

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

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 SSPPs 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.

Guiding Principles for Plan

Mission Alignment The plan aligns with Headlands' mission.

Health and Safety The plan prioritizes the social-emotional and physical health and safety of all students, families, faculty, and staff. Headlands will ensure hygiene- and health-related policies are clearly communicated, effectively implemented, and diligently enforced.

Continuity and Quality of Learning and Community Life With the formation of students in mind, Headlands' plan seeks to ensure continuity and quality of learning and community life, with a preference for in-person learning as public health conditions allow.

Social Connection The plan allows for authentic connection between HPS community members.

Regular Communication The school communicates regularly with all stakeholders for transparency, clarity, and accountability about planning, implementing, and changes to the plan.

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- Marin County School Guidelines – 32 Point Plan (Updated January 5, 2022)
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Marin County School Guidelines
Public Health Guided Site-Based Classroom Instruction
[Haga Clic Aquí Para Ver La Versión en Español](#)

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

Issued

June 18, 2020

Revised August 12, 2020 - December 8, 2020 - March 23, 2021

For 2021-22 School Year - Revised August 18, 2021 - September 7, 2021 - October 11, 2021

Updated January 5, 2022 (#8, #9, #18, #24, #29, #30, #31)

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 fulltime site-based classroom instruction for the 2021-22 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. Some guidelines are **not currently applicable** and may phase in or out as determined by Public Health.

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 attendance tracking of students and all adults.
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 (COVID-19 Safety 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. 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.
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. All schools should be enrolled in the California COVID-19 K-12 Schools Testing Program. Schools and districts will partner with Public Health to ensure equitable access to testing (including testing to exit isolation and quarantine and test to stay [TTS]). Testing of students must include appropriate parental permissions obtained in advance. If a vaccinated or unvaccinated student or staff member develops COVID-like symptoms or has close contact

with someone confirmed with COVID-19, testing is recommended.

9. All schools should follow updated California Department of Public Health (CDPH) [COVID-19 Public Health Guidance for K – 12 Schools](#). Isolation can end after day 5 if fever free for > 24 hours without the use of fever-reducing medicine, symptoms improving, and negative COVID test on day 5. Marin County Public Health protocols, including modified quarantine and test to stay (TTS), should be followed. (link: [Isolation and Quarantine Guidance](#))
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.
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. **Applicable:** School staff are permitted to visit and instruct more than one classroom group and must document/record visits to classrooms that are not identified as their primary classroom, following face covering and **(Not currently applicable)** physical distancing protocols.
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.
16. **Not currently applicable:** Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom groups.
17. **Not currently applicable:** Congregate movement through hallways will be minimized as much as practicable.
18. **Applicable:** Large gatherings > 50 persons (i.e., school assemblies) are currently prohibited indoors and outdoors.
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.
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.
22. **Applicable:** Meals will be served outside when possible. If meals are served indoors, schools should have assigned seating charts. **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.
23. **Not applicable:** 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 indoors, unless there is a medical or behavioral contraindication or exemption. School staff should wear surgical-grade masks or higher-level PPE (e.g., KN95 or N95 respirator masks). For those wearing surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Students from grades TK - 2 should be supported and taught how to wear them properly. Masking should be worn outdoors when physical distancing is not feasible, except while eating or drinking. Staff and students should follow [CDPH](#) face covering guidance.
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. **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 vaccinated and boosted (if eligible).
30. All eligible students and staff should get vaccinated or boosted (if eligible) 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 and updated on a monthly basis. Vaccination status of individual students and staff will not be made public.
31. Other School related youth activities (i.e., student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH and Marin County Public Health guidance. Indoor sports games and practices should not allow spectators until further notice.
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.

Resource Documents:

- [December 30, 2021 CDPH Isolation and Quarantine Guidance](#)
- [December 1, 2021 Public Health Update Interim Guidance for K-12 School and Youth Performing Arts, Sports and extracurricular activities](#)
- [July 12, 2021 CDPH COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#)
- [July 12, 2021 CDPH K-12 school-based COVID-19 testing strategies for school year 2021-22](#)
- [July 9, 2021 CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
- [July 20, 2021 What Parents Should Know About the Updated COVID-19 School Guidance](#)
- [June 22, 2021 Safely reopening California](#)
- [July 27, 2021 CDC Interim Public Health Recommendations for Fully Vaccinated People](#)
- [July 29, 2021 California Department of Public Health Vaccine Record Guidelines & Standards](#)
- [CDC K-12 Guidance on Disabilities or Other Health Care needs](#)
- [State of California Safe Schools For All Hub](#)
- [July 28, 2021 CDPH - Guidance of the the Use of Face Coverings](#)
- [June 15, 2021 CDC Cleaning and Disinfecting your Facility](#)
- [CDPH Indoor Air Quality](#)
- [June 30, 2021 CDPH Travel Guidance](#)
- [May 25, 2021 Marin County School Air Quality Activity Recommendations](#)
- [June 21, 2020 Cal/OSHA Prevention Emergency Temporary Standards - What Employers Need to Know About the June 18 Standards](#)
- [June 11, 2021 CDPH State Public Health Orders](#)
- [June 11, 2021 CDC How to Wear Masks](#)
- [CDC Symptoms of COVID-19](#)
- [California K-12 School Antigen Testing Program Playbook](#)
- [Marin County Schools Mitigation Strategies Continuum 2021-22 School Year](#)
- [Public Health References for Rethinking Schools Bibliography](#)



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.

School or District Site Name	
Headlands Preparatory School	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School X Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Rebecca Hobbs, Director; Kristie Moore-Arauz, Head of School; Suzi Andrews, Operations Coordinator and Public Health Liaison; David Maynard, Teacher; Jim Fish, Teacher	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Primary: Rebecca Hobbs, Director, r.hobbs@headlandsprep.com, 415-944-2254; Kristie Moore-Arauz, Head of School, k.moorearauz@headlandsprep.com, 415-944-2254 Secondary: Suzi Andrews, Operations Coordinator and Public Health Liaison; s.andrews@headlandsprep.com, 415-944-2254	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
January 5, 2022	
Principal or Administrator	
Name: Kristie Moore-Arauz	Title: Head of School
Email: k.moorearauz@headlandsprep.com	Phone Number: 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 Moore-Arauz

Date: 1/5/22

Headlands Preparatory School Specific Control Measures and Screenings

- 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 Safety 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, in conjunction with the Academic Support Coordinator and Operations 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: Suzi Ansdraws, Operations Coordinator and Public Health Liaison

- 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 need to present a green status card via the app to enter campus. Teachers and staff 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 the 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 use.

- 8. All schools should be enrolled in the California COVID-19 K-12 Schools Testing Program. Schools and districts will partner with Public Health to ensure equitable access to testing (including testing to exit isolation and quarantine and test to stay [TTS]). Testing of students must include appropriate parental permissions obtained in advance. If a vaccinated or unvaccinated student or staff member develops COVID-like symptoms or has close contact with someone confirmed with COVID-19, testing is recommended.**

Headlands Preparatory School is enrolled in the California COVID-19 K-12 Schools Testing Program. All faculty and staff members are required to be fully vaccinated. If a fully vaccinated faculty or staff member develops COVID-like symptoms, a negative Covid-19 test is required in order to return to campus. If a fully vaccinated faculty or staff member has close contact with someone confirmed with COVID-19, testing is required 3-5 days after contact. The faculty or staff member will be asked to continue reporting to work and to monitor for any symptoms.

Headlands Preparatory School is requiring all students to submit proof of the Covid-19 vaccination (unless there is a medical exemption) in order to learn on campus.

All students and employees must submit test results via email to admin@headlandsprep.com.

- 9. All schools should follow updated California Department of Public Health (CDPH) [COVID-19 Public Health Guidance for K – 12 Schools](#). Isolation can**

end after day 5 if fever free for > 24 hours without the use of fever-reducing medicine, symptoms improving, and negative COVID test on day 5. Marin County Public Health protocols, including modified quarantine and test to stay (TTS), should be followed. (link: [Isolation and Quarantine Guidance](#)) 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](#)).

Headlands Preparatory School is following all CDPH protocols for isolation and quarantine guidelines.

- 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.**

Desks used for student seating are three feet apart from the teacher when possible.

- 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.**

- 12. Not currently applicable: 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 uses the MarinTrace tracking application to track all faculty, staff, and students. Administration is overseeing all arrival and departure protocols including temperature checks and hand sanitizing upon arrival.

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

- 14. Applicable: School staff are permitted to visit and instruct more than one classroom group and must document/record visits to classrooms that are not identified as their primary classroom, following face covering and (Not currently applicable) physical distancing protocols.**

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

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

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

18. Applicable: Large gatherings > 50 persons (i.e., school assemblies) are currently prohibited indoors and outdoors.

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.

When practical, windows and doors will be left open. Classroom spaces have fans and/or HEPA air filters to encourage and maximize air flow. An HVAC system with small particle filters is also be operating in the building.

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.

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. Applicable: Meals will be served outside when possible. If meals are served indoors, schools should have assigned seating charts. 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.

Headlands Preparatory School has limited outdoor and indoor space. Indoor communal eating will be prohibited until further notice. All students must eat lunch outside or off campus. Faculty and admin may eat outside, off campus, or inside at their individual desks.

23. Not currently applicable: 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 are required to wear face coverings indoors, unless there is a medical or behavioral contraindication or exemption. School staff should wear surgical-grade masks or higher-level PPE (e.g., KN95 or N95 respirator masks). For those wearing surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Students from grades TK - 2 should be supported and taught how to wear them properly. Masking should be worn outdoors when physical distancing is not feasible, except while eating or drinking. Staff and students should follow [CDPH](#) face covering guidance.**

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 for brief periods, but only when socially distanced and not seated for class (see “Mask Policy” for further details). Teachers and administrators may eat lunch at their individual desks when socially distanced at least 6 ft.

- 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 provides face covering training in multiple fashions (in person, video and/or written form). Training reminders are scheduled through signage and digital communications.

- 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.**

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

- 30. All eligible students and staff should get vaccinated or boosted (if eligible) 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 and updated on a monthly basis. Vaccination status of individual students and staff will not be made public.

Headlands Preparatory School faculty and staff members are required to be fully vaccinated and it is recommended that everyone . Headlands Preparatory School is requiring all students who are of age (12 years and older) to submit proof of the Covid-19 vaccination (unless there is a medical or religious exemption) in order to learn on campus.

- 31. Other School related youth activities (i.e., student transportation, sports, music, drama, after school care, etc.) will follow updated CDPH and Marin County Public Health guidance. Indoor sports games and practices should not allow spectators until further notice.**
- 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.**

Headlands Preparatory School will post and distribute its School Site-Specific Protection Plan entitled “Headlands Prep Safety Plan, Fall 2021”. It will be located on the Headlands Preparatory School website www.headlandsprep.com under the Community > Covid-19 Information. 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.

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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 surgical and KN95 masks 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, hand soap, adequate time for hand washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
o All shared equipment is cleaned and sanitized daily.	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 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 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.
- The teacher should ask all participants in small group classes or social clubs 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
Copy Machines / Scanners / Faxes:	Common Areas:
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 3 feet apart.	Students are asked to eat outside instead of on campus when possible.
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Where practicable, physical distancing of three feet is maintained to the greatest extent possible.	All desks or individual workstations within office settings are separated by at least three feet or employees otherwise maintain three feet if workspace is limited.
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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.	o Protocols, actions and template communications are in place for COVID-19 related scenarios (link)

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 Avoid touching eyes, nose, and mouth.
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 vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.	o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

<ul style="list-style-type: none"> o 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). 	<ul style="list-style-type: none"> o The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
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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
 - 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.
- School staff should wear surgical-grade masks or higher-level PPE (e.g., KN95 or N95 respirator masks). For those wearing surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Staff and students should follow [CDPH](#) face covering guidance.
- In addition to surgical masks, only approved cloth masks may be worn to campus such as the one pictured below.



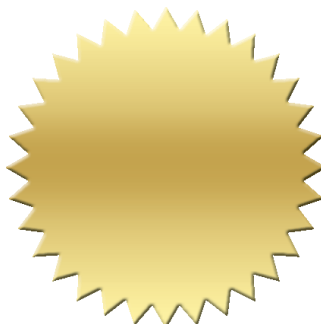
- The following are prohibited:
 - Masks with vents of any kind
 - Masks that don't appropriately seal around the nose and mouth
 - Gaiters, bandanas and other items not designed as masks
- Contractors, delivery personnel and other specifically-approved visitors to campus must comply with this mask policy.
- 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.

Compliance and Documentation

<ul style="list-style-type: none">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.
<ul style="list-style-type: none">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.
<ul style="list-style-type: none">o This school site has created a Task Force to support SSSPP activities. This group meets regularly.

	<p>School Site-Specific Protection Plan</p>
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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

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