

## **PARENT GUIDE TO IN-PERSON TEACHING: POLICIES/PROTOCOLS/ROUTINES**

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- **STAFF GUIDE TO IN-PERSON TEACHING:  
POLICIES/PROTOCOLS/ROUTINES**

- STAFF TRAINING
- DAILY STAFF HEALTH SURVEY
- STAFF TESTING

**NOTE:** These plans are subject to change. Any updates will be marked and dated.

Site Public Health Liaison's for Hamilton School: Steve Hospodar, principal and Stefanie Parnell, assistant principal

## **PARENT GUIDE TO IN-PERSON TEACHING: POLICIES/PROTOCOLS/ROUTINES**

### **PARENT GUIDED CHILD HEALTH SCREENING PRIOR TO ENTERING SCHOOL CAMPUS**

In order for your child to attend school each day, the following survey must be completed by you, the parent prior to coming to school

### Example of the Email you will receive every morning

**From:** CrisisGo <noreply@notion.crisisgo.com>  
**Sent:** Thursday, October 15, 2020 7:00 AM  
**To:** STEPHEN HOSPODAR <SHOSPODAR@nuid.org>  
**Subject:** (Novato Unified School District) Student Pre-Visit Certification Request

**WARNING!** This email originated from outside of NUSD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Parent/Guardian,

Your child: Stephen Hospodar

Due to COVID-19, we have implemented a special COVID-19 pre-visit certification process to protect our students.

Please complete today's pre-visit certification report for your child by clicking the report button:

 [Report](#)

Upon your report submission, if your child is compliant to enter school, a green Safety iPass will be accessed by clicking the link: [https://report.crisisgo.net/pass\\_code?model\\_id=244&user\\_uid=03b217b85374462b2eb453e0a8f1f6&language\\_code=en\\_US](https://report.crisisgo.net/pass_code?model_id=244&user_uid=03b217b85374462b2eb453e0a8f1f6&language_code=en_US)

Novato Unified School District

This email contains your unique link and is automatically generated by the system. Please do not forward or reply. For more information about CrisisGo, please visit our website at [crisisgo.com](https://crisisgo.com)

## Student Pre-Visit Certification

### Safety iPass Test

Name: Stephen Hospodar ID: 11241

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**Student Pre-Visit Certification. Please respond truthfully to following options:**

☐ My child meets the entry criteria and will go to the building today (no symptoms like sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, new onset of stuffy or runny nose, unusually tired, lethargic or low-energy, fever at or greater than 100.4 degrees Fahrenheit).

☐ My child has a fever or other COVID-19 related symptoms (including new onset of stuffy or runny nose, body aches, unusually tired, lethargic or low-energy).


☐ My child has had close contact with COVID-19 case (a close contact who is exhibiting at least one of the symptoms listed above for COVID-19).

☐ My child has tested positive for COVID-19.

☐ My child had symptoms and is awaiting COVID test results.


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**SUBMIT**



**Stephen Hospodar**  
ID: 11241

Update time: 10/15/2020 03:18 PM



Entry

Novato Unified School District

Powered by ClassroomPass

## ESSENTIAL ITEMS PARENTS MAY CONSIDER SENDING TO SCHOOL WITH THEIR CHILD

- It is highly recommended that your child come to school each day wearing a **MASK**. Masks will be provided should a student come to school without a mask. Have your child wear a mask, and pack a second mask. Label each with their initials, and tell them to **NEVER** share their mask.
- It is highly recommended that your child have their own **HAND SANITIZER** in their backpack. Hand sanitizer is available in each classroom.
- It is highly recommended that your child bring their own **WATER BOTTLE**. Be sure to label the water bottle with their name and classroom number. Extra water bottles are available in the school office. Per Marin public health, the school's water fountains will not be available, but water refilling stations will be available.

## MAP AND ROUTES TO ENSURE MAXIMUM SOCIAL DISTANCING AND LIMITING CROSS CONTAMINATION OF COHORTS (separately attached)

## SCHEDULE

### Novato Unified School District 2020-2021

#### Elementary Phase 2 (Transition to In Person) Bell Schedule Grades TK-K

	Monday	Tuesday	Wednesday		Thursday	Friday
TK/K - 8:40 - 12:05 (includes 15 min. recess)	Cohort A In Person  Cohort B Remote Asynchronous Learning	Cohort A In Person  Cohort B Remote Asynchronous Learning	8:40 -11:50	Cohort A and Cohort B Remote Synchronous Learning	Cohort B In Person  Cohort A Remote Asynchronous Learning	Cohort B In Person  Cohort A Remote Asynchronous Learning
12:05-12: 45	Grab and Go Lunch		11:50 - 12:30	Lunch	Grab and Go Lunch	
12:45-2:1 5	Cohort B Remote Synchronous Teaching	Cohort B Remote Synchronous Teaching	12:30 - 1:30	Teacher Prep	Cohort A Remote Synchronous Teaching	Cohort A Remote Synchronous Teaching
2:15-3:00	Teacher Prep	Teacher Prep	1:30-3: 00	Staff Meeting/Leve l Meetings	Teacher Prep	Teacher Prep

