



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 all staff and essential visitors.
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, or post the 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:
 - Not enter the facility with any symptoms of COVID-19;
 - Maintain the minimum physical distancing as detailed in below Guidelines;
 - 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	
GATE ACADEMY	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Victoria Talkington, Executive Chair Kate Yost, COVID Administrator Nichole Bond, Teacher, Director of Curriculum and Faculty	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Kate Yost, COVID Administrator, admin@gateacademy.org 415-717-7529 Victoria Talkington, Executive Director, vtalkington@gateacademy.org 415-847-9127	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
April 6, 2021	
Principal or Administrator	
Name: Victoria Talkington	Title: Executive Chair
Email: vtalkington@gateacademy.org	Phone Numbers: 415-847-9127

I, Victoria Talkington, 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: 4/6/2021

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.

The SSSPP has been drafted by a combination of administrators and teachers and has been reviewed and approved by the board. Staff meets weekly to discuss school operations and safety issues.

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.

Faculty and staff have been trained on proper hand washing techniques and have been instructed to wear face coverings while on site. Families have been provided with directions. Children will be given onsite and in school instructions on hand washing and face coverings. State of California is providing essential PPE and GATE has also obtained sufficient supplies of PPE which are currently onsite.

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

Faculty and staff have been trained on distancing physically and proper handwashing techniques and have been instructed to wear face coverings while on site. Families will be provided with directions and instructions before children return to school. Children will be given onsite and inschool instructions on handwashing and face coverings. State of California is providing essential EPE/PPE and GATE has also obtained sufficient supplies of EPE/PPE which are currently onsite.

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).

See list above.

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.

1. Custodial services hired by GATE are increasing coverage and will disinfect surfaces and common areas regularly.
2. Teachers and staff will spray disinfect classroom surfaces when students leave the room for other classes.
3. Hired Custodial services will disinfect bathroom surfaces once daily.
4. Teachers and staff will disinfect handrails and doorknobs at the end of each school day.
5. Teachers and staff will disinfect copy room and kitchen surfaces after use.

6. Health screening for students and staff are conducted as advised and updated by Public Health. Parents, caregivers, or guardians should be strongly encouraged to monitor symptoms of infectious illness every day through home-based symptoms screening, and staff should conduct daily health screening self-assessment.

Google forms for daily reports have been created for unvaccinated faculty and staff using MCOE's template. GATE has instructed faculty and staff on the use of this form each day before entering GATE for onsite instruction. Faculty and staff that are not vaccinated will continue to use these forms.
Parents, caregivers and guardians have been instructed to monitor their student's health. Student's are instructed to stay home and get COVID tested if they are symptomatic.

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:

There are three isolation areas. One is outdoors, in an arcade near the front entrance to GATE. Another is an unoccupied office adjacent to the administrator's office. The third is an unoccupied classroom near the administration office.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including testing of staff who have regular daily contact with students before site-based classroom instruction is resumed, and then no less than once every month, unless fully vaccinated. This may include testing of students with appropriate parental permissions obtained in advance. If a fully vaccinated staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

GATE's faculty and staff have free testing through our Kaiser health plan coverage. GATE has created record keeping and tracking forms to monitor this testing. GATE's community have been advised of other testing facilities. GATE will ask for parental permission for student testing using any appropriate forms and waivers provided by DPH and MCOE.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates for each scenario by Tier](#)):
- a. 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. Non-vaccinated close contacts need to quarantine. Fully vaccinated close contacts do not need to quarantine.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

GATE will follow these Guidelines. Our administrators have attended the MCOE/DPH recorded trainings and read the materials regarding these evolving protocols. Our staff has been trained to report their own and student potential illnesses to our COVID liaison. If appropriate, GATE will ask for parent HIPAA waivers and liability waivers when there are appropriate forms provided by DPH and MCOE.

10. Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained.

GATE will follow the guidance: six feet of distancing between adults and between adults and students; three feet distance between students within a classroom or instructional area; 6 feet of distancing between students when outdoors without masks.

All classes have provided seating charts and attendance is tracked daily.

