



# 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 staff before site-based classroom instruction begins.
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 without touching the document, or post a 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:
  - If you have COVID-19 symptoms, do not enter the facility;
  - Maintain a minimum six-foot distance from one another;
  - 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.



<b>School or District Site Name</b>	
Bolinas-Stinson Union School District Bolinas Campus 125 Olema Bolinas Road, Bolinas CA 94924	
<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>	
Illie Watterson, (certificated teacher), Meadow Evans (Parent), Lina Scott (Parent), Delores Alvarado (Parent, Evelin DeLeon (parent), Nicolette Niman (Parent), Angela Sterpka (Parent), Zoe Feher (Parent), Bronwen Murch (Parent), Christian Lombard (Parent), Mark Hug (Parent), Gina Spigarelli (Parent), Sara Langer (Parent), Marthine Satris (Parent) Laura Berryman (Parent, Rebecca Kaufman (Parent), Van Waring (Parent), Meagan DeClerck (Parent), Kate Ross (Parent), Heather Clapp (Parent), Chloe Sladden (Parent), Christine Lee (Parent), Pamela Lichtenwalner (community member), Gohar Yervandyan (certificated teacher), Rachael Dressler (Certificated Teacher), Lauren Pollak (Certificated teacher), Luria Lee (Certificated Teacher), Marty Brendel (Classified Staff), Joy VonThaer (Classified staff), Grace Godino (Classified staff), Kara Perras (Classified staff), Ben Lowrance (Classified staff), Victoria Maier (Preschool director) Maud Zimmer (Counselor), Kathy Bustamante (Classified staff), Kelly Onorato (Classified staff), John Carroll (Superintendent), Michelle Stephens (Principal), Catherine Hawes (CBO)	
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Primary: <b>Catherine Hawes</b> <a href="mailto:chawes@bolinas-stinson.org">chawes@bolinas-stinson.org</a> <b>415.868.1603</b>	Secondary: <b>Johanna Scutt</b> <a href="mailto:johannas@bolinas-stinson.org">johannas@bolinas-stinson.org</a> <b>415 868 1603</b>
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
September 28, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> <b>John Carroll</b>	<b>Title:</b> <b>Superintendent</b>
<b>Email:</b> <a href="mailto:jcarroll@bolinas-stinson.org">jcarroll@bolinas-stinson.org</a>	<b>Phone Number:</b> <b>415.868.1603</b>

I, John Carroll, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

*John Carroll*

Date: October 6, 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.

**The Task Force met weekly over the summer and has taken a hiatus as distance learning began. A new version of the committee will begin meeting again in the second week of October.**

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 students and staff are required to wash their hands immediately when entering campus and frequently throughout the day. In addition, the district has provided hand-cleaner dispensers in each room and encourages their use. All persons entering campus are required to wear face coverings consistent with recommendations from the Marin County Department of PublicHealth. The district has procured PPE necessary to ensure that all staff and students have appropriate protection each school day. In addition, the district has entered into agreements with both labor unions (CTA & CSEA) further outlining specific requirements for social/ physical distancing more stringent than guidance from MDPH including a commitment to enforce a six-foot separation between all persons on campus with rare exceptions for students with special needs. In those cases, additional precautions have been implemented- alternative PPE such as Plexiglas shields, face coverings and limiting interaction in terms or duration and proximity. Entrance and egress locations have been identified and marked in all passageways, learning spaces and offices. Student and staff work spaces have been placed to ensure a minimum of 6 feet of space is maintained between all persons on campus. Desks are oriented so that all students face the same direction for in-class instructional activities. Classes take staggered breaks so that cohorts will not mix during recess or lunch. The campus is large in size which also assists with maintaining cohort separation during outdoor activities. Teachers have been encouraged to use outdoor spaces to provide instruction as well and ample outdoor teaching space in proximity to each classroom has been provided.**

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



Staff has participated in on-line video trainings that have been made available from the district's risk-management provider and through other sources. Such trainings include instruction for custodial staff on proper methods for cleaning and disinfecting learning spaces. All teachers will review health and safety practices and protocols at the start of in-person learning including proper use of face coverings, frequent and thorough hand-washing. Families have all been sent links to videos demonstrating effective hand washing, face cover use and social distancing.