## COHORTS

- Your child's cohort determines which days they come to school. If they are in the "A" cohort, they come to school on Monday and Tuesday. If they are in the "B" cohort, they come to school on Thursday and Friday. See schedule above.
- All students have been assigned to a cohort that will not exceed 15 students.
- Systems (exit/entries) and bell schedules are put into place to prevent the mixing of cohorts.

## CAMPUS USE RESTRICTIONS

In order to avoid the possibility of cross contamination of cohorts, students will NOT be allowed on campus during non-supervised times. The best practice to ensure cohort safety is to come to school moments before school begins and to leave campus promptly at the end of school.

Morning: Yard supervisors will be present during the morning line-up at 8:35 AM. No student should be on campus prior to 8:35 AM.

Afternoon: There will be no yard supervision in the afternoon. Students will be monitored by administration as they leave campus

## PICK-UP/DROP-OFF AND SAFETY PROTOCOLS

- **Pick up/drop off:** Student drop off and pick up will be at the designated area and parents will not be permitted beyond the designated area. Socialization between parents during pick-up/drop-off is not recommended.
- **On-Campus Safety Protocols for Parents and Families**
  - Wear a mask
  - Socially distance yourself and your child from others by at least 6 feet
  - Do not eat or drink while on campus
  - Only students and teachers will be allowed in the breezeways, hallways, and classrooms
  - Once your child is dropped off or picked up help us reduce unnecessary COVID-19 transmission by leaving campus immediately
  - Drop off and pick up your child promptly when school begins/ends. We are not able to safely monitor your students on campus prior to the start of school or after school is over.
- **MAKE A PLAN WITH YOUR CHILD(REN) TO IDENTIFY WHERE YOU WILL MEET YOUR CHILD AFTER SCHOOL**

## ESSENTIAL VISITORS ONLY

- No visitors in the building for volunteering, classroom visits, lunch, etc.
- **Early pick up:** If you need to pick your child up early for an appointment, please come to the school office. We highly recommend that you do not sign your child out early unless it is an emergency.

- **Sick child:** If school personnel calls for a parent to pick-up a sick child, the child will be available for pick up in front of the office in an outdoor “Holding Area”.

### TEMPERATURE CHECKS:

Per CDC guidelines temperature checks will not be taken upon entering school. School personnel will take the temperature of any student who feels ill during the school day. Those taking temperatures will use PPE (personal protective equipment), ie, masks, gloves, and face shields. Students who show symptoms of COVID-19 will be sent to a designated “Isolation Area” to await further instructions.

## POLICIES/ROUTINES/PRECAUTIONS IMPLEMENTED TO LIMIT THE SPREAD OF COVID-19

### BUILDING COVID PRECAUTIONS

- Routes throughout the school are marked by arrows indicating traffic direction
- 6 ft markers for hallway, play yard, and office areas have been identified
- District provided sneeze guards for the front office, and community liaison office
- Print and post signage around the school to identify best practices to protect against the spread COVID-19

Signage is present throughout the school highlighting the following policies/procedures

- Mask
  - Social distancing
  - Hand washing
  - Cover cough/sneeze
  - Keep hands away from face
  - Highlighting symptoms of COVID-19
  - Staying home when not feeling well
- 
- Close all water fountains. Refill stations for water bottle refills and paper cups will be accessible
  - Purchased staff face shields and extra disposable staff and student masks and gloves
  - Wall mounted and stand alone hand sanitizer is located throughout the school campus in locations logical to entry and exit
  - All classrooms and office space are supplied with standard COVID Supplies that include PPE and cleaning/disinfecting supplies
  - Closed every other stall, sink, and urinal in student restrooms

- Identifying and labeling entrance and exit doors in hallways, library and cafeteria
- Identified entrances specific to grade levels to limit congestion
- Identified classroom entrances and exits where possible
- All hallways in the school will be marked as one-directional. These have been clearly marked with arrows for the direction that traffic is to follow the yellow line.

## HVAC SYSTEM: WHAT IS REQUIRED/HOW WE ARE MEETING THE REQUIREMENTS

Use of HVAC equipment will be based upon CDC, Cal/OSHA, and ASHRAE guidance. All classrooms will be outfitted with air purifiers with HEPA filters.

What NUSD is doing to meet the expectations

- How often are filters changed? Twice a year
- Do we have MERV-13 at Hamilton in all of our classrooms? If not, what are we using instead? Due to the type HVAC system at Hamilton, MERV 8 Filters are being used at Hamilton. As an alternative measure, all of Hamilton's classrooms are outfitted with an air purifier with a HEPA filter
- Will the system run continuously to improve air exchange in the classroom? The system will be in auto mode.
- What is the cubic space capacity of the air filtration units? Larger than the square footage of the space being filtered

## CLASSROOMS

- Desks have been placed 6 feet apart and are facing forward
- All extra furniture has been removed from classrooms
- Each classroom will be equipped with a **Personal Protection Equipment (PPE) classroom kit**. Items include...
  - Disposable Adult Masks
  - Disposable Youth Masks
  - Hand Sanitizer
  - Sanitizing Spray
  - Paper towels
  - Gloves
- Protocol for limiting the spread of COVID-19 will be posted and taught to each student. Protocols include:
  - Social distancing
  - Covering your cough and sneeze
  - Wearing a face mask

- Limiting the touching of your face
- Cleaning and disinfecting frequently touched objects and surfaces
- What to do when you don't feel well
- Hand washing/sanitizing
- Using the restroom
- Entering and exiting a classroom
- The sharing of items will be limited. When/if an item is shared, the item will be sanitized prior to sharing and after sharing.
- Entries and Exits have been identified to ensure safe transitions.

## STUDENT RESTROOMS

- Only stall/sink/urinal in bathrooms that meet the 6 feet separation guideline will be used
- Limit the number of students in restrooms to the number of open stalls/urinals available. The number of students in a restroom will be monitored by an adult when practicable.
- Hand washing instructions will be posted above each sink to encourage proper hand washing.
- Custodians will rotate through bathrooms on a regular cleaning schedule throughout the day to clean and sanitize. Custodial schedule available upon request.
- Students will sanitize hands before entering their classroom after using the restroom.
- Scheduled restroom times for each cohort will be established to limit cross contamination of cohorts.

## FRONT OFFICE

Sneeze guards have been placed at the door of the front office. Students and visitors will be met at the front door by office staff. Designated social distancing markers will be visible and expected to be utilized if there is more than one student/visitor awaiting assistance of office staff. At this time, only office staff will be allowed to enter the front office space.

- Tardies: If a student is late to school, Kindergarten and First grade students will need to check in with a yard supervisor at the Main Gate entrance. All other students must come to the front office door to check in with staff and get a tardy slip. Students are not permitted inside the front office. Please remain outside the front office door.
- Adults needing to talk to school office personnel should call or send an email. Adults who need to drop off essential items, like medication, should call the school office prior to coming to school. Designated areas will be available to drop off items. Please write the student's name and classroom teacher's name clearly on the item.



## CLEANING AND DISINFECTING

- All custodial staff and custodial substitutes have been trained on proper sanitizing and disinfecting techniques and procedures.
- Custodial staff will disinfect all high touch areas in the classrooms, hallways, and other areas on campus on a nightly basis and sanitize areas as needed.
- Bathrooms will be disinfected on a nightly basis and sanitized multiple times daily.
- Additional supplies have been purchased to aid in the disinfecting process.
- Classroom surfaces will be sanitized between cohorts.

\*\*FYI: The difference between Sanitizing and Disinfecting

- Sanitize: The process of both cleaning (remove dirt, grime and germs from surfaces) and disinfecting a surface or object
- Disinfecting: The process of using certain cleaning chemicals intended to kill bacteria viruses

## CLASSROOM CLEANING PROTOCOLS

Night custodian routine during COVID-19 is as follows:

Classrooms:

- Sanitize workable/touchable surfaces (teacher desk, sinks, light switches, door handles, counter tops, student desks if used).
- Disinfect workable/touchable surfaces (teacher desk, sinks, light switches, door handles, counter tops, student desks if used).

Bathrooms:

- Restock all dispensers.
- Sanitize toilets, sinks, floors, dispensers, light switches, door handles.
- Disinfect toilets, sinks, floors, dispensers, light switches, door handles.

Offices:

- Sanitize and disinfect staff desks, bathrooms and common areas using the same protocol as listed above.

## SCHOOL LUNCHES

- Lunches are “grab and go”. Students will not eat their lunch at school.

