

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

**Mark Day School**



**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 Mark Day School. 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 Mark Day School. 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 Mark Day School COVID-19 Safety Plan (CSP) for In-person Instruction. The individual SSSPP is posted on the Mark Day School website ([markdayschool.org](http://markdayschool.org)) and made available to staff, students and families as required.

A copy of this entire document will be posted on the Mark Day School homepage as required.

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# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 01/27/2021

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Mark Day School

Number of schools: 1

Enrollment: 380

Superintendent (or equivalent) Name: Joe Harvey, Head of School

Address: 39 Trellis Drive

Phone Number: 415-472-8000

San Rafael, CA 94903

Email: jharvey@markdayschool.org

Date of proposed reopening:  
10/05/2020

County: Marin

Grade Level (check all that apply)

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

☐ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 10th

Type of LEA: Independent School

**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, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

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, Sophie Shulman, 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?)

Each cohort ranges in number of students/faculty/staff, from 17-25.

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

For grades K-5, stable classroom cohorts are maintained throughout eac

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

For 7th and 8th grade electives, all classes are held virtually while studen

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☒ **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.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **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.

☒ **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.

☒ **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.

☒ **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.

Maximum: 6 + feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Four feet distance is permissible between students within a classroom or

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ **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:

Bi-monthly on-campus testing for all employees, students, and family members

☒ **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:

Testing is available to all students through our bi-monthly on-campus testing

☒ **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

☐ Labor Organization

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

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

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

☒ Parent and Community Organizations

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

Name: Parents' Association

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

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

We have taken a multi-step approach to training, which included: June

2020 training for essential summer workers on campus protocols, June

2020 review of summer protocols with all faculty/staff members, August

2020 full faculty and staff training on in-person learning protocols for

students, faculty, staff, families, September 2020 small-group in-person

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

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Marin. County has certified and approved the CRP on this date: 09/04/2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# **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 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:

April 26, 2021

## 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 was established to develop and support this School Site-Specific Protection Plan, who met regularly to monitor and adjust the plan based on input from all stakeholders.

We have moved to utilizing a regular meeting of the administrative team, along with our Public Health Liaison and Director of Facilities, to monitor and adjust the plan to ensure the SSSPP remains aligned with state and local Public Health Orders, is 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, 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 hand washing 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. Parents, caregivers, or guardians are strongly encouraged to monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff conduct daily health screening self-assessment.

[\(MCOE Staff Health Screening\)](#)

A DAILY health screening questionnaire for parents and guardians to complete on behalf of every student will continue to be required, in addition to a home-based symptom screening, 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 who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month, unless fully vaccinated. This may include testing of students with appropriate parental permissions obtained in advance. If a fully vaccinated staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

Parents are guided to seek testing for their students through their healthcare provider or local testing sites such as Curative. We require students and employees to seek testing if experiencing symptoms (any listed in the SchoolPass Wellness Check) or if they come in close contact with someone who has tested positive for COVID. If a fully vaccinated staff member has close contact with someone who has tested positive, the individual does not need to quarantine. However, if fully vaccinated individuals have symptoms associated with COVID, they do need to quarantine and test.

- ✓ 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. Non-vaccinated close contacts need to quarantine. Fully vaccinated close contacts do not need to quarantine.
  - 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.

- a. **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. Fully vaccinated individuals also need to quarantine and test if exhibiting symptoms. 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 10 days (fully vaccinated individuals do not need to quarantine unless they develop symptoms). 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 10 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 10 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. Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.

- The classrooms are arranged to create space between students of three (3) 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.
- 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 are 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 groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.

For grades K-5, stable classroom groups will be maintained throughout each school day, with an assigned primary classroom group teacher, and systems are in place to prevent the mixing of classroom groups. 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 stable groups made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding 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 group, 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 groups.

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 classroom groups. Schools should access 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.

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. If used, outdoor playgrounds/natural play areas only need routine maintenance.

Students in grades K-3 may use the Lower School play structure, one cohort at a time. Students will be guided to wash their hands before and after use. 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 as much as possible 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 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 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.

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, and how to ensure a proper fit.

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 physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.

Plexiglass screens are installed in selected offices on campus (e.g., the front office) in addition to other measures such as mask wearing..

- ✓ 29. Non-essential visitors, including parent volunteers, will be limited. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors, or volunteers working directly with students should be fully vaccinated.

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](#) (SSSPP) outlining the above measures is completed, posted and updated on school or district websites as a component of their COVID Safety Plan (CSP) and shared with all staff and families. Schools should update SSSPPs as state and local Public Health guidance changes.

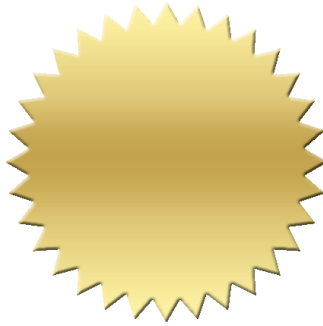
This document is the Mark Day School Site-Specific Protection Plan, and it is available on our website.

**\*\*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.**