

Updated 4/30/21

# **COVID-19**

## **Prevention and Response**

### **Health and Safety Protocols**



## **Cal/OSHA COVID-19 Safety Plan (CSP) Documentation**

# **COVID-19 Prevention and Response Health and Safety Protocols Overview**

## **Overview**

On March 16, 2020 site-based classroom instruction was suspended by order of the Marin County Public Health Officer in all Public and Private Schools in Marin County to help mitigate the spread of COVID-19 in the local community. All schools were forced to develop remote instruction for students. Under the guidance of the Marin County Public Health Officer, Marin County School Guidelines (30 Point Plan) and a School Site Specific Protection Plan (SSSPP) have been developed for Headlands Prep. These SSSPP's meet all requirements of and serve as the Cal/OSHA COVID Prevention Plan (CPP), and along with the COVID-19 School Guidance Checklist serve as the Headlands Prep COVID-19 Safety Plan (CSP) for In-person Instruction. The SSSPP for Headlands Prep is posted on our website and made available to staff, students and families as required.

A copy of this entire document will be posted on the Headlands Prep homepage as required.

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# Marin County School Guidelines A Public Health Guided Return to Site-Based Classroom Instruction

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Dr. Matt Willis, Marin County Public Health Officer and  
Mary Jane Burke, Marin County Superintendent of Schools

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Issued June 18, 2020 / Revised August 12, 2020 (#6, #7, #9 & #19), Revised December 8, 2020 (#8, #19 & #24), Revised March 23, 2021 (#6, #8, #9, #10, #11, #20, #25, #28, #29, #30 “cohorts” → “groups”)

The purpose of this document is to provide guidelines to Marin County educational institutions — including public, private, independent and parochial TK-12 schools—to facilitate and return to site-based classroom instruction for the Fall 2020-2021 school year. The evolving nature of the COVID-19 pandemic requires the need to rethink common protocols and practices in the classroom setting with the understanding that these guidelines could change as the situation evolves. With accelerated vaccine availability and distribution a return to full classroom instruction five days per week is anticipated beginning Spring of 2021.

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, access to essential protective equipment, and up to date student and staff attendance tracking.
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
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.
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.
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 students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.

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.
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.
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. Fully vaccinated school staff or students with no COVID-like symptoms do not need to quarantine following an exposure.
  - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
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.
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.
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 school wide mixing of students and staff.
13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

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.
15. Routes for entry and exit to the campus will be designated for each classroom group, using as many entrances/exits as feasible.
16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.
17. Congregate movement through hallways will be minimized as much as practicable.
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.
20. 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. 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.
22. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
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.
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.
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.

27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
28. 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.
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.

3.19.2021 Note: The Centers for Disease Control and Prevention updated Operational Strategy for K-12 Schools through Phased Prevention, which includes revised physical distancing recommendations to at least 3 feet between students in a classroom.

# COVID-19 School Guidance Checklist

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 4/30/21

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Headlands Preparatory School

Number of schools: 1

Enrollment 50

Superintendent (or equivalent) Name: Rebecca Hobbs

Address: 1050 Bridgeway  
Sausalito, CA 94965

Phone Number: 415-944-2254

Email: r.hobbs@headlandsprep.com

Date of proposed reopening:  
May 4, 2021

County: Marin

Current Tier: Orange  
*(please indicate Purple, Red, Orange or Yellow)*

Grade Level (check all that apply)

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: \_\_\_\_\_

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. This form is one part of the COVID19 School Safety Plan (CSP). See the Guidance on Schools for additional information on the CSP. For those in the Purple Tier and not yet open but making plans to re-open soon, LEAs must submit their CSP to their local health officer (LHO) and the State Safe Schools for All Team concurrently with posting the CSP to the LEA's website homepage, per the [Guidance on Schools](#), at least 5 days prior to re-opening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in counties with a case rate  $\geq 25/100,000$  individuals can submit materials at least 5 days prior to re-opening but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).**

### For Local Educational Agencies (LEAs or equivalent) in **ALL TIERS**:

I, \_\_\_\_\_, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to Cal OSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been concurrently submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Fewer than 20 students and 6 faculty members will be in each cohort

If you have departmentalized classes, how will you organize staff and students in stable groups?

Following Public Health Guidelines and safety plans (record keeping)

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Following Public Health Guidelines and safety plans (record keeping)

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How [CDPH's face covering requirements](#) will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: The Tilden/Headlands Federation of Teachers Executive Committee

Date: 4/9/21 and 4/21/21

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Date of Submission to Local Health Department:** \_\_\_\_\_.

