

# Marin County

## SSSPP Public Health Review

**School Name: Lynwood Elementary**

**Date Received: 10/7/2020**

**Main Contact: Melissa Diaz**

**Phone:** (415) 897-4161

**Email:** mdiaz@nUSD.org

### Checklist Indicating Complete Application

- ✓ 8/12 Updated SSSPP Template
- ✓ Contact Information Included
- ✓ Task force Members Named
- ✓ Primary and Secondary Liaison Contact Information
- ✓ Signed by Administrator

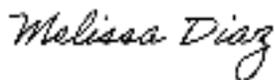


# Lynwood Elementary School

<b>School or District Site Name</b>	
Novato Unified School District - Lynwood Elementary Site	
<b>School Type (select one)</b>	
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial	
<b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>	
<p>The NUSD Re-Entry Task Force was comprised of 150 students, teachers, classified staff, administrators, and parents who worked together to complete the COVID-19 Return to School Guide (<a href="https://nUSD.org/nUSD-covid-19-return-to-school-guide/">https://nUSD.org/nUSD-covid-19-return-to-school-guide/</a>). This guide, which was approved by the Board of Trustees on June 16 and amended on July 28, is the basis for all NUSD School Site Specific Protection Plans.</p> <p>The site principal has convened a site level Task Force with meetings throughout the year. The Task Force will monitor and give feedback based on input from stakeholders. The members of the site level Task force are:</p> <p>Melissa Diaz, Principal          Sierra Cubley-DeBruin-Office Manager          Jazmin Babendir-Parent/Community Liaison          Roxana Mis-Office Tech          Janna Morbitz-Parent          Sasha Vargas-Parent          Gina Mullen-Parent          Amy Wehr-Teacher          Rich Tomsy-Custodian</p> <p>The task force will meet as/when necessary at least once a month either via zoom or in-person based on the comfort level of the members. The task force is keeping a detailed matrix of responsibilities and notes in order to ensure each meeting has a focus and goal, and that all requirements of the task force will be met.</p>	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Primary contact: Melissa Diaz, Principal: mdiaz@nUSD.org/415-897-4161 or Secondary contact: Sierra Cubley-DeBruin, Office Manager: scubleydebruin@nUSD.org/415-897-4161.	
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
10/6/20	
<b>Principal or Administrator</b>	
<b>Name:</b> Melissa Diaz	<b>Title:</b> Principal
<b>Email:</b> mdiaz@nUSD.org	<b>Phone Numbers:</b> 415-897-4161

I, Melissa Diaz, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature:



Date:

10/06/20

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## 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.

1. The NUSD Re-Entry Task Force was established in May of 2020 to craft the Novato Unified School District Covid-19 Return To School Guide <https://nUSD.org/nUSD-covid-19-return-to-school-guide/>. The NUSD Re-Entry Task Force was comprised of 150 students, teachers, classified staff, administrators, and parents who worked together to complete the COVID-19 Return to School Guide. This guide, which was approved by the Board of Trustees on June 16 and amended on July 28, is the basis for all NUSD School Site Specific Protection Plans.

The site principal has convened a site level Task Force with meetings throughout the year. The Task Force will monitor and give feedback based on input from stakeholders. The Principal will distribute the SSSPP to all staff and families and post to the NUSD website when changes are made.

The task force will meet as/when necessary at least once a month either via zoom or in-person based on the comfort level of the members.

The task force is keeping a detailed matrix of responsibilities and notes in order to ensure each meeting has a focus and goal, and that all requirements of the task force will be met.

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 and office space will be supplied with standard COVID Supplies that include EPE and cleaning/disinfecting supplies. COVID Supplies will be replenished on a regular basis, either weekly and/or as needed. COVID Supplies include extra disposable face coverings for staff and/or students who may need them, gloves, face shields, hand sanitizer, cleaning and disinfecting supplies, disinfectant wipes (or spray bottles with paper towels). Isolation supplies will be provided to site offices which include EPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school.

