



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.



School or District Site Name	
Willow Creek Academy	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input checked="" type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Emily Cox, Head of School Kristine Duran, Assistant Head of School Jennifer Lawrence, Math Specialist Maya Creedman, Literacy Specialist Kurt Weinsheimer, Board President Marijke Smit, Board Member	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Emily Cox, ecox@willowcreekacademy.org , 415-331-5802 Secondary: Kristine Duran, kduran@willowcreekacademy.org , 415-331-5802	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
8/26/2020	
Principal or Administrator	
Name: Emily Cox	Title: Head of School
Email: ecox@willowcreekacademy.org	Phone Number: 415-331-5802

I, Emily Cox, 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:



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.

Our task force steering committee meets weekly/bi-weekly to review current guidelines, update the SSSPP, and update school site routines and expectations. In addition to the steering committee, staff and community members are engaged through topic specific work groups to provide additional feedback and ideas around the topics they are experts in.

- 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 classrooms have sinks for classroom based hand washing. Hand sanitizing stations are being installed across the campus, in addition to hand sanitizer bottles placed in each classroom/office. Once students return to campus, teachers will be building hand washing into their schedules several times each day. All K-8 students and staff will be required to wear appropriate face coverings. Teachers will be provided with protective equipment (face shields, gloves, partitions) and office spaces will be rearranged to provide safe work spaces for all staff members. Custodians are being trained with day and night cleaning protocols.

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

Staff training will be taking place on Wednesday August 19th with the school nurse. Training for students and families will be scheduled prior to allowing any students to return to campus, and will be reinforced within their classes. Custodians were trained with advanced sanitization protocols over the summer months.

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

Primary- Emily Cox
Secondary- Kristine Duran



- 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.

Schedules for janitorial services will be created for our custodial staff to ensure appropriate cleaning of bathrooms, shared spaces, and classrooms. Staff will be provided with cleaning supplies to regularly disinfect high-touch areas within their classrooms.

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

Upon returning to campus, parents and caregivers will be asked to monitor their children for illness and keep them at home if they are experiencing any symptoms of illness. Staff will be completing the suggested online screening survey on a daily basis, with results monitored by administration.

- 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:*

Students who exhibit symptoms during the school day will be isolated on the stage in the MPR, with the curtain closed. Students who exhibit symptoms of illness during the day will enter through the stage door, where they will remain in isolation until they can be picked up by a caregiver. Our expectations for parents/caregivers will be that they, or a family member, have the ability to pick up a sick student within 30 minutes of receiving a phone call.

- 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance. (Identify testing vendors, if applicable)

Staff will be required to be tested prior to opening the school and then every 2 months. Per recommendation, 25% of our staff will be tested every 2 weeks in order to monitor viral spread. At this time, we are requesting that staff schedule their own COVID-19 tests through our health care provider.



- 9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
 - a. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Should we have one of these scenarios occur, we will be following the protocols and templates recommended and provided by Marin County Public Health.

- 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.

Prior to allowing students back on campus, teachers will be reorganizing their classrooms to provide as much distance as possible between students, including spreading out desks and facing them forward. Teachers will also be organizing the flow of traffic within the classroom, including placing arrows on the floor to promote one-way traffic between student desks and around the perimeter of the room. Excess furniture will be removed and/or cordoned off from use depending on the acceptable capacity of a given room. Additional area will be given around teaching stations and white boards.

- 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.

All K-6 classes will be maintained within their homeroom classes throughout the school year. Classes will not be mixed for specials classes, recess, or classwork.

- 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.

Sixth through eighth grade will be maintained within their homeroom class, not mixing cohorts. Students will either move from classroom to classroom, with scheduled movement within hallways to avoid mixing, or teachers will move from classroom to classroom to avoid students moving and interacting too much. When teachers move between classrooms they will log in and out of each space they enter so that the school can maintain up to date records for contact tracing.



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

All desks will be rearranged to face forward. In classrooms where students share tables, students will be seated to face forward and tables will be marked off to limit capacity within a 6 foot circumference of designated student work stations. Additional seating will be created around the classroom to ensure students are spread out appropriately.