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).

Catherine Hawes and Johanna Scutt

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.

Gloves, disposable face coverings, if needed, hand sanitizer, sanitizing wipes, and soap are stocked in Health and Safety Stations.  
Staff are required to do a health self-screening before coming to work and complete a daily sign in confirming absence of symptoms. No touch thermometers will be available if needed.

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.

[\(MCOE Staff Health Screening\)](#)

Staff and students are required to do a health self-screening before coming to work and complete a daily sign-in confirming absence of symptoms, time and location on campus. The screening is sent out via Google form daily and is available as a home screen link on individual's smart phones. A QR code link to the form is posted at each entry point. Staff have been advised to check with any visitor to make sure they have taken the survey. Responses are monitored by the District Secretary and the Superintendent. No-touch thermometers will be available in each office but their use is not required.

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:*

Any person who has COVID-19 symptoms on campus will be housed in a designated "infirmary" away from others. The infirmary is located on a sheltered open-air deck adjacent to the front office.



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)

**All staff has been referred to Kaiser for COVID 19 testing and the district has contracted with private vendor and will begin on site testing on October 14 and will test employees on-site monthly thereafter.**

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 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.
  - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

**The District will utilize and adhere to the guidelines as specified from Marin County Public Health**

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

**The District is complying with guidance allowing for cohorts of "class size" it has taken the additional step of dividing cohorts into smaller groups (sub cohorts) to minimize large group student contact with teachers.**

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.

**The Bolinas Campus houses grades two to eight. The District is complying with guidance allowing for cohorts of "class size" it has taken the additional step of dividing cohorts into smaller groups (sub cohorts) to minimize large group student contact with teachers.**

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.



**The District will maintain the more restrictive measure for its middle school students than required by The Department including sub-cohort sizes of no more than 12 students. While the District is complying with guidance allowing for cohorts of "class size" it has taken the additional step of dividing cohorts into smaller groups (sub cohorts) to minimize large group student contact with teachers.**

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

**Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible. Use of privacy boards or clear screens will be considered as much as practicable. Privacy boards have been provided to Resource Specialist for use in the Learning center.**

- 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.

**Specialist instructors and other staff who meet with more than one sub-cohort will document time spent with each and will meet with no more than 2 groups of students in one day.**

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

**Each cohort will follow a marked path into and out of classrooms and other spaces. Those routes will be structured to minimize the chance of cohorts coming into contact. Routes will be marked with signs, tape, adhesive stickers, etc. Students will be trained to follow routes for their particular cohort.**

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

**The Bolinas Campus is a spacious facility that includes open space. Arrivals, lunch and recess times can be accommodated with little risk of cohort mixing. There is ample designated outdoor space for each cohort for teaching as well as for lunch and recess.**



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

**All classrooms are accessed directly from the outdoors and each one has at least 2 doors allowing for independent cohort movement.**

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

**All previously scheduled events have been postponed until further notice**

- 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.

**The Bolinas Campus includes open space. There is ample designated outdoor space for each cohort for teaching as well as for lunch and recess. Staff is encouraged to conduct class outside whenever practicable. In order to accomplish this, the District will install "para-sail" coverings for outdoor learning areas and pouring concrete pads for additional outdoor student areas. In traditional classrooms, all have been fitted with windows/screens and roof vents. Hepa filters have been outfitted to filter smoke.**

- 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.

**All shared equipment and touchable surfaces are cleaned and sanitized between each use.**

**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 with disinfecting fogger.**

- 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.