Note: LEAs intending to re-open K-12 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

#### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was published on January 14, 2021. It was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes. It was amended again on April 2, 2021 to reflect revised CDPH K-12 guidance from March 20, 2021 regarding changes to physical distancing guidance and school re-opening criteria.



## COVID-19 School Site-Specific Protection Plan

Headlands Preparatory School is following local guidelines and mandates to keep health and safety the priority for all students, families, faculty, and staff. This SSSPP serves as the Cal/OSHA required COVID Prevention Program (CPP) for this school site. The SSSPP will be updated as state and local guidelines change, as directed by Marin County Public Health.

|   |                                      |
|---|--------------------------------------|
| <b>School or District Site Name</b>   |                                      |
| Headlands Preparatory School  |                                      |
| <b>School Type (select one)</b>   |                                      |
| <input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial  |                                      |
| <b>School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)</b>   |                                      |
| Rebecca Hobbs, Director; Kristie Moore-Arauz, Head of School; Kat Alvarado, Systems and Communications Coordinator; Erik Mattos, Administrative Assistant; David Maynard, Teacher; Jim Fish, Teacher  |                                      |
| <b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>  |                                      |
| Primary: Rebecca Hobbs, Director, r.hobbs@headlandsprep.com, 415-944-2254; Kristie Moore-Arauz, Head of School, k.moorearauz@headlandsprep.com, 415-944-2254<br><br>Secondary: Kat Alvarado, Systems and Communications Coordinator; k.alvarado@headlandsprep.com, 415-944-2254 |                                      |
| <b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>   |                                      |
| March 30, 2021  |                                      |
| <b>Principal or Administrator</b>   |                                      |
| <b>Name:</b><br>Kristie Moore-Arauz   | <b>Title:</b><br>Head of School      |
| <b>Email:</b><br>k.moorearauz@headlandsprep.com   | <b>Phone Number:</b><br>415-944-2254 |

I, Kristie Moore-Arauz, 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: Kristie Moor-Arauz

Date: 4/30/21

- 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.**

By staying in close contact with the Marin County Office of Health and Human Services, the CDC, and the Marin County Office of Education, the Headlands Preparatory School and Safety Team will continually stay abreast of the changing health orders and update its “living” School Site-Specific Protection Plan.

- 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.**

The Reopening Task Force will oversee all health and safety practices for the campus. The Team will provide essential protective equipment as needed and will manage all tracking and tracing efforts (see attached plan for details).

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

The Director, Head of School, and Dean of Student Support, in conjunction with the Systems & Communications Coordinator, will provide all training to the faculty, staff, students and families through digital communications, website, video and in person methods.

- 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).**

Primary Contacts: Rebecca Hobbs, Director & Kristie Moore-Arauz, Head of School

Secondary Contact: Kat Alvarado, Systems & Communications Director

- 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.**

A full cleaning plan is in place both during the school day and an evening thorough cleanse by our janitorial service provider. (see attached plan for details)

- 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 students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment.. ([MCOE Staff Health Screening](#))**

Headlands Preparatory School has contracted with Marin Trace to handle all screening, tracking and

tracing procedures. Students will need to present a green status card via the app to enter campus. Teachers and staff will conduct daily health screening self-assessments.

- 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.**

Students will be escorted to the parking lot by a socially distanced adult (administrator) who will wait with the student until the parent arrives. If weather is not conducive to waiting outside, the student will be isolated in a designated room. The isolation area will be sanitized by staff after 24 hours of non-use.

- 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.**

Headlands Preparatory School faculty and staff members who are returning to campus will be fully vaccinated prior to reopening. If a fully vaccinated faculty or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing will be required.

We very strongly encourage testing monthly for students; students or families who are unwilling to do so should contact our Dean of Student Support and will be asked to learn from home. Additional testing may, however, be required of students and employees in the case of travel, potential exposure, or other specific scenarios. All students and employees must submit test results via the app.

- 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. Fully vaccinated school staff or students with no COVID-like symptoms do not need to quarantine following an exposure.**
  - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.**

Headlands Preparatory School has a [communications plan](#) for all COVID-19 related scenarios that will come from the Head of School via the Communications Coordinator.

- 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.**

All desks and tables that are used for student seating will be minimally three feet apart. Teachers will practice physical distancing of six feet at a minimum.

