

COVID-19
Prevention and Response
Health and Safety Protocols

LARKSPUR-CORTE MADERA
SCHOOL DISTRICT



Cal/OSHA COVID-19 Safety Program (CSP)
Documentation

COVID-19 Prevention and Response Health and Safety Protocols

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, including all schools in the Larkspur-Corte Madera School District. Under the guidance of the Marin County Public Health Officer, Marin County School Guidelines (30 Point Plan) and School Site Specific Protection Plans (SSSPPs) have been developed for all Larkspur-Corte Madera School District Schools, Programs and offices. 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 Larkspur-Corte Madera School District COVID-19 Safety Plan (CSP) for In-person Instruction. All District SSSPPs are consolidated and posted on the Larkspur-Corte Madera School District Website, and individual SSSPP's for school's sites are posted on the school web sites and made available to staff, students and families as required.

A copy of this entire document will be posted on the Larkspur-Corte Madera School District Homepage as required, and will also be included in the updated Larkspur-Corte Madera School District Injury Illness & Prevention Program.

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Marin County School Guidelines – 30 Point Plan

Marin County School Guidelines

A Public Health Guided Return to Site-Based Classroom Instruction

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

**Issued June 18, 2020 / Revised August 12, 2020 (#6, #7, #9 & #19)
Revised December 8, 2020 (#8, #19 & #24)**

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.

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. On July 23, 2020 the Centers for Disease Control and Prevention (D) 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. Staff should conduct daily health screening self-assessment, which may be completed through an online survey. ([Sample MCOE Staff Daily Health Screening](#))

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. This may include testing of students with appropriate parental permissions obtained in advance.
9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Exposure Protocols & Communication Templates](#) [Purple Tier/Stay Home Order](#) ~ [Red Tier](#) ~ [Orange 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
10. Where practicable, physical distancing of six feet is maintained between adults and between adults and students; four feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
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.
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 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 cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
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 cohort. 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, and shared equipment will be cleaned between uses.
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.
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 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.
30. A [School Site-Specific Protection Plan](#)** outlining the above measures is completed, posted on school or district website and shared with all staff and families and will be updated as state and local Public Health guidance dictates.

****Please submit to SSSPP@marinschools.org.**

Completed plans will be forwarded to Public Health for review.

** **8.12.2020 Note:** Based on updated guidance from the California Department of Public Health (CDPH), Governor Newsom, and Marin County Public Health, site-based classroom instruction cannot resume until a waiver is granted by Public Health, which, if granted would apply to grades TK-6 only, or Marin County has been off of the state monitoring list for 14 days. During this time, teachers / staff may meet small cohorts of students (15 or fewer) onsite to onboard students to virtual learning and provide safety instruction to prepare for return to school (e.g., meet their teacher, obtain learning materials, receive hygiene instruction), and/or to participate in academic and emotional assessments. Students and staff must adhere to face covering, and physical distancing requirements described in these guidelines. While Marin remains on the CDPH county watch list, 6th grade students in schools who are granted waivers will be considered elementary school students during the waiver period.*

12.8.2020 Note: *If applicable and helpful, schools may update SSSPP's to reflect changes in guidelines #8, #19 and #24 and additional detail on implementation. Previously approved SSSPP's do not need to be re-submitted after making these revisions.*

Resource Documents:

- [August 3, 2020 California Health Officials Release Guidance on Youth Sports and Elementary School Waivers](#)
- [July 15, 2020 News Release regarding Marin County Public Health Recommendations and Guidance to Delay In-Classroom Learning](#)
- [July 17, 2020 Guidance from Governor Newsom and the California Department of Public Health](#)
- [Updated August 3, 2020: California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [July 23, 2020 Centers for Disease Control and Prevention Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)
- [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 Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Blueprint for a Safer Economy](#)
- [September 4, 2020 CDPH Guidance Related Cohorts](#)
- [November 16, 2020 CDPH Guidance for the Use of Face Coverings](#)

COVID-19 School Guidance Checklist

FOR
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

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

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

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. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

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

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

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

I, Brett Geithman, 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 CalOSHA 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 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?)

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

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

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 Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: _____ feet

Minimum: _____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier: _____

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: _____

Date: _____

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 _____

COVID-19 LCMEA MOU and COVID-19 CSEA MOU executed and approved at the August 19, 2020 board meeting.

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

Local Health Officer Approval: The Local Health Officer, for (state County) _____. County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Larkspur-Corte Madera School District



School Guidance Outreach Dates

CSEA:

- March 27th and 30th, 2020
- August 5th, 2020

LCMEA:

- March 27th, 2020
- April 2nd, 6th, 13th, 2020
- July 10th, 20th, and 29th, 2020
- August 6th, 2020

Parents and Community:

- March 20th, 2020
- April 1st, 2020
- June 1st, 2020
- August 5th and 17th, 2020
- September 10th and 30th, 2020
- October 7th and 15th, 2020
- November 9th, 2020

Larkspur-Corte Madera
District School's
School Site Specific
Protection Plans
(SSSPP's)



UPDATED 8/31/2020

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



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practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.

School or District Site Name
Larkspur-Corte Madera School District Hall Middle School/District Office
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> ● Operations Committee Members (28 members) <ul style="list-style-type: none"> ○ Superintendent: Brett Geithman ○ Board Member: Sarah Mueller ○ Chief Business Official: Paula Rigney ○ Director of Special Ed: Megan Dunn ○ Director of Facilities: Erik von Blankbenburg ○ Administrative Specialist to CBO/Nutrition Services Coordinator: Nichole Urrea ○ District Wide Nurse: Gail Hurwitz ○ Principals: <ul style="list-style-type: none"> ■ Toni Brown, Hall Middle School ■ Patty Elliot, Neil Cummins Elementary ