

COVID-19
Prevention and Response
Health and Safety Protocols



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 The New Village 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 all of the New Village School, Programs and offices. These SSSPP's meet all requirements of and serve as the Cal/OSHA COVID Prevention Plan (CPP), and along with the COVID-19 School Guidance Checklist serve as the New Village School's COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on the New Village School Website, and made available to staff, students and families as required.

A copy of this entire document will be posted on the New Village School Homepage as required, and will also be included in the updated New Village School Injury Illness & Prevention Program as Appendix C.

Table of Contents

- Marin County School Guidelines – 30 Point Plan

- COVID-19 School Guidance Checklist

- The New Village School Site Specific Protection Plans (SSSPP's) – Combined

- NVS consultation with teachers

- NVS consultation with Classified Staff

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

Marin County Schools COVID-19 Safety Plan

Guidance and Template

2021-22 School Year

Guidance for Developing Your School Site Specific Safety Plan (SSSPP) / COVID-19 Safety Plan (CSP)

1. Maintain and update a Multi-disciplinary Task Force formed during prior school year (ie, teachers, custodians, school secretaries, para-educators, parents, students, and administrators) to develop and support this COVID-19 Safety Plan who will meet regularly, will seek and gather input from stakeholders, and will monitor Public Health Information to help adjust and implement 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 [Marin County Schools Health and Safety Guidelines](#) as a guide for conducting your assessment.
3. Develop and finalize your CSP and train staff before site-based classroom instruction begins.
4. Use the template below to create your own CSP 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 Marin County Public Health Officer.
5. Finalize your CSP to distribute widely to staff and families, and post on your school website, encouraging input, suggestions and questions. 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. CSPs should be updated if protocols shift under the direction of Public Health.
6. Post signs at each of the primary staff and student entrances to inform all students, staff and visitors that they should:
 - Not enter the facility with any COVID-like symptoms; stay home if sick
 - Wear face coverings indoors; and
 - Practice good hand hygiene.

Tools for Developing Your COVID-19 Safety Plan (CSP)

1. COVID-19 Safety Plan 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 COVID-19 Safety Plan (CSP). It contains all of the standard content already written for you to apply the Health and Safety Guidelines to your school or school office and prompts you to “fill in the blank” where unique information is required in order to complete your CSP. 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.

*** This COVID-19 Safety Plan has been developed with significant opportunity for public comment and input over the course of the 2020-21 School Year. Ongoing and additional public comment is welcome and encouraged for any future revisions by contacting a site administrator and/or one of the Public Health and Safety Liaisons identified on the CSP. Any comments, questions or concerns may also be forwarded to the Marin County Office of Education's Rethinking Schools Task Force at rapidresponse@marinschools.org.

CONTACT INFORMATION

School Name	The New Village School
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School Type (select One)


- Traditional/Alternative Public School
- Charter School
- Private, Independent or Parochial

<p>Public Health and Safety Liaisons (List Primary and Secondary Contact Information: Names, Emails and Office Phone)</p> <p>Lori Grey: lori@thenewvillageschool.org, (415) 289-0889 Mitchell Danielson: mitchell@thenewvillageschool.org, (415) 289-0889 Kiki Wykstra: kiki@thenewvillageschool.org</p>

<p>School Multi-Disciplinary Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</p> <p>The NVS Management Team (Cristina Cabrera, Lalla Carini, Yana Meydbray, Yomi Orangunwa, Claudio Salusso, Chako Takahashi, Kyle Walenga, Sam Wilder, Kiki Wykstra) Lori Grey - public health liaison and administration Mitchell Danielson - public health liaison and facility management Parents - Muriel Monty, Brad Miller, Geoff Barneby, Melissa Pahrn, Yuliya Patsay, Nicolay Kreidler</p>
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Principal/ Administrator Name	New Village Management Team		
Contact Email	teachers@thenewvillageschool.org	Contact Phone	(415) 289-0889

The above Principal/Administrator certifies that all staff and parents have been provided a copy of this CSP, which is posted on the school/district website, and that staff have received training as described in this CSP.

Signature		Date	08/05/2021
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SPECIFIC CONTROL MEASURES

Please provide as much detail as possible for how you intend to implement each guideline or check the box to indicate that you will adhere to the corresponding Guideline. If you need additional space, please provide an attachment.

Enter your School’s protocols below each Guideline. If a Guideline is ‘Not currently applicable’ or not relevant to your student population, you may enter N/A. Even if ‘Not currently applicable’, protocol information is welcome.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.

Our plan for re-opening is flexible and adaptive. We have ample indoor and outdoor space. All of our indoor space has windows and/or doors that will be open, a fan and an air filter with a HEPA filter. In the case of poor air quality we will close doors and windows and use the fans and air filters.

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

All bathrooms have hand washing stations. Each classroom is equipped with hand sanitizer. Teachers will carry hand sanitizer with them to distribute to students before and after eating if washing hands is not possible.

Everyone on campus (students, staff, visitors, parents, etc) will wear masks indoors and outdoors. We have extra masks available.

