reinforce the importance of health and safety practices and protocols as we approach the beginning of on-campus learning.
- We will conduct further training in advance of and during in-person learning for students. Regular reinforcement of good habits is part of our work with students in many ways, including the health and safety 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 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).

Our primary and secondary points of contact between the school and Marin County Public Health have been established and trained. Our primary liaison is Wendy Broderick, a full-time staff member. Our secondary liaison is Sophie Shulman, full-time administrator (director of communications). Ms. Broderick and Ms. Shulman have participated in the Marin County Public Health Office trainings for public health liaisons and have regular meetings with the Administrative team to ensure coordination, access to information and systems that they need, and good information flow across the school community. Faculty and staff have been trained, and students and families are being trained on communication with the primary and secondary points of contact.

- ✓ 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.
- Complete plans have been designed for cleaning, sanitizing, and disinfecting using the models that MCOE has shared, including training for staff and access to cleaning supplies and essential protective equipment, and an intensified schedule of frequently touched surfaces.
  - Cleaning and sanitizing by teachers and students is required throughout the day for individual workspaces, desks, and frequently touched surfaces as part of the daily routine. Faculty and staff have been trained on the cleaning and sanitizing techniques in sessions listed in the Training section below, and we will train all students and families in advance of in-person teaching.
  - Cleaning, sanitizing, and disinfecting will occur on a more intensive basis through the school/workday conducted by our operations crew, focusing on frequently touched surfaces and restrooms. Campus-wide cleaning, sanitizing, and disinfecting will occur each evening, conducted by our operations crew.
  - Training is in place for how to use essential protective equipment.
  - Multiple safety stations, including hand sanitizer, sanitizing spray, face coverings, and paper towels, have been placed in locations around the campus, including in work areas such as near copy machines, the front office, essential visitor check-in area, and more.
  - Containers of hand sanitizer have been placed in each room (near each door) on campus so that all students, faculty, and staff can “gel in” and “gel out” of each room as they enter or depart.
  - All sanitizing and disinfecting products utilized across campus is on the EPA list for use against SARS-CoV-2 (COVID-19).
  - We have added MRSA-UV air sanitizing units to every restroom on campus to use ultraviolet light to sanitize the air in those spaces. They run constantly to reduce the risk of airborne transfer of virus.
  - In terms of shared items, we have undertaken extensive preparations to ensure that students are not sharing learning materials. Each child has a dedicated digital device that is not shared. In addition, we have ordered extra manipulatives and other learning materials so that those materials also will not be shared between students. We are closing off play structures to further minimize the risks of contact transfer of viral material.

- ✓ 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.  
[\(MCOE Staff Health Screening\)](#)

A DAILY health screening questionnaire for parents and guardians to complete on behalf of every student will be required, utilizing the “SchoolPass” app, which will be checked before students are allowed to be dropped off either at campus or, when transportation resumes, at our bus stops. The affirmations and requirements are as follows:

1. *I affirm that NO MEMBER OF MY HOUSEHOLD, INCLUDING MY CHILD, HAS ANY OF THE FOLLOWING SYMPTOMS, which indicate a possible illness and risk for spreading illness to others.*
  - a. *Fever or chills (with no fever-reducing medication for the past 24 hours)*
  - b. *Sore throat*
  - c. *Congestion or runny nose*
  - d. *Cough, shortness of breath, or difficulty breathing*
  - e. *Nausea or vomiting, diarrhea, or abdominal pain*
  - f. *New onset of severe headache, especially with a fever*
  - g. *Muscle or body aches*
  - h. *New loss of taste or smell*
2. *I affirm that my child HAS NOT HAD close contact (less than 6 feet of an infected person for 15 or more minutes) with a person with a confirmed positive test for COVID-19.*

*If you cannot affirm one or more of these statements, it is important to keep your child home and notify your child’s teacher AND Wendy Broderick, Mark Day liaison to the Marin Public Health Office, so that we can follow Public Health instructions regarding contact tracing.*

A DAILY health screening questionnaire for all employees will be required, utilizing the “SchoolPass” app. The affirmations and requirements are as follows:

1. *I affirm that NO MEMBER OF MY HOUSEHOLD, INCLUDING ME, HAS ANY OF THE FOLLOWING SYMPTOMS, which indicate a possible illness and risk for spreading illness to others.*
  - a. *Fever or chills (with no fever-reducing medication for the past 24 hours)*
  - b. *Sore throat*
  - c. *Congestion or runny nose*
  - d. *Cough, shortness of breath, or difficulty breathing*
  - e. *Nausea or vomiting, diarrhea, or abdominal pain*
  - f. *New onset of severe headache, especially with a fever*
  - g. *Muscle or body aches*
  - h. *New loss of taste or smell*
2. *I affirm that I do not live with anyone who has recently tested positive for COVID-19, nor have I had known close contact (within 6 feet for 15 or more minutes) with anyone who has recently tested positive for COVID-19.*

*If you cannot affirm one or more of these statements, it is important to go/stay home and notify your supervisor AND Wendy Broderick, Mark Day liaison to the Marin Public Health Office, so that we can follow Public Health instructions regarding contact tracing.*

The campus is generally closed to parents and guardians and other visitors. Essential visitors to campus will be required to complete the same health screening prior to entering campus and can do so using a contactless visitor management system via SchoolPass.