Student attendance will be taken daily using the student information system (Aeries).

Staff attendance will be taken through the daily health screening survey that will be monitored by front office staff.

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

Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff prior to the start of in-person instruction. Staff will receive training throughout the year when new/updated guidance from Public Health is released. Training resources are available on the NUSD COVID-19 website (<https://nUSD.org/covid/>) and Marin County Office of Education (MCOE) Rethinking Schools website (<https://sites.google.com/marin/schools.org/mcoerethinkingschools/home>). Age appropriate health and training for students will be provided.

Staff will participate in Keenan Safe Schools COVID-19 Employee Safety Training to reinforce the importance of health and safety practices and protocol prior to the start of in-person instruction.

We will also ensure that our custodial team is up to date with all safety practices and protocols by working with the Director of GMO (Grounds, Maintenance and Operations) and the custodial supervisor.

Age and developmentally appropriate training for students, such as teaching children to avoid contact with one's eyes, nose and mouth, and use of a tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills instruction. Staff will model and practice hand washing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

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).

The Principal and Office Manager will serve as the primary and secondary points of contact respectively and serve as the Liaisons to Public Health. Any questions or concerns around practices, protocols, or potential exposure should be sent to the primary contact: Melissa Diaz, Principal: [mdiaz@nUSD.org](mailto:mdiaz@nUSD.org)/415-897-4161 or secondary contact: Sierra Cubley-DeBruin, Office Manager: [scubleydebruin@nUSD.org](mailto:scubleydebruin@nUSD.org)/415-897-4161.

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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.

Cleaning, sanitizing, and disinfecting schedules and protocols based on CDC and CDHP guidelines have been designed.  
All custodial staff and custodial substitutes have been trained on disinfecting schedules and protocols. Custodial staff will disinfect all high touch areas in the classrooms, hallways, and other areas on campus on a nightly basis and sanitize these areas as needed.  
Bathrooms will be disinfecting on a nightly basis and sanitized multiple times daily, as needed. The District has purchased additional equipment to aid in the disinfecting process in the evening.  
Continual training for custodial staff will be mandated to reinforce cleaning protocols and as guidelines are updated.

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. Staff should conduct daily health screening self assessment, which may be completed through an online survey. ([Sample MCOE Staff Health Screening](#))

All staff will be required to respond to the following questionnaire before entering the classroom. This survey has health screening questions and teacher or staff will be asked what school/classroom they will be in for the day.

1. I affirm that I have been without fever 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) in the past 24 hours.  
2. 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) in the past 24 hours.

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:*

It is critical that all parents/guardians keep children at home if they show symptoms of COVID-19 and/or if they have a fever. Children should not return to school until the fever has been gone for at least 24 hours without the use of fever-reducing medication.

Should a student arrive and exhibit any symptoms, s/he will be isolated in a predetermined isolation area. If a student is absent from school due to symptoms, the parent/guardian is requested to contact the school to report the absence reason, contact their healthcare provider, and monitor their child's symptoms.

Lynwood's Isolation Areas:  
Primary: Reset Room (located in front office, room with door to the left when entering office)-Has an exterior door where students will enter and exit.  
Secondary: La Sala (located in front office, office with door to the right when entering office)

Should a student need to be isolated they will not share space with other isolated students. Once a student is picked up, the isolation area will be sanitized prior to another student occupying it.

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)

Free staff testing is available 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 (Hill Education Center in August and 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.

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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.

1. A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above. Action for Scenario One:

- 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 will remain OPEN

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

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

3. A student or staff member tests positive for COVID-19. Action for Scenario Three:

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

4. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact. Action for Scenario Four:

- May return to school 24 hours after symptoms resolve
- 14-day quarantine required for close contact with COVID-19 positive case
- School/Classroom remains OPEN

10. Where practicable, physical distancing of six feet is maintained between adults and adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.

All classrooms will be set up in order to maximize physical distancing between students. Staff will implement spacing strategies and instruction in outdoor spaces. Staff training is provided to maintain physical distancing when practicable and still meet the medical, personal, and support needs of students.