Attendance will be taken each morning in either our morning circle or the first period of the day. A detailed schedule outlines the staff on campus each day.

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

All staff, students and families are required to read and sign the parent handbook (employee handbook in the case of staff), which outlines the health and safety practices and protocols.

The first day of school we will go over the health and safety practices and protocols with the students.

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 (COVID-19 Safety Plan).

Lori Grey and Mitchell Danielson are the primary and secondary points of contact.

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.

We have plans for intensified cleaning and disinfecting, minimizing shared surfaces, a cleaning/disinfecting schedule, and training for staff. We will restrict access to cleaning supplies to only school staff, and all disinfection will happen with proper ventilation when students are not present. The multi-disciplinary task force will keep track of cleaning supplies and EPE to ensure staff have access to cleaning supplies and EPE.

6. Parents, caregivers, or guardians should monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

Parents will conduct a home-based screening every morning (NVS will provide literature and training for parents, including how to conduct the screening and awareness of potential exposures to COVID-19).

Staff will also conduct a daily staff screening before arriving at school.

Anyone that has any symptoms of illness must stay home, notify the public health liaisons and get a Covid Test

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.

Staff who are sick will stay home. They will notify the other teachers as quickly as possible, in order to find coverage for that staff member.

Students that are sick are expected to stay home.

If students begin to exhibit symptoms during the day, they will be sent to the isolation area and parents will be contacted.

The isolation area for students that are not feeling well is the copy room. Parents will need to check in with the

office before picking their student up.

Students will be kept in the isolation area and need to be picked up within 30 minutes.

Parents need a strong emergency contact, in case they can not be reached, as students need to be picked up within 30 minutes.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19 and provide options for symptomatic testing for students and staff, exposure response testing, and testing for modified quarantine. Testing of students must include appropriate parental permissions obtained in advance. If a fully vaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

NVS will test all staff non-vaccinated staff weekly. Currently only 94% of staff is vaccinated. Staff includes teachers, teaching assistants, janitors, or any other school employee that may have contact with students or other staff.

We are asking all families to get students tested before coming to school in-person.

In the case of illness or exposure, students and staff will be tested according to MCPH protocols and decision trees.

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 By Tier](#))

- 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.

We will follow the MCPH protocols and communication templates for any COVID-19 related scenario. We will stay in frequent dialogue with Marin County Public Health during this period, and communicate immediately with MCPH if there is possible exposure.

If a class has a case, the entire class would move to distance learning for 10-days.

10. **Not currently applicable:** 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.

11. **Not currently applicable:** 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.

12. **Not currently applicable:** 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 school wide mixing of students and staff.

13. **Not currently applicable:** Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

14. **Not currently applicable:** 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.

15. **Not currently applicable:** Routes for entry and exit to the campus will be designated for each classroom group, using as many entrances/exits as feasible.

16. **Not currently applicable:** Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.

17. **Not currently applicable:** Congregate movement through hallways will be minimized as much as practicable.

18. **Not currently applicable:** Large gatherings (i.e., school assemblies) are currently prohibited.

19. **Not currently applicable:** The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **Applicable:** 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. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.

20. **Not currently applicable:** 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.

21. **Not currently applicable:** 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. **Applicable:** Meals will be served outside as much as possible. **Not currently applicable:** Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.

Students will bring their own meals from home..

All students will bring a clean, cloth napkin to school every day, to lay their lunch out. This will make it easier to designate the spacing between children as they are eating food. Children will eat outside whenever possible.

23. **Not applicable:** 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 based on the direction of public health (indoors and outdoors), 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.

- All staff, and students are required to wear face coverings on campus, unless there is a medical or behavioral contraindication.
- Face coverings must be used in accordance with CDPH guidelines unless a person is exempt*.

*Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

- If any student cannot wear a face covering, those families will need to reach out to the school before school starts, to come up with a plan on how to support that student.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor

recreation, or when it needs to be replaced.

- Throughout the day, teachers will monitor for proper use of face coverings and will offer reminders (on how to take them on and off, not to touch them, etc)
- Extra face coverings will be provided at each school entrance and with each primary teacher for anyone that may not have one.

- Parents will be required to wear a face covering during drop-off and pick-up, while inside the school and in accordance with CDPH guidelines
- Any student will be excluded from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

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.

- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

- At the beginning of the year we will teach and reinforce use of face coverings.

- Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.

26. **Not currently applicable:** 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. **Not currently applicable:** Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

28. **Not currently applicable:** Use of physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.

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.

30. All eligible students and staff should get vaccinated as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public. (Note: State Public Health Order for vaccination requirement is anticipated).

96% of staff are currently vaccinated. The one staff member that is not vaccinated is being tested weekly.

All students that are vaccinated must show their proof of vaccination to the Public Health Liaisons (Lori or Mitchell)

31. Other School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance (pending).

Yes

32. A [School Site-Specific Protection Plan](#) (SSSPP) / COVID Safety Plan (CSP) outlining the above measures is completed, posted and updated on school or district websites and shared with all staff and families. Schools should update SSSPPs / CSPs as state and local Public Health guidance changes.