- ✓ 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:*

Please see #6 above for directions regarding students or staff who are sick and expectations for staying home. For students who begin to exhibit symptoms during the school day, we have established an isolation area between the Faculty/Staff Workroom and the Lower Learning Commons. It is an outdoor space covered by a large portable tent for shade and protection from the weather. There is a restroom at that location that has been dedicated to supporting the isolation area. The area is adjacent to a gate that allows students or staff to move directly to a vehicle in the parking lot without walking through the main entrance to campus.

- ✓ 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)

In cooperation with Public Health to support testing strategies to mitigate the transmission of COVID-19, Mark Day School has partnered with Agile Force/PMH Laboratory (<https://www.agileforce.com/covid-19-testing/>) to offer routine testing onsite at our facility (available to all faculty and staff). Onsite testing at our facility last occurred on August 25, 2020, offered to all faculty and staff. The routine testing will take place no less than once every two months.

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

The school has taken protocols and actions for each of the four scenarios outlined directly from the Marin County Public Health Protocols and Communication templates.

- Scenario 1:** A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4° or above

**Actions**





- Student or staff member stays or goes home, informs teachers or supervisor and Wendy Broderick, who contacts Public Health. Options at that point include the student or staff member gets a COVID-19 test, is seen by a healthcare provider who then determines next steps up to and including a COVID-19 test, or quarantines for a period of 10 days. The student's sibling also stays or goes home. Siblings who attend other schools should also stay or be brought home. The school will need a response from the healthcare provider and/or the results of the COVID-19 test provided to Wendy Broderick. School/Classroom remains OPEN.
- Communication with cohort families

**b. Scenario 2:** A family member or someone in close contact with a student or staff member tests positive for COVID-19.

**Actions**

- Student or staff member will report this information to teacher or supervisor, Wendy Broderick, and Sophie Shulman and be sent home, tested and quarantined for 14 days. School/classroom remains OPEN.
- Letter is sent to faculty, staff and families

**c. Scenario 3:** A student or staff member tests positive for COVID-19.

**Actions**

- Family of student or staff member reports this information to teacher or supervisor, and Wendy Broderick and Sophie Shulman, stays home and COVID+ individual isolates.
- Families of students or staff members quarantine and contact their doctor or public health for testing. Classroom/Cohort will CLOSE for 14 days from last exposure and move to Distance Learning. School remains open.
- Letter is sent and a phone call made to faculty, staff and families
- Public Health notified

**d. Scenario 4:** A student or staff member tests negative for COVID-19 after any of the reasons in Scenarios 1, 2, 3.

**Actions**

- Student or staff member may return to cohort 24 hours after symptoms resolve; however, student or staff member must continue to isolate for 14 days if in close contact with a family member who has tested positive for COVID-19. Student or Staff member will provide updates to teacher or supervisor and Wendy Broderick and Sophie Shulman.
- Letter is sent to faculty, staff and families

✓ 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.

- The classrooms are arranged to create space between students of four (4) feet or more and space between students and adults of six (6) feet or more, in alignment with health guidelines. As noted above, where practicable, classrooms are arranged to place desks in a front-facing configuration (rather than a previously prevalent arrangement desks/students facing one another in groups).
- We have designed and implemented a circulation pattern for walking on the campus that creates one-way traffic flow utilizing outdoor breezeways and open-air routes. We have used floor arrows



that are spaced at approximately 12 feet to reinforce the distance between individuals that we are expecting on campus.

