



School or District Site Name	
Novato Unified School District - Olive Elementary School	
School Type (select one)	
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input 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)	
<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 (https://nUSD.org/nUSD-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.</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.</p> <p>The members of the site level Task force are SSC members: Tim O'Connor/parent, Guillermo Melantoni/parent, Edison Sosa./parent, Chris Carey/parent, Lisa Pearson Hamre/parent teachers and staff-Elizabeth Sesma-Olinyk/admin, Amanda Davis/admin, Joe Smith/teacher, Tony Quan/teacher, Robin Nosti/teacher, Miguel Rae/Instructional Assistant Vicki Breen/SSSPP member and teacher and Jan Miller/Olive project coordinator.</p>	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary contact: Elizabeth Sesma-Olinyk, eolinyk@nUSD.org, & Amanda Davis, adavis@nUSD.org 415-897-213, Secondary contact: Carla Brouillette, cbrouillette@nUSD.org, 415-897-2131, Office Manager	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
September 30, 2020	
Principal or Administrator	
Name: Elizabeth Sesma-Olinyk & Amanda Davis	Title: Co-administrators
Email: eolinyk@nUSD.org & adavis@nUSD.org	Phone Numbers: Olive office 415-897-2131

I, Elizabeth Sesma-Olinyk & Amanda Davis, 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:

Elizabeth Sesma-Olinyk

Digitally signed by Elizabeth Sesma-Olinyk
Date: 2020.10.07 16:33:40 -07'00'

Date:

October 7, 2020



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 principals have convened a site level Task Force with meetings using the School Site Council (SSC) members. The SSSPP plan will be reviewed at every School Site Council Meeting, which occur 6 times in the 2020/21 school 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.

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 (each individual period at secondary sites) using the student information system (Aeries). Staff attendance will be taken through the daily health screening survey. High touch surface will be routinely disinfected during the day.

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/marinschools.org/mcoerethinkingschools/home>). Age appropriate health and training for students will be provided. All staff have taken the Keenan on-line Covid Training. Custodial staff have been trained on cleaning techniques and will have regular update for cleaning protocol. Teachers will have an additional half day training on October 9, 2020.

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: Elizabeth Sesma-Olinsky, eolinsky@nUSD.org & Amanda Davis, adavis@nUSD.org, 415-897-2131, Principal, secondary contact: Carla Brouillette, cbrouillette@nUSD.org, 415-897-2131.

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](#))

6. 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. Close contact is defined as less than 6 feet apart and more than 15 minutes.

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. Students will be isolated in the nurses room. If additional space is needed the office space adjacent to the nurses room will be used. Classified staff along with administration will be used to monitor students. Refer to section 9 for more information.

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.

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. Use of outside spaces for learning will be utilized. Shields will be provided for teachers and/or students as needed (specifically TK-1).

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. Cohort considerations will include consideration of: sibling, medical needs, special education students, English Learners, combination classes and day care whenever possible.

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



- 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.

- 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. The primary check in for each classroom cohort will be with a QR code, in the event that that system is not available to personnel due to technology issues a secondary check in system will be used. The secondary system will be: each classroom will have a sign in/out binder with two sections; one for student sign in/out and one for staff sign in/out.

- 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. See attached Olive Map for routes, drop off/pick up areas.

- 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.

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.

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.

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. Additional outside learning areas will be identified and provide appropriate learning supports such as umbrellas for shade if needed. The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation when appropriate, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. All filters, campus wide, have been upgraded to MERV 13 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. At this time until student' play patterns can be assessed the play equipment will not be used. Play activities will be 6 ft as much as possible.

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.

Due to the MPR currently being used for storage of furniture, it will not be used.

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 delivered/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.
Staggered lunch recesses will be scheduled. Students will eat in their classrooms (rainy day recess mode).

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.

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 TK-5 grade will wear a face covering except when medically or behaviorally contraindicative. District approved face coverings. A student cannot wear a mask for medical reasons will have a doctor's note and/or a 504 or IEP.
"Face Coverings" – cloth face coverings or masks as recommended by CDC guideline and local public health orders.



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.

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. All personal items should be labeled and kept in a separate bag or container to ensure personal items are separate from others. Bins will be purchased for student's personal supplies.

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. Barriers for all teachers and specialists will be provided.

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 or at the office and respond to the health screening. Signs at the drop off areas will be posted to inform the community regarding drop off/pick up areas. Six foot spacing will be put in the pick up/drop off.

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.

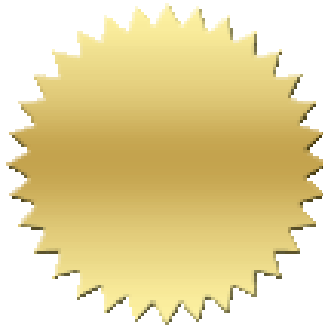
Parents and Staff are provided a copy of this SSSPP and it is available on the NUSD website.

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



School Site-Specific Protection Plan

Certificate of Completion



(enter School Site Name here)

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:

(enter School Site or District website here)

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