**The Bolinas Campus includes open space. There is ample designated outdoor space for each cohort for teaching as well as for lunch and recess. Staff is encouraged to conduct class outside whenever practicable. In order to accomplish this, the District will install "para-sail" coverings for outdoor learning areas and pouring concrete pads for additional outdoor student areas. In traditional classrooms, all have been fitted with windows/screens and roof vents. Hepa filters have been outfitted to filter smoke.**



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

**The School's food service manager will prepare meals according to number of students who have ordered school lunch. They will be brought to each classroom for distribution by the teacher or para educator**

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

**Each classroom (and several adjacent classrooms) are equipped with sinks, hands-free soap and hands-free towel dispensers. Due to small sub-cohort size, frequent hand-washing is feasible without mixing groups of students. The Bolinas Campus (grades 2 to 8) is equipped with hands-free sanitizer dispensers at each entry.**

- 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.

**On-line training for staff and students including a video demonstration on proper face covering has been provided. Teachers have been trained to reinforce proper face covering etiquette with their students and all staff has been trained to remain vigilant about face covering use with students.**

- 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.

**On-line training for staff and students including a video demonstration on proper face covering has been provided. Teachers have been trained to reinforce proper face covering etiquette with their students and all staff has been trained to remain vigilant about face covering use with students.**





- 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.

**Each classroom will have supplies specifically for their own co-hort that will be disinfected daily. Where ever possible, supplies will be assigned to specific students and kept in their personal cubbies**

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

**Students will be assigned electronic devices. Any shared devices or tools will be disinfected after each use**

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

**Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible. Use of privacy boards or clear screens will be considered as much as practicable. Privacy boards have been provided to Resource Specialist for use in the Learning center.**

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

**All essential visitors are subject to the same health and safety guidelines as students and staff and must check in using the health screening process described above.**

- 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.

**This Site-Specific Plan is posted at all school entrances and has been broadcast using the District's mobile app, live feed, and text messaging system all of which are linked to the website.**



# **Bolinas-Stinson Union School District**

## **School Site-Specific Protection Plan**

# **Certificate of Completion**



**Bolinas-Stinson Union School District**

**Bolinas Campus**

**125 Olema Bolinas Road**

**Bolinas, CA 94924**

**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:**

[www.bolinas-stinson.org](http://www.bolinas-stinson.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.**



## 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.
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<b>School or District Site Name</b>	
Bolinas-Stinson Union School District Stinson Beach Campus, 3805 Highway One, Stinson Beach, CA 94970	
<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	
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<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>	
Primary: <b>Catherine Hawes</b> <a href="mailto:chawes@bolinas-stinson.org">chawes@bolinas-stinson.org</a> <b>415.868.1603</b>	Secondary: <b>Johanna Scutt</b> <a href="mailto:johannas@bolinas-stinson.org">johannas@bolinas-stinson.org</a> <b>415 868 1603</b>
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>	
September 28, 2020	
<b>Principal or Administrator</b>	
<b>Name:</b> <b>John Carroll</b>	<b>Title:</b> <b>Superintendent</b>
<b>Email:</b> <a href="mailto:jcarroll@bolinas-stinson.org">jcarroll@bolinas-stinson.org</a>	<b>Phone Number:</b> <b>415.868.1603</b>

I, John Carroll, certify that all staff and parents have been provided a copy of this SSSPP, which is posted on our school/district website, and that staff have received training as described in this SSSPP.

Signature:

*John Carroll*

Date: October 6, 2020



## Specific Control Measures and Screenings

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[\(MCOE Staff Health Screening\)](#)

Staff and students are required to do a health self-screening before coming to work and complete a daily sign-in confirming absence of symptoms, time and location on campus. The screening is sent out via Google form daily and is available as a home screen link on individual's smart phones. A QR code link to the form is posted at each entry point. Staff have been advised to check with any visitor to make sure they have taken the survey. Responses are monitored by the District Secretary and the Superintendent. No-touch thermometers will be available in each office but their use is not required.

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:*

Any person who has COVID-19 symptoms on campus will be housed in a designated "infirmary" away from others. The infirmary is located in an auxiliary area (the Cottage) away from other students



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)

**All staff has been referred to Kaiser for COVID 19 testing and the district has contracted with private vendor and will begin on site testing on October 14 and will test employees on-site monthly thereafter.**

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**The District will utilize and adhere to the guidelines as specified from Marin County Public Health**

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**The District is complying with guidance allowing for cohorts of "class size" it has taken the additional step of dividing cohorts into smaller groups (sub cohorts) to minimize large group student contact with teachers.**

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.