Desks will be facing forward and positioned 6 feet apart in hybrid learning. Tape will be utilized as place markers for proper placement.

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 students will be assigned to a cohort that is assigned a primary teacher. When determining cohorts, systems will be in place to prevent mixing cohorts to the extent practicable.

Classroom cohorts will not exceed 15 students in hybrid learning.

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.

N/A

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

All classrooms will be set up with desks arranged facing forward in order to minimize face to face proximity and to maximize physical distancing between students.

All classrooms will be set up in order to maximize physical distancing between students. Staff will implement spacing strategies and instruction in outdoor spaces. Staff training is provided to maintain physical distancing when practicable and still meet the medical, personal, and support needs of students.

Desks will be facing forward and positioned 6 feet apart in hybrid learning. Tape will be utilized as place markers for proper placement.

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 visits by staff to interact with students will be documented, unless it is identified as their primary classroom cohort. Hybrid program limits additional certificated and classified staff interaction with student cohorts, except in circumstances deemed critical to student learning. Virtual learning will continue to be used, when practicable to limit mixing cohorts.

The District has implemented a tracking system for staff with the use of QR Codes in each room/space to track movement throughout the campus.

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

The site has a map with identified entry/exit which will be posted on the site website and communicated to students/families.

There will be designated drop off zones for all cohorts. Grade levels will have designated entry and exit points throughout the campus.

Upon arrival students will gather in their designated class cohort waiting area outside. In the event of poor air quality or inclement weather, students will go directly inside their classrooms and will be supervised by a yard supervisor or other staff member.

Students will not be allowed to play on the yard before or after school. Socially-distanced markers will be placed 6 feet apart at each designated gathering and waiting area for each student in the cohort.

Routes for Entry and Exit: Arrows on the ground and signage will be used to ensure appropriate routes for entry and exit throughout the campus for each classroom cohort.

This information will be communicated to all staff, students, and parents prior to in-person instruction.

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

Bell Schedules have been strategically coordinated to prevent mixing of classroom cohorts. The Hybrid Schedule limits the campus to approximately 40% capacity. The bell schedule allows for staggered recess and lunch period to limit mixing of cohorts.

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

Routes through campus will be clearly marked to indicate the direction of movement at the beginning and end of the school day and during the day as needed. Movement will be minimized, to the extent practicable, throughout the school site. Students and staff will remain in their assigned classrooms as much as possible.

Hallways will be one directional with the exception of the two larger hallways between the 20 and 30 wing and 30 and 40 wing. These hallway areas will be split so that student/staff can use designated areas for movement.

At the start and end of each day, staff will be placed around the school to ensure students are following protocols upon arrival, during the school day, and at dismissal. This will also include when a student needs to use the restroom.

Staff, parents, and students will receive an in-depth training on the procedures and protocols for procedures on arrival, dismissal, and movement around the school prior to in-person instruction.

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

No gatherings of multiple cohorts, such as assemblies, special events or performances, will be permitted. To the extent possible, meetings such as parent conferences, Individual Education Program (IEP) meetings, and staff meetings will be conducted virtually.

Students will stay in their cohorts at all times including recess, lunch, arrival, and dismissal.

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.

Use of outdoor areas will be utilized to the extent practicable for instruction to maximize physical distancing between students. Windows and doors will be kept open, when weather and other external factors allow, to maximize fresh airflow. Use of HVAC equipment will be based upon CDC, Cal/OSHA, and ASHRAE guidance.

In order to access outdoor spaces for instructional purposes, we will be utilizing a rotating schedule/calendar. Utilizing a rotating schedule will be the most effective way to ensure equity and time to sanitize, etc. if needed.

Use of outdoor areas will be utilized to the extent practicable for instruction. Community based instruction, such as campus and community walks may be considered.

Most classrooms have two external doors which can be opened to maximize fresh airflow.

Staff and students will receive training on usage of outdoor spaces.

All filters, campus wide, have been upgraded to MERV13 in classrooms to improve air filtration.