## SNACK TIME

- All students will eat their snacks outside and 6ft apart
- All students will wash or sanitize their hands before and after eating

## RECESS

- Students will be walked out to the designated area on the playground by the classroom teacher
- Play structures will be closed until further notice.
- Classrooms will have designated outside areas assigned to them during times of play
- Restrooms will be monitored by an adult during recess times. The number of students allowed in a restroom will be determined by the number of urinals/stalls available. Urinals will be 6ft apart.
- Students will be picked up on the playground and escorted back to class by the classroom teacher
- Students will be spaced 6ft apart during all transitions
- 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.
- A teacher requesting playground equipment will be required to submit a cleaning plan prior to playground equipment distribution.
- Students will hand sanitize before entering their classroom

## WHAT HAPPENS WHEN A STUDENT BECOMES SICK AT SCHOOL?

If a student displays signs of infectious illness consistent with COVID-19, such as:

- temperature of 100.4 or above
- cough
- shortness of breath
- runny nose
- chills
- diarrhea
- nausea/vomiting
- fatigue
- headache
- muscle or body aches
- loss of taste or smell

Teacher or staff will excuse the student from the classroom (GRADES 1-8) and send the student to the school office. Kindergarten students will be picked up from the classroom.

- Students who are sent to the office due to sickness will be directed to a "ISOLATION/WAITING AREA" directly outside of the school office.
- School personnel will notify the parent, guardian, or caregiver of the ill student.
- The parent, guardian, or caregiver must pick up the student and is advised to consult with their healthcare provider for evaluation and determination if COVID-19 testing is recommended for the student.

## **ISOLATION AREA (WAITING AREA)**

Each school site is required to identify a designated area where students who have identified themselves as sick or demonstrate any one of the symptoms of COVID-19 will wait safely for a Parent(s), guardians, or caregiver(s) to pick them up.

Our “Isolation Area” is located outside the school office in a temporary location where students are isolated from other students/staff and can be safely monitored. A student’s temperature will be checked.

## **RECOMMENDED SCENARIOS PROVIDED BY MARIN COUNTY PUBLIC HEALTH**

Please check the graphics bellow

**Marin County Public Health Protocols on the Onset of Symptoms, Potential Exposure to and/or Close Contact with an Individual Testing Positive for COVID-19 in a School/Classroom Setting**

**1**

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

**Action**

- Report information to administrator, send home
- Contact Healthcare provider/Public Health for testing (recommend testing)
- If positive, see Scenario #3; If negative, see Scenario #4.
- **School/Classroom OPEN**

**Communication**

**No action is needed**

**2**

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

**Action**

- Report information to administrator, send home, quarantine for 14 days
- Contact Healthcare provider/Public Health for testing (recommend testing)
- **School/Classroom OPEN**

**Communication**

**To:** Student Families and Staff  
**Template Letter:**

**Household Member or contact w/ C19+**

**3**

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

**Action**

- Report information to administrator, send home, isolate as per Public Health
- Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health
- **Classroom CLOSED for 14 days from last exposure**
- **School Remains OPEN**

**Communication**

**To:** Student Families and Staff  
• **Phone call and**  
• **Template Letter:**

**Confirmed C19+ in Cohort**

Scenario	Action	Communication
<b>4</b> A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.	<ul style="list-style-type: none"> <li>May return to school 24 hours after symptoms resolve.</li> <li>14 day quarantine required for close contact with COVID-19 positive case.</li> <li><b>School/Classroom OPEN</b></li> </ul>	Consider notification to families and staff if prior awareness of testing. <b>Template Letter:</b> <b>Negative Test Cohort Member</b>
For more detailed information visit: <a href="https://bit.ly/ExposureProtocols">https://bit.ly/ExposureProtocols</a> <b>Public Health (415) 473-7191</b> <a href="https://bit.ly/MCOERethinkingSchools">https://bit.ly/MCOERethinkingSchools</a> <b>RapidResponse@marinschools.org</b>		

Updated 7/31/2020

<b>Protocolos de Salud Pública del Condado de Marin sobre el inicio de síntomas, exposición potencial y/o contacto cercano con una prueba individual positiva para COVID-19 en un aula escolar o entorno de cohorte</b>		
Escenario	Acción	Comunicación
<b>1</b> Un estudiante o miembro del personal exhibe COVID-19 síntomas o tiene una temperatura de 100.4 o encima.	<ul style="list-style-type: none"> <li>Reporte información a administrador, envíe a casa.</li> <li>Póngase en contacto con la asistencia sanitaria proveedor / salud pública para pruebas (recomendar prueba).</li> <li>Si es positivo, vea el Escenario # 3;</li> <li>Si negativo, ver Escenario # 4.</li> <li><b>Escuela/Aula ABIERTA</b></li> </ul>	No se necesita ninguna acción.