- Arrivals, recess, and lunch, among other parts of the day, have been designed to prevent mixing of classroom cohorts and to support physical distancing between students, between students and adults, and between adults. Morning drop-off and afternoon pick-up will be spread around multiple designated campus locations with marked walking routes and supervision to enable and enforce physical distancing and to prevent mixing of cohorts.
- Thanks to practices shared by both MCOE and a Kaiser physician on our task force, we have taken a number of steps designed in particular to enable better physical distancing between adults in adult workspaces.
  - We have separated the two on-campus copy machines, placing them in separate rooms to create additional space and to enable greater physical distancing between staff members. In addition, we have created a calendar for staff members to sign up for copy machine use at periods when we are distributing school materials, again to minimize inadvertent contact and to reinforce physical distancing between adults.
  - We have removed the coffee machine and tea/hot water pot from the faculty/staff workroom to avoid the temptation to fall into old patterns of non-distanced interactions.
  - We have removed the tables and chairs in the faculty/staff workroom that used to be popular places for faculty and staff to gather for lunch to reinforce physical distancing and the importance of using outdoor, distanced locations for lunch on campus.
- Recess and lunch times will be staggered, assigned zones by cohort, and held outdoors as much as is practicable in strategically designated zones--all to enable and enforce physical distancing and to prevent mixing of classroom cohorts.
- We are utilizing outdoor spaces to increase physical distancing and to create more opportunities for teaching and learning in fresh air outside.

- ✓ 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.

For grades K-5, stable classroom cohorts will be maintained throughout each school day, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts. Attendance data for students and adults will be maintained in the school's Blackbaud database. Health screening data will be reported using the SchoolPass app, which will update the school's records.

- ✓ 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.

For grades 6-8, larger cohorts made up of students from one grade but from more than one classroom have been arranged, maintaining a system of accurate attendance data for students and adults on a daily basis. The program has been designed to avoid mixing of cohorts and schoolwide mixing of students and staff. Attendance data for students and adults will be maintained in the school's Blackbaud database. Health screening data will be reported using the SchoolPass app, which will update the school's records.

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

Yes. We have cleared other furniture and materials to make our cleaning, sanitizing, and disinfecting more effective and efficient and also to increase square footage available in the classrooms for students and teachers to physically distance. In addition, we have arranged desks to face forward where practicable.

- ✓ 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.

Each faculty and staff member's interactions with student cohorts has been established and will be monitored via our daily schedule. Teachers are scheduled only to visit and instruct their primary cohorts. Any staff who need to visit cohorts that they do not teach will observe all health protocols, including physical distancing and mask-wearing, among others. Staff in these moments will keep a time and date log of any visits to facilitate accurate contact tracking and tracing.

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

We have designed and implemented a circulation pattern for walking on the campus that creates one-way traffic flow utilizing outdoor breezeways and open-air routes. Each classroom has a door directly to the outside, and those doors will be the primary ingress and egress route. The hallways in the K-3 hallway may be used for students to travel to the restroom. K-3 students will return to their respective classrooms using outdoor, open-air routes. Other hallways will only be used in case of emergency.

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

Arrivals, recess, and lunch, among other parts of the day, have been designed to prevent mixing of classroom cohorts. Arrivals will be spread around multiple designated campus locations with marked walking routes and supervision to prevent mixing of cohorts. Students, parents and guardians, and faculty and staff will be trained on these procedures. Recess and lunch times will be staggered, assigned zones by cohort, and held outdoors as much as is practicable in strategically designated zones--all to prevent mixing of classroom cohorts.

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

We have designed and implemented a circulation pattern for walking on the campus that creates one-way traffic flow utilizing outdoor breezeways and open-air routes. Each classroom has a door directly to the outside, and those doors will be the primary ingress and egress route. The K-3 hallway may be used for one-way travel for students going to the restroom; K-3 students will return to their respective classrooms

using outdoor, open-air routes. Other hallways in the classroom buildings will only be used in case of emergency.

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

We have transitioned to holding all large gatherings virtually via Zoom. Students may participate from within their own stable cohorts or from home via Zoom. There are no gatherings that mix the stable cohorts that operate on the 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.

The campus will be divided into outdoor learning zones so that classes can be held outdoors as much as practicable, weather permitting.

We are fortunate to have sizable, airy classrooms with multiple doors (one to the hallway and one to the outside), individual furnaces/ventilation units, and large windows. Classrooms do not share ventilation units, reinforcing the separation between stable cohorts. The following classroom practices are in place:

- Classroom ventilation systems have MERV-13 filters and will be running to add to the filtered airflow.
- Classroom windows will be opened before classes begin for the day and kept open throughout the class day.
- The hallway in the 4th-6th grade division will not be used except in case of emergency. The hallway in the 7th-8th grade division will be used only as an entry to one classroom to avoid walking on the campus Ring Road during morning drop-off and afternoon pick-up, and otherwise only in case of emergency. The K-3 hallway may be used for one-way travel for students going to the restroom; K-3 students will return to their respective classrooms using outdoor, open-air routes. Otherwise, entry and exit from classrooms will occur via the external door.

We have added MRSA-UV air sanitizing units to every restroom on campus to use ultraviolet light to sanitize the air in those spaces. They run constantly to reduce the risk of airborne transfer of the virus.