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.

The use of shared playground equipment will be limited. If equipment is used, it will be sanitized between uses.

Staff will work to plan physical activity that requires less contact with surfaces/shared equipment.

Each cohort will have its own playground equipment and it will be sanitized in between uses.

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- 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.

In most cases, the regular classroom space is preferred to the MPR on campus, but the MPR will be used when appropriate and will be cleaned between uses.

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

Meals will be served in the classroom or weather permitting, in a designated outdoor area. Families of students not eating school lunches are instructed to provide appropriate snacks/lunches for their students, packed in clearly marked containers.

Outdoor lunch tables will be designated for each class cohort and will be distanced around each designated play yard/eating area. Cohorts will eat in their classrooms during inclement weather.

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

Bell schedules and routines will be developed to allow students to frequently wash their hands or use hand sanitizer. Wall mounted sanitizer stations have been added to each campus. Students and staff will wash hands or use hand sanitizer when appropriate, including upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, and before eating.

At the start and throughout each day, staff will be placed around the school to ensure students are following protocols on regular hand washing in staggered, scheduled intervals. This will also include when a student needs to use the restroom, etc. Staff, parents, and students will receive an in-depth training on the procedures and protocols for proper hand washing.

All classrooms are equipped with a sink. Students and staff will wash hands or use 60% ethyl hand sanitizer often: upon entrance into the classroom, after blowing nose, coughing, or sneezing, after using the restroom, before eating or preparing food, before and after touching of face, after playing outside, before and after providing routing care, before putting on and after removing gloves, after touching frequently touched areas (e.g., door knobs, handrails).

- 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 students will wear a face covering except when medically or behaviorally contraindicative.

Masks will be worn inside and outside at all times.

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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.

Staff training on proper use of face coverings has been provided.

Age and developmentally appropriate instruction on the use of face coverings will be part of instruction in classrooms.

Families will receive training resources prior to return to in-person instruction:  
<https://coronavirus.marinhhs.org/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.

Sharing of student supplies and equipment will be avoided, wherever practicable. If sharing is required, supplies and equipment will be disinfected between uses.

Students will not keep anything in desks. All personal items should be labeled and kept in a separate bag or container to ensure personal items are separate from others.

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

All students have been issued a device (TK-1 iPad, 2-5 Chromebook). Sharing of student supplies and equipment will be avoided, wherever practicable.

If sharing is required, supplies and equipment will be disinfected between uses.

All personal items should be labeled and kept in a separate bag or container to ensure personal items are separate from others.

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

Movable shields/student desk barriers are available for use when physical distancing between students and staff may be challenging or at other times when deemed appropriate by staff.

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

Non-essential visitors will be limited. Student drop-off and pick-up will be at the designated area and parents will not be permitted beyond the designated drop-off area for their child's classroom.

All campus visitors will be required to sign-in using the site check-in survey at the office and respond to the health screening.

Parents are required to make an appointment with the teacher.

There will be no volunteers at this time.

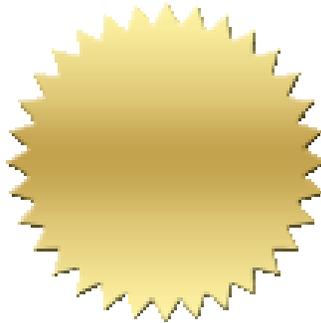
30. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Parents and Staff are provided a copy of this SSSPP and it is available on the NUSD website.