**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.**

N/A

**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.**

Headlands Preparatory School will use the Marin Trace tracking application to track all faculty and staff. Dean of Student Support, Mark Loos, will record all visitors to campus beyond the Headlands staff. Administration is overseeing all arrival and departure protocols including temperature checks, hand sanitizing upon arrival, staggered arrivals/departures, and entry exit points.

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

All desks and tables that are used for student seating will be minimally three feet apart from other students. Teachers will practice physical distancing of six feet at a minimum.

**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.**

N/A

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

Headlands Preparatory School will provide a site plan with the entrance and exit protocols (please see plan below).

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

The Dean of Student Support and Admin team are managing all arrival and departure protocols including staggered arrivals/departures, and entry exit points. Students will be on campus in cohorts of 15 to 20 students per day.

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

The Task Force Team will oversee directional movement and social distancing throughout the campus.

**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 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.**

Headlands Preparatory School has very limited outdoor space. When practical, windows and doors will be left open and classroom spaces have fans and/or HEPA air filters to encourage and maximize air flow. An air filtration system with small particle filters will also be operating in the building.

**20. 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.**

N/A

**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.**

Headlands Preparatory School has limited outdoor and indoor space. All spaces will be utilized for instruction to support physical distancing and will be cleaned between uses.

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

Headlands Preparatory School will not be providing a meal service. All community members will be instructed to bring their own food and to eat their meals outdoors.

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

Headlands Preparatory School has extended passing periods to allow all faculty, staff and students to maintain healthy hand washing and sanitizing habits.

**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.**

Headlands Preparatory School requires masks to be worn at all times on campus for all individuals, including guests and visitors. However, individuals are permitted to remove their mask to eat or drink, but only when socially distanced and not seated for class (see "Mask Policy" for further details).

**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.**

Headlands Preparatory School will provide face covering training in multiple fashions (in person, video and/or written form) prior to a return to school. Training reminders are scheduled through signage, digital

communications and a Health and Safety Report Card provided by the Communications Coordinator.

**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.**

Headlands Preparatory School will not be using lockers or communal storage spaces in a return to school hybrid learning environment. In an effort to limit the sharing of supplies, students will be required to bring many of their own supplies (e.g. personal laptop, pencils/pens, pencil sharpener, etc) to avoid commonly touched surfaces.

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

Headlands Preparatory School is not allowing the sharing of any personal student possessions. Students who violate this policy will be reported to the Dean's Office, and because of the seriousness of the COVID-19 virus, multiple violations may result in mandated distance learning.

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

Headlands Preparatory School will have white boards available to use as a barrier between desks.

**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.**

Headlands Preparatory School is currently discouraging all non-essential visitors.

**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.**

Headlands Preparatory School will post and distribute its School Site-Specific Protection Plan entitled "Headlands Prep Safety Plan, Spring and Summer 2021". It will be located on the Headlands Preparatory School website [www.headlandsprep.com](http://www.headlandsprep.com) under the Spring and Summer 2021 School Reopening Plan. The plan is a "living plan" with its most up-to-date version on the Headlands Preparatory School website. The plan will be shared as a PDF to the Faculty, Staff, Students and Parents.



**Headlands Preparatory School Site-Specific Protection Plan Continued**

|   |
|---|
| Types of protective equipment provided on an as needed basis to employees at this school/office location include:         |
| Headlands Preparatory School will provide reusable masks, surgical masks, and face shields to employees who request them. |

**Cleaning and Disinfecting Protocols**

|  |   |
|--|---|
| o Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.   | o Sanitizing supplies are provided to promote employees’ personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand washing, alcohol-based hand sanitizers, disinfectants, and disposable towels. |
| o All shared equipment and touchable surfaces are cleaned and sanitized between each use.  | o Cleaning products are used that meet the Environmental Protection Agency (EPA)’s- approved for use against COVID-19 list.   |
| o All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.  | o School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.   |
| o Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed | Hands-free devices have been installed, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.  |
| o Hand sanitizer will be provided where indoor plumbing is not readily available.  | o Staff is provided adequate time to implement cleaning practices before and after shifts.  |

## Checklist for Cleaning Rooms After Use

This checklist is for faculty and staff who use a room for a meeting or a class or other programming activity. Once finished inside the facility in question, the following should be done:

- One person should use the cleanser (detergent) and clean any visibly dirty places with a quick squirt and a wipe-down. This can be done by leveraging everyone in the room to help.
- If nothing is visibly dirty, one person should give one quick squirt of disinfectant on the desktop surfaces. Then, each person in the room should take a small amount of paper towel and wipe down the surface of the desk and chair and dispose of the towel.
- One person, usually the teacher or coordinator of the activity or meeting, should quickly wipe down the light switches or other “high-touch” surfaces that were used. Should only take 30 seconds or so.
- The teacher/coordinator should ask all participants to ensure the furniture in the facility has been put back where it belongs in preparation for the next group.
- Care should be taken during this process to ensure groups of students and other individuals don't end up touching each other or hanging out in groups that are too physically close.
- When the process is finished, encourage each person to go wash their hands with water and soap or, if time doesn't permit, to use the hand sanitizer when they leave.

### **Some additional Notes:**

- Very little disinfectant is needed - one small squirt per small table or student desk
- Use a very small amount of paper towel to avoid unnecessary waste

## Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

|   |                         |
|---|-------------------------|
| Class/Desk Areas:                       | Offices:                |
| Daily                                   | Daily                   |
| Restrooms:                              | Telephones:             |
| Daily and 2x Daily for high touch areas | Daily                   |
| Handrails / door handles / shelving:    | Handwashing facilities: |
| Daily                                   | 2x Daily                |
| Copy Machines / Scanners / Faxes:       | Common Areas:           |
| 2x daily                                | Daily                   |
| Indoor Common Areas:                    | Outdoor Common Areas:   |
| Daily                                   | Daily                   |

## Physical Distancing

|   |  |
|---|--|
| Staff breaks and break rooms are managed to allow employees to have a quick snack on premises in designated areas where they can remain 6 feet apart. | Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance. |
| Where practicable, physical distancing of six feet is maintained to the greatest extent possible.   | All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.                             |
| Students are asked to eat outside instead of on campus when possible.   | The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort;   |

## Notification of COVID-19 Positive Case at School or Office Site:

|   |  |
|---|--|
| o County of Marin Public Health is notified of all positive COVID-19 cases.   | o Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.   |
| o If an student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions. | Protocols, actions and template communications are in place for COVID-19 related scenarios (link: <a href="#">Marin County Public Health Protocols &amp; Communication Templates</a> ) |

## Training

Staff have been trained on the following topics:

|  |   |
|--|---|
| o Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.                                    | o Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.                         |
| o Self-screening at home, including temperature and/or symptom checks using CDC guidelines.  | o The importance of physical distancing, both at work and off work time (see Physical Distancing section above).                      |
| o The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.       | o Proper use of face coverings.   |
| o The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.                        | o Face coverings do not protect the wearer and are not personal protective equipment (PPE).   |
| The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.   | Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. |
| The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand washing station, per CDC guidelines). | o The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.                               |
| o Avoid touching eyes, nose, and mouth.  | o Face coverings to be washed after each day.   |

## Mask Policy

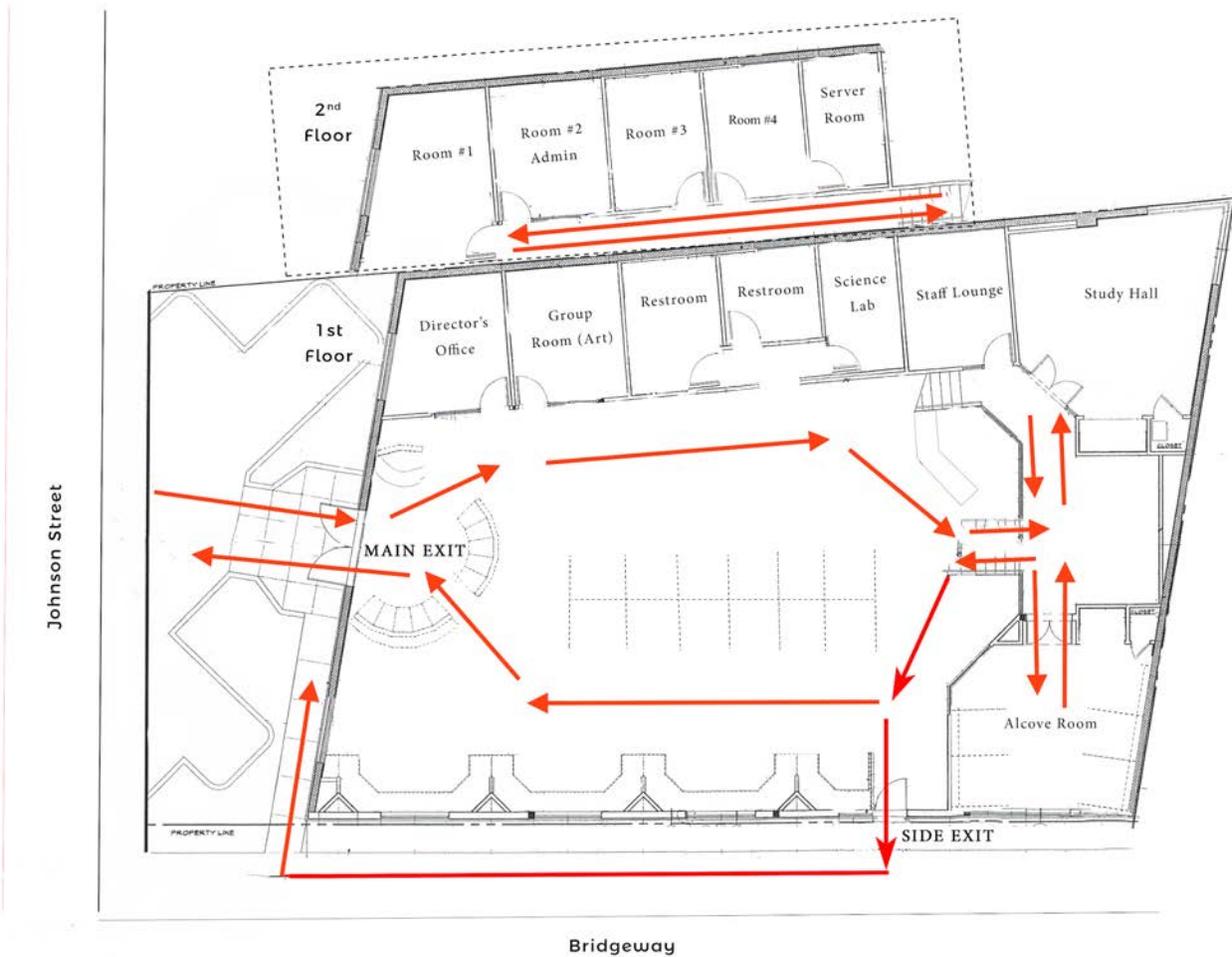
In order to foster a safe environment in our learning spaces & offices the following procedures will be observed on campus:

- All students, faculty and staff will wear masks at all time while on campus with the following exceptions:
  - To take a brief drink of water
  - During scheduled mask breaks outdoors under supervision of a Headlands Prep adult
  - When an extenuating or emergency situation demands it under direction of a Headlands Prep adult.
  - Staff and faculty members may remove their masks if inside an office alone.
- Only approved cloth masks may be worn to campus such as the one pictured below.



- The following are prohibited:
  - Masks with vents of any kind
  - Masks that don't appropriately seal around the nose and mouth
  - Gaiters, bandanas and other items not designed as masks
- Contractors, delivery personnel and other specifically-approved visitors to campus must comply with this mask policy.
- Anyone without a mask on the Headlands Prep property will be asked to don a mask immediately. If the person doesn't have a mask, one can be provided from the PPE storage. If a person refuses to wear an approved mask, they will be asked to leave campus

## Routes for Entry and Exit



## Compliance and Documentation

o This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.

o All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act. Title III which covers private business entities.

o This school site has created a Task Force to support SSSPP activities. This group meets regularly.

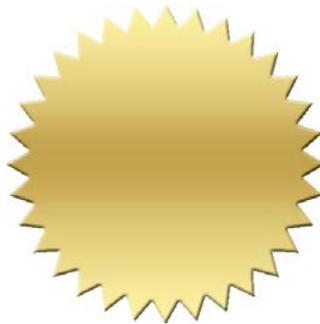
## Resource Documents:

- [March 19, 2021 Updated CDC Guidance for K-12 Schools: Operational Strategy for K-12 Schools through Phased Prevention | CDC](#)
- [March 19, 2021 Science Brief: Transmission of SARS-CoV-2 in K-12 schools | CDC](#)
- [Marin County Health and Human Services COVID-19 Surveillance Data](#)
- [Marin County Health and Human Services COVID-19 Indicators](#)
- [Marin County Office of Education: Rethinking Schools](#)
- [California Blueprint for a Safer Economy](#)
- [January 14, 2021 CDPH Consolidated School Guidance](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [November 16, 2020 CDPH Guidance for the Use of Face Coverings](#)
- [Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [Public Health References for Rethinking Schools Bibliography](#)



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

# **Certificate of Completion**



**HEADLANDS PREPARATORY SCHOOL 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.headlandsprep.com](http://www.headlandsprep.com)**

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