- 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.

All support staff and specialists who will be traveling from one classroom to another will be expected to follow all distancing and face covering procedures, and will be expected to document all visits to classrooms on a school-created tracking document.

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

Arrival and Departure locations are as follows:
Kinder- kindergarten parking lot
1st/2nd/6th Grade- MPR Roundabout
3rd/4th Grade- Staff Parking Lot
7th/8th Grade- Basketball Roundabout

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

Arrival/Departure times will be staggered (K-5 arriving at 8am and departing at 2pm, 6th-8th arriving at 9am and departing at 3pm).

Recess will be staggered, not only with separate times for classes but also with assigned areas of the recess yard to help minimize cross-cohort interactions. Students will eat lunch in their classrooms or in designated outdoor areas assigned to specific cohorts.



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

All hallways on our campus are outdoor, which allows for classes to spread out while moving around the campus. Trips to the recess yard, to the bathroom, or to dismissal will be scheduled to avoid congregate movement. Routes for movement around campus have been mapped out to minimize conflict points.

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

Our school's morning assembly has been cancelled and schoolwide assemblies will be either cancelled or offered via Zoom. The campus is restricted from use by any non-school users.

- 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.

Outdoor classrooms are being created across campus and assigned to classroom cohorts to allow classes to learn outdoors without sharing space. When students are indoors, teachers have been instructed to keep doors and windows open to allow for air-flow through the classroom. Air purifiers are being purchased for all classrooms.

- 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.

For the time being, play structures will be off limits to student use. Each class will be provided with their own recess equipment (balls, chalk, etc) that can be used for recess and PE. Equipment will be cleaned periodically, or in the event of cross-contamination.



- 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 MPR, sensory room, art, and music rooms will all be used for small-group instructions in order to support physical distancing. They will be fully cleaned after each use and before another class is able to use the room.

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

School lunch will be individually plated and delivered to classrooms, where teachers will serve lunch either in their outdoor learning space or within their classroom, depending on weather.

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

All classrooms are equipped with sinks and teachers have written hand washing into their schedules at regular intervals, focusing on the times right after students arrive, before/after lunch and recess, and right before dismissal.

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

All staff and all students grades K-8 will wear masks while on campus. Our school nurse provided training to teachers on how to properly wear masks and will also be providing training to families to support teaching students how to properly wear masks.



- 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.

Our school nurse provided a training on August 19th, which included proper use of face coverings. She will also be providing training to families to support teaching students how to properly wear masks.

- 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.

Each student will be bringing their own supplies (pencils, crayons, scissors, etc) in their own pencil box. Students will be allowed to bring their own sports equipment to use at recess. We will be providing manipulative kits to all students.

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

Students will be assigned their own electronic devices for use while in class. Students will be assigned book boxes, with a collection on reading books. These books will be switched out periodically and sanitized between uses. Classroom and library book cases will be covered and/or books removed to discourage sharing.

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

Privacy boards and/or clear screens will be used to separate students when and where possible.



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

Parent volunteers will be limited to supporting outdoor activities, such as delivering lunches or monitoring recess. They will be required to wear masks and maintain appropriate social distancing. Visitors will be required to make an appointment in order to enter the School Office and must wear a face covering to enter campus. All adults on campus 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 and shared with all stakeholders and updated as state and local Public Health guidance dictates.

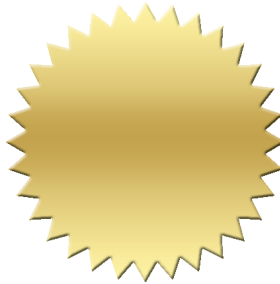
This plan has been posted to the website and shared with staff and families.

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



The logo for Willow Creek Academy, featuring a circular emblem with a tree and water, surrounded by the text "WILLOW CREEK ACADEMY".	<h2>School Site-Specific Protection Plan</h2>
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Certificate of Completion



Willow Creek Academy

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:

<https://www.willowcreekacademy.org/domain/161>

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