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

<b>Lynwood Elementary</b>	<b>School Site-Specific Protection Plan</b>
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# **Certificate of Completion**



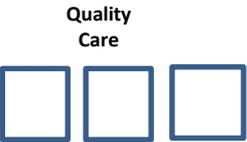
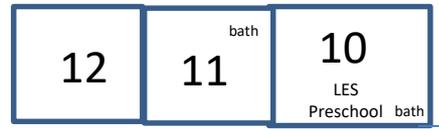
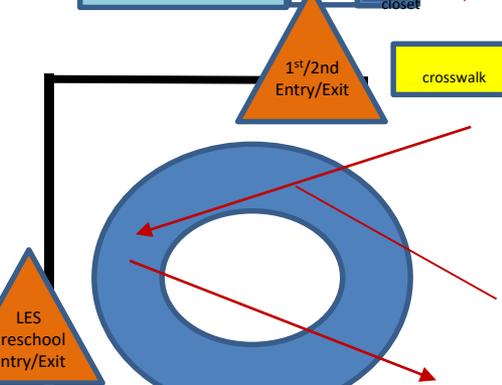
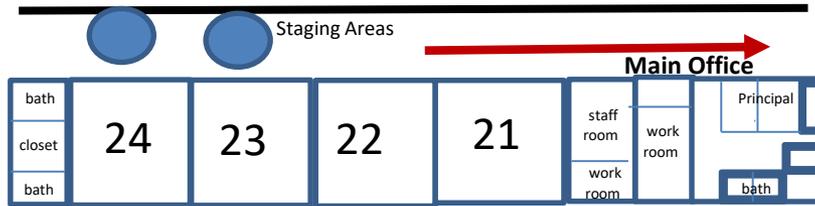
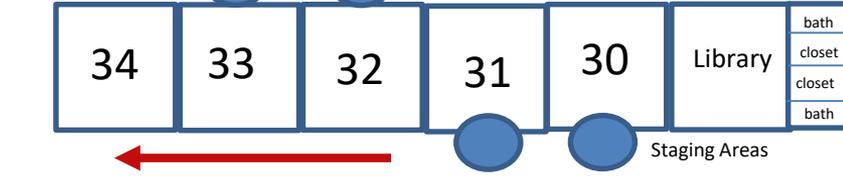
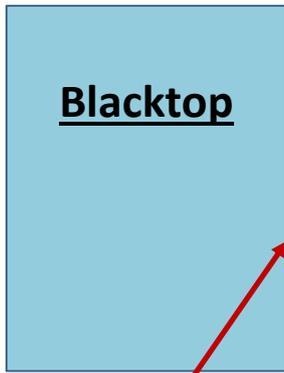
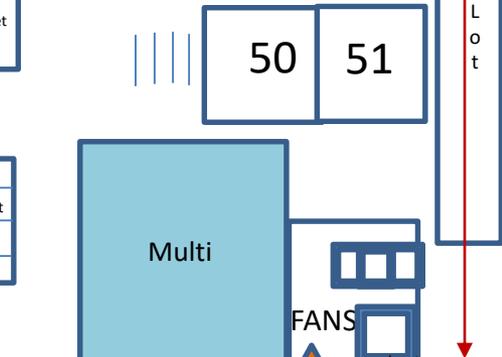
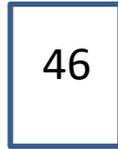
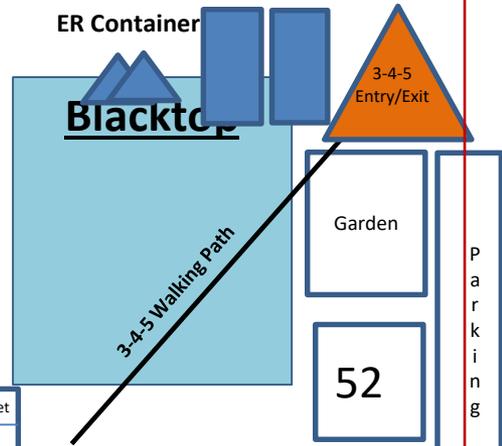
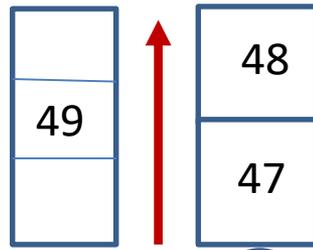
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**has completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:**

<https://lynwood.nusd.org/>

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

# Lynwood Elementary



N BLVD Gate No Entry for Lynwood Students  
Entry for Headstart and Quality Care only