11. For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis.

Student in all grades (K-8) are placed in stable cohorts numbering between 20 and 22 students. Students will not mix with students outside of their assigned cohort.

12. For middle and high schools, larger stable groups made up of students from more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding schoolwide mixing of students and staff.

See item 11.

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

Desks will be arranged to distance students and where both practicable and consistent with GATE's inquiry based learning requirements will face forward.

14. School staff are permitted to visit and instruct more than one classroom group, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom.

Specialist instructors have a specific classroom rotation that is scheduled and documented. All faculty and staff follow physical distancing and face covering protocols.

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

Each cohort has a separate entrance and exit. Routes to campus and for entering and exiting the classrooms are arranged to avoid crossover.

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

All school schedules have been coordinated to prevent cohort mixing during arrival, recess, lunch and other activities. Cohorts will be assigned specific times for use of outside areas. Curriculum will allow any class to be conducted outdoors whenever feasible.

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

See item 16.

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

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible.

Each classroom has openable windows and most classrooms have openable doors as well. GATE has ceiling fans for each classroom and fans to draw air out of classrooms. GATE's curriculum is adjustable to use of outdoor spaces and the campus will be used for outdoor learning to the extent that weather permits.

20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. If used, outdoor playground/natural play areas only need routine maintenance.

GATE's PE program will rotate between activities that involve no regular contact with surfaces (other than hands/feet on turf or cement) and minimal use of shared equipment. Outdoor playground/natural play areas will be maintained routinely.

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.

GATE's lunch room and library are being re-purposed as classroom spaces.

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.

Students and staff will bring their lunches and snacks to school. They will be required to pack out their trash as well.

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

Students and staff will be required to handwash regularly, including upon arrival at school, before and after PE, with restroom use, and before and after eating. All classes have access to a separate sink(s).

24. All staff as well as all students are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.

All students are expected to wear face masks when inside the building, in classrooms, and travelling through campus indoors. Students in grades TK-2 are encouraged to wear face masks and have been taught on how to wear face coverings properly. All Students will be given regular short face mask relaxation breaks to be held outside the building and while students are at least 6 feet apart. PE and learning activities outdoors will not involve face masks when students are more than 6 feet apart.

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings, and how to ensure a proper fit.

Faculty and staff watch training videos provided by MCOE. These are also given to GATE families to watch. In addition, faculty and staff train students in person on the first day of school on protocols and health and safety practices. These skills will be reinforced as needed.

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.

Duplicate materials have been obtained in many cases. Each student regularly uses an individually labelled cubby and a box.

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

Each student has their own computer issued by the school.

28. Use of physical barriers (e.g. privacy boards or clear screens) may be considered but should not replace other measures herein.

Re-purposed spaces (lunch room and library) have privacy screening installed to separate cohorts from common spaces.


29. Non-essential visitors, including parent volunteers will be limited. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

Non-essential visitors, including parents, will not be permitted to enter. All faculty, staff and volunteers have either been fully vaccinated or vaccination information has been made available.

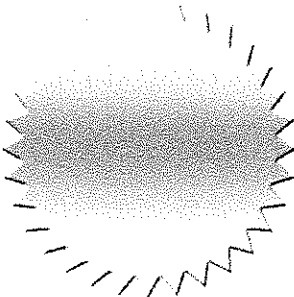
30. A School Site-Specific Protection Plan (SSSPP) outlining the above measures is completed, posted and updated on school or district websites as a component of their COVID Safety Plan (CSP) and shared with all staff and families. Schools should update SSSPPs as state and local Public Health guidance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

The first plan adopted July 14, 2020 under then current rules, was posted at GATE's offices, with signage directing the community to the plan onsite, and was shared with all stakeholders. This update under the April 6, 2021 new rules will be similarly posted and shared with all stakeholders.

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

	<h1 style="text-align: center;">School Site-Specific Protection Plan</h1>
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Certificate of Completion



<p>(enter School Site Name here) GATE Academy</p>

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:

<p>(enter School Site or District website here) The SSSPP can be viewed at the front office of GATE Academy. This SSSPP will be posted on the website at www.GATEAcademy.org</p>

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