- ✓ 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.

We have closed the “lower school play area” on the southeast edge of the lower school blacktop outside the gym and the play area at the northeast corner of the campus and do not allow students to use that playground equipment. The “big blue blocks” that K-3 students used to play with during recess are stored/secured and not in use. Students have personal playground toys (balls, etc.) that they will use for the foreseeable future. Shared equipment will be kept at a minimum and 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.

The following spaces have been designated as instructional spaces:

- The “Flex Room,” a 1000+ square-foot multi-use room
- The Digital Media Lab, with accompanying covered balcony space, on the second floor of the Learning Commons
- The outdoor Amphitheater
- The outdoor Quad
- The Lower Learning Commons
- The Upper Learning Commons
- The Gym

In addition, each classroom has outdoor space available immediately outside the classroom door, which will be marked and designated as available outdoor space assigned to that classroom.

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

Except on rain days, students have always eaten outside; there is no cafeteria on campus. The COVID-19 specific updates to our meal program are as follows:

- Students will eat in their stable cohorts, physically distanced, and outside whenever practicable.
- We have suspended our hot lunch program for the foreseeable future. If reinstated, the hot lunch program will transition to individually packaged, pre-ordered meals with no shared food or buffet serving.
- Students will bring lunches from home.
- If reinstated, the hot lunch program will not rely on parent volunteers to distribute lunches.

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

We have developed a multi-tiered approach to hand cleaning, including the placement of hand sanitizing stations so that every student and staff member may “gel in” and “gel out” of all instructional spaces and workspaces on campus, and have put protocols in place for regular hand washing throughout the school

day. We are fortunate to have sinks in almost every classroom on campus, increasing the availability of handwashing stations, and we are pursuing the addition of more handwashing stations around the campus.

- ✓ 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.

Yes. These protocols have been outlined in parent, student, and faculty communications, reinforced in on-campus signage and trainings (please see below).

- We recognize that CDPH is requiring face coverings for grades 3 and up and strongly recommending face coverings for grades K-2, but we are treating the recommendation as a requirement for K-2 unless there is a compelling developmental or health reason to allow a K-2 student not to wear a mask consistently throughout the day; those will be evaluated on a case-by-case basis with appropriate medical expertise required.
- We have secured face coverings for every member of the faculty and staff to supplement the face coverings that individuals have purchased for themselves.
- We have extra face coverings on campus as part of our safety stations so that temporary face coverings are available for anyone who needs one.
- Students will not be allowed to enter the campus (or, when transportation is resumed, enter the bus) without face coverings. Staff will not be allowed to enter the campus without face coverings.

- ✓ 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.

Training was provided to staff on multiple occasions, including during a special week of faculty professional development and training/preparation during the week of August 17-21. Training will be provided to all students and families prior to the return to in-person learning on the campus.

- ✓ 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.

When materials or sports equipment are needed for instructional purposes, individualized sets will be provided and stored individually per student. Shared equipment will be kept at a minimum and will be cleaned between uses.



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

Electronic devices are issued on a 1-1 basis, so that each student K-8 has an individual digital device. That approach will avoid sharing between students.

One element of training for staff, students, and families is to avoid the sharing of clothing, books, games, learning aids, etc. as part of our strategy to avoid transmission of COVID-19 via contact. Physical learning materials are distributed in a contactless transfer.

When students return materials to our library collection, we will hold those materials for a period of time between uses to reduce the risk of contact transmission of viral material. We will utilize contactless transfer of books from the Learning Commons to individual students.

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

We are installing plexiglass screens in selected offices on campus (e.g., the front office) and will monitor other potential installations.

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

We have communicated to families and via on-campus signage that non-essential visitors will be limited. All essential workers and essential visitors to the campus are required to adhere to all health and safety guidelines, including a health screening questionnaire that will be administered via our Visitor Management System (SchoolPass), including a contactless Visitor Management kiosk. This system will allow us to identify and track visitors to campus.

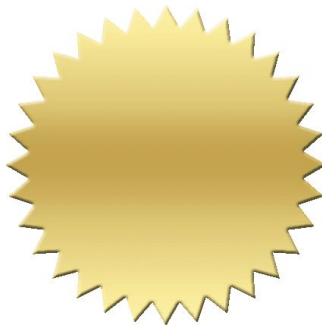
- ✓ 30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

This document is the Mark Day School Site-Specific Protection Plan, and it is available on our website.

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

 <b>MARK DAY SCHOOL</b>	<b>Site-Specific Protection Plan</b>
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# **Certificate of Completion**



## **Mark Day 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:  
[markdayschool.org/ssspp](http://markdayschool.org/ssspp)**

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