Escenario	Acción	Comunicación
<b>2</b> Un miembro de la familia o alguien en contacto cercano con un estudiante o miembro del personal dan positivo por COVID-19.	<ul style="list-style-type: none"> <li>Reporte información a administrador, envíe a casa, cuarentena por 14 días.</li> <li>Póngase en contacto con la asistencia sanitaria proveedor/ salud pública para prueba (recomendar prueba).</li> <li><b>Escuela/Aula ABIERTA</b></li> </ul>	Para: Estudiantes, familias y personal <b>Modelo de carta:</b> <b>Household Member or contact w/ C19+</b>
Escenario	Acción	Comunicación
<b>3</b> Un estudiante o miembro del personal da positivo para COVID-19.	<ul style="list-style-type: none"> <li>Reporte información a administrador, envíe a casa, aislar según la salud pública.</li> <li>Familias de estudiantes y personal cuarentena y contacto. Proveedor de salud / Publico Salud.</li> <li><b>Aula CERRADA por 14 días de la última exposición.</b></li> <li><b>La escuela permanece ABIERTA.</b></li> </ul>	Para: Estudiantes, familias y personal <ul style="list-style-type: none"> <li>Llamado telefónico y</li> <li>Modelo de carta:</li> </ul> <b>Confirmed C19+ in Cohort</b>
Escenario	Acción	Comunicación
<b>4</b> Un estudiante o miembro del personal prueba negativo para COVID-19 después de síntomas o confirmados contactos cercanos.	<ul style="list-style-type: none"> <li>Puede regresar a la escuela las 24 horas después de que se resuelven los síntomas.</li> <li>Cuarentena de 14 días requerida para contacto cercano con COVID-19 caso positivo.</li> <li><b>Escuela/Aula ABIERTA</b></li> </ul>	Para: Estudiantes, familias y personal <b>Modelo de carta:</b> <b>Negative Test Cohort Member</b>
Para más información visite: <a href="https://bit.ly/ExposureProtocols">https://bit.ly/ExposureProtocols</a> <b>Salud Pública (415) 473-7191</b> <a href="https://bit.ly/MCOERethinkingSchools">https://bit.ly/MCOERethinkingSchools</a> <b>RapidResponse@marinschools.org</b>		

Actualizado el 7/31/2020



# STAFF GUIDE TO IN-PERSON TEACHING: POLICIES/PROTOCOLS/ROUTINES

## STAFF TRAINING

All NUSD staff (substitute teachers included) will/have participated in an on-line COVID-19 prevention training (KEENAN). Administrative staff have received additional training per their role as Site Public Health Liaison (KEENAN, Public Health Liaison training). Custodial staff has received additional training to meet the levels required to maintain health and safety and the school site (KEENAN; additional District training)

## DAILY STAFF HEALTH SURVEY

All staff will be required to respond to the following survey before coming on to campus. Questions include:

- I affirm that I have been without fever (100.4 or above) for 24 hours, without the use of fever-reducing medications, and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) chills, diarrhea, nausea/vomiting, fatigue, headache, muscle or body aches, or new loss of taste or smell in the past 24 hours.
- I affirm that anyone that I live with or anyone that I have been in close contact with has been without fever (100.4 or above) for 24 hours, without the use of fever-reducing medication, and that they have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose), chills, diarrhea, nausea/vomiting, fatigue, headache, muscle or body aches, or new loss of taste or smell in the past 24 hours.

## STAFF TESTING

Free Covid-19 testing is available for staff weekly through the County of Marin and by appointment at Kaiser Permanente for Kaiser members. NUSD has partnered with the County of Marin to provide testing at a District Site (Novato High School in September and October). Staff will be notified of future testing windows and encouraged to obtain a test. Administration will work with staff that may require release time in order to be tested, if testing is not practicable outside of work hours.

Testing is highly encouraged but not mandatory. It is recommended that each staff member get tested prior to the start of school and every two months following.

THE COMPLETE COVID-19 SCHOOL SITE-SPECIFIC PROTECTION PLAN (SSSPP) is located on Hamilton's website (<https://hamilton.nusd.org>)

## STAFF GUIDE TO BEING OUT ILL for COVID related reasons

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Visit

<https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/Quick%20Tip%20Poster%20FFCRA.pdf> for more information