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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.



**The Stinson Campus houses Preschool, Kindergarten and first Grade only**

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

**Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible. Use of privacy boards or clear screens will be considered as much as practicable.**

- 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.

**Specialist instructors and other staff who meet with more than one sub-cohort will document time spent with each and will meet with no more than 2 groups of students in one day.**

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

**Each cohort will follow a marked path into and out of classrooms and other spaces. Those routes will be structured to minimize the chance of cohorts coming into contact. Routes will be marked with signs, tape, adhesive stickers, etc. Students will be trained to follow routes for their particular cohort.**

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

**The Stinson Beach Campus is housed on a spacious facility that includes open space. Arrivals, lunch and recess times can be accommodated with little risk of cohort mixing. There is ample designated outdoor space for each cohort for teaching as well as for lunch and recess.**





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

**All classrooms are accessed directly from the outdoors and each one has at least 2 doors allowing for independent cohort movement.**

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

**All previously scheduled events have been postponed until further notice**

- 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.

**The Stinson Beach Campus includes open space. There is ample designated outdoor space for each cohort for teaching as well as for lunch and recess. Staff is encouraged to conduct class outside whenever practicable. In order to accomplish this, the District will install "para-sail" coverings for outdoor learning areas and pouring concrete pads for additional outdoor student areas. In traditional classrooms, all have been fitted with windows/screens and roof vents. Hepa filters have been outfitted to filter smoke.**

- 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.

**All shared equipment and touchable surfaces are cleaned and sanitized between each use.**

**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 with disinfecting fogger.**

- 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.

**The Classrooms at Stinson Beach are housed on a facility that includes open space. There is ample designated outdoor space for each cohort for teaching as well as for lunch and recess. Staff is encouraged to conduct class outside whenever practicable. In order to accomplish this, the District will install "para-sail" coverings for outdoor learning areas and pouring concrete pads for additional outdoor student areas. In traditional classrooms, all have been fitted with windows/screens and roof vents. Hepa filters have been outfitted to filter smoke.**



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

**The School's food service manager will prepare meals according to number of students who have ordered school lunch. They will be brought to the campus from the main kitchen on the Bolinas Campus for distribution by the teacher or para educator**

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

**Each classroom (and several adjacent classrooms) are equipped with sinks, hands-free soap and hands-free towel dispensers. Due to small sub-cohort size, frequent hand-washing is feasible without mixing groups of students.**

- 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.

**On-line training for staff and students including a video demonstration on proper face covering has been provided. Teachers have been trained to reinforce proper face covering etiquette with their students and all staff has been trained to remain vigilant about face covering use with students.**

- 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.

**On-line training for staff and students including a video demonstration on proper face covering has been provided. Teachers have been trained to reinforce proper face covering etiquette with their students and all staff has been trained to remain vigilant about face covering use with students.**



- 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.

**Each classroom will have supplies specifically for their own co-hort that will be disinfected daily. Where ever possible, supplies will be assigned to specific students and kept in their personal cubbies**

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

**Students will be assigned electronic devices. Any shared devices or tools will be disinfected after each use**

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

**Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible. Use of privacy boards or clear screens will be considered as much as practicable.**

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

**All essential visitors are subject to the same health and safety guidelines as students and staff and must check in using the health screening process described above.**

- 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.

**This Site-Specific Plan is posted at all school entrances and has been broadcast using the District's mobile app, live feed, and text messaging system all of which are linked to the website.**



# **Bollinas-Stinson Union School District**



## **School Site-Specific Protection Plan**

# **Certificate of Completion**



Bollinas-Stinson Union School District

Stinson Beach Campus

3805 Highway One

Stinson Beach, CA 94970

**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:**

[www.bollinas-stinson.org](http://www.bollinas-stinson.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.**