



Update: 9/9/21

\*\*\* This COVID-19 Safety Plan has been developed with significant opportunity for public comment and input over the course of the 2020-21 School Year. Ongoing and additional public comment is welcome and encouraged for any future revisions by contacting a site administrator and/or one of the Public Health and Safety Liaisons identified on the CSP. Any comments, questions or concerns may also be forwarded to the Marin County Office of Education's Rethinking Schools Task Force at [rapidresponse@marinschools.org](mailto:rapidresponse@marinschools.org) or to the Office of the Sausalito Marin City School District Superintendent Itoco Garcia Ed.D. [igarcia@smcsd.org](mailto:igarcia@smcsd.org)

### CONTACT INFORMATION

<b>School Name</b>	Martin Luther King Jr. Academy/ Sausalito Marin City School District
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<b>School Type (select One)</b>
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- Traditional/Alternative Public School
- Charter School
- Private, Independent or Parochial

<b>Public Health and Safety Liaisons</b> (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
David Finnane <a href="mailto:dfinnane@smcsd.org">dfinnane@smcsd.org</a> 415-686-6060 Eveta Jackson <a href="mailto:ejackson@smcsd.org">ejackson@smcsd.org</a> 707-767-6097 Itoco Garcia Ed.D. <a href="mailto:igarcia@smcsd.org">igarcia@smcsd.org</a> , 415-332-3190

<b>School Multi-Disciplinary Task Force Members and Positions</b> (ie teachers, custodians, secretaries, paras, parents, students, administration)
Itoco Garcia Ed.D. Superintendent David Finnane, Co Principal Eveta Jackson, Co Principal Louis Edney, Teacher (SDTA) LeShawn Holcomb (SDTA Co-President) Jhonna Maduakolam (SDTA Co-President) Jamal Graham (CSEA President) Julius Holtzclaw, Office Manager (CSEA Vice President) Jahmeer Reynolds, Community School Manager

<b>Principal/ Administrator Name</b>	David Finnane (Nevada St. Campus)		
<b>Contact Email</b>	<a href="mailto:dfinnane@smcsd.org">dfinnane@smcsd.org</a>	<b>Contact Phone</b>	415-331-7530



Update: 9/9/21

The above Principal/Administrator certifies that all staff and parents have been provided a copy of this CSP, which is posted on the school/district website, and that staff have received training as described in this CSP.

<b>Signature</b>		<b>Date</b>	
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### SPECIFIC CONTROL MEASURES

Please provide as much detail as possible for how you intend to implement each guideline or check the box to indicate that you will adhere to the corresponding Guideline. If you need additional space, please provide an attachment.

Enter your School's protocols below each Guideline. If a Guideline is 'Not currently applicable' or not relevant to your student population, you may enter N/A. Even if 'Not currently applicable', protocol information is welcome.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.

We have a shared governance team consisting of the members listed above. Shared Governance has been meeting regularly prior to the pandemic and has taken on all duties required by the Task Force mandated by this SSSPP. Shared Governance will continue to meet on all Covid 19.

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.

#### Check-In and Check-Out:

Students/ Staff/ and anyone entering campus will check in each day with a school staff member at a designated entry point on campus. People seeking entry will wash their hands with hand sanitizer, and answer a health survey via a google form accesible via a scannable qr code with the following questions:

Have you been notified that you have covid 19?

Do you live with or do you know anyone that has been diagnosed with Covid 19?

Do you live with a grandparent or an older adult?

Have you had any vomit or diarrhea since last night or this morning?

Do you have any flu symptoms?

Do your head, ears, throat, or tummy hurt?

Students will then go directly to class. Students who demonstrate any health issues or have a temperature of 100.4 or above will be isolated from other people in the nurses office and a family member will be called to pick the child up. Students will be dismissed by their classroom teacher at the end of each day's session and will be expected to return home or leave with a parent when the school day has ended or attend the afterschool program. Student attendance will be tracked in Aeries our student information system.



**Update: 9/9/21**

**Staff Check-In and Check-Out:**

All staff will check in each day with a qr code google form health screening questionnaire. Staff will answer a few basic questions about their health. Staff who demonstrate any health issues or have a temperature of 100.4 or above will be isolated from other people and asked to return home and call their doctor immediately. Staff attendance will be tracked in Frontline our personnel management system.

**Hand Washing and Cleaning:**

Sanitizing Stations are in place on campus at each entry/exit point as well as in each classroom. Sanitizing Stations include face masks, gloves, cleaning solution in a spray bottle, a paper towel roll, and hand sanitizer.

**Face Coverings:**

All students and staff will be required to wear a face covering at all times while on campus. The school has acquired a significant amount of face masks that fit adults and children alike and will provide all students and staff with a mask each day if necessary.

**Cleaning Logs:** All classrooms and other office spaces have cleaning logs on exterior doors. Custodial staff are required to sign, date and time when cleaning and disinfecting occurs. In addition all visitors to classroom who are not part of the stable sanitary cohort (teacher and paraeducators) will scan a QR code before entering each classroom that logs the staff member and the time and date of entry into the classroom, to support track and trace efforts.

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

All staff and students will participate in a training session regarding required safety practices and protocols. Staff will receive the training during scheduled professional development time and students will receive the training immediately upon returning for the first day of school on campus. Parents will be included in training via instructions in back to school communications and the first day packet. Staff will be trained on a PD day 8/12 - 8/17/2021. Students will be trained using explicit school wide and classroom specific positive behavior lesson plans designed by staff during 4 days of PD to begin the school year. Students will be trained using these plans for the first 8 days of school.

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 serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan (COVID-19 Safety Plan).

Liaisons are designated above



**Update: 9/9/21**

5. Plans are implemented for intensified cleaning and disinfecting, including training for all staff and access to cleaning supplies and essential protective equipment, and regular disinfecting of frequently touched surfaces.

All maintenance and custodial staff have been trained on COVID-19 related cleaning requirements. Each surface area will be thoroughly cleaned at the conclusion of each day by the custodial staff and throughout the school day by the classroom teachers and paraprofessionals assigned to each classroom. Sanitation Stations are in place on campus at each entry/exit point as well as in each classroom. Sanitation Stations include face masks, gloves, cleaning solution in a spray bottle, a paper towel roll, and hand sanitizer. All Custodial staff were trained in March of 2020 and again on 8/11/2020. Any new staff were trained as part of the onboarding process individually by the Director of M & O.

6. Parents, caregivers, or guardians should monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

#### Check-In and Check-Out:

Staff/ and anyone entering campus will check in each day with a qr code health screening form at each entry point on campus. The health screening form asks the following questions:

Have you been notified that you have covid 19?

Do you live with or do you know anyone that has been diagnosed with Covid 19?

Do you live with a grandparent or an older adult?

Have you had any vomit or diarrhea since last night or this morning?

Do you have any flu symptoms?

Do your head, ears, throat, or tummy hurt?

Have you been around anyone that is sick?

Students will check in each day with a staff member at a designated entry point. The staff member will ask the students the questions above. Students will then go directly to class. Students who demonstrate any health issues or have a temperature of 100.4 or above will be isolated from other people in the nurses office and a family member will be called to pick the child up. Students will be dismissed by their classroom teacher at the end of each day's session and will be expected to return home or leave with a parent when the school day has ended. Each student cohort group will enter and exit at staggered start and ending times.

#### Hand Washing and Cleaning:

Sanitizing Stations are in place on campus at each entry/exit point as well as in each classroom. Sanitizing Stations include face masks, gloves, cleaning solution in a spray bottle, a paper towel roll, and hand sanitizer.

#### Face Coverings:

All students and staff will be required to wear a face covering at all times while on campus. The school has acquired a significant amount of face masks that fit adults and children alike and will provide all students and staff with a mask each day if necessary.



**Update: 9/9/21**

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.

The designated isolation area is the nurse's office in the admin building.

Entrants to the campus who demonstrate any health issues or have a temperature of 100.4 or above will be isolated from other people in the nurse's office and a family member will be called to pick them up if they are a minor. If they are an adult who is capable of self care they will not be permitted entry into the building, and referred for testing, and a family member/close contact will be contacted. If they are an adult who is incapacitated emergency services will be contacted. If a student or staff member tests positive for covid 19 the public health liaison will notify the Marin County Public Health Department immediately and a public health nurse or doctor will conduct a track and trace with the infected party, and order testing where they deem appropriate. If a student or staff member tests negative after any of the scenarios above we will allow them to return to in person school.

If any of the scenarios above occur we will send communications via, email, text, voice message and post on our district and school website and on social media. As well as send a push notification through our district mobile app.

8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19 and provide options for symptomatic testing for students and staff, exposure response testing, and testing for modified quarantine. Testing of students must include appropriate parental permissions obtained in advance. If a fully vaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.

We are working with the County of Marin and have partnered with the Marin City Health and Wellness Clinic to ensure that weekly testing is available for the entire community. Any symptomatic staff member will be tested via the above referenced partnership or their health insurance. Any students whose parent requests testing by signing the permission slip included in our first day packet will be tested in cooperation with County Public Health if necessary.

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 student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
- A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- 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.
- A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.



**Update: 9/9/21**

10. **Not currently applicable:** 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.

11. **Not currently applicable:** 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.

**Although not currently required we will maintain stable grade level cohorts, maintaining dedicated lunch breaks for each grade level and separate entrances.**

12. **Not currently applicable:** 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 school wide mixing of students and staff.

13. **Not currently applicable:** Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

14. **Not currently applicable:** 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.

15. **Not currently applicable:** Routes for entry and exit to the campus will be designated for each classroom group, using as many entrances/exits as feasible.

**Although not currently required, each Grade level cohort will have dedicated entry points directly to their classrooms. The Nevada st. campus is an open air campus.**

16. **Not currently applicable:** Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.

**Although not currently required, each grade level cohort will have dedicated break and lunch time locations in order prevent cross grade level cohort mixing.**

17. **Not currently applicable:** Congregate movement through hallways will be minimized as much as practicable.

18. **Not currently applicable:** Large gatherings (i.e., school assemblies) are currently prohibited.



**Update: 9/9/21**

19. **Not currently applicable:** The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **Applicable:** 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. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.

We have HEPA filters in each classroom and are installing Air Quality Monitoring stations in select classrooms and inside high traffic areas.

20. **Not currently applicable:** Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces. If used, outdoor playgrounds/natural play areas only need routine maintenance.

21. **Not currently applicable:** 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 the event of a rainy day- we will use the multi purpose room for PE and all recess and lunch will remain in the classroom.

22. **Applicable:** Meals will be served outside as much as possible. **Not currently applicable:** Classrooms or other spaces in addition to cafeterias or dining rooms will be utilized to maximize physical distancing while eating, with individually plated or bagged meals as much as practicable.

In most grades, the students will be served their meals outside of the MPR and will return to their designated eating area to eat with their grade level peers. In some grade levels the meals will be picked up on a cart and taken back to the kids' designated eating area.

23. **Not applicable:** Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

Nearly all classrooms have sinks with soap dispensers and water. All classrooms have hand sanitizer readily available at all times. Classroom teachers have set up individual schedules to enable students and staff to wash or sanitize their hands at staggered intervals throughout the school day.

24. All staff as well as all students are required to wear face coverings based on the direction of public health (indoors and outdoors), 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



**Update: 9/9/21**

face coverings for brief periods of time.

All students will wear masks indoors and out at all times.

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.

Teachers will develop school wide lesson plans and classroom lesson plans to teach the proper use of face covering that will include explicit teaching about how to wear masks and minimize touching of face coverings

26. **Not currently applicable:** 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.

27. **Not currently applicable:** Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

28. **Not currently applicable:** Use of physical barriers (eg. privacy boards or clear screens) may be considered but should not replace other measures herein.

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.

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Do you live with a grandparent or an older adult?

Have you had any vomit or diarrhea since last night or this morning?

Do you have any flu symptoms?

Do your head, ears, throat, or tummy hurt?

30. All eligible students and staff should get vaccinated as soon as possible and are required to verify their vaccination status. Staff that are not fully vaccinated are required to be tested weekly. Staff and student vaccination rate data (the percentage of staff and students who are fully vaccinated) should be published and posted on the school website no later than October 1, 2021, and will be updated no less than on a monthly basis. Vaccination status of individual students and staff will not be made public. (Note: State Public Health Order for vaccination requirement is anticipated).





**Update: 9/9/21**

Vaccination Status Survey will be administered during Beginning of the year PD.

31. Other School related youth activities (ie. student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH guidance (pending).

All activities during the regular day and after school will follow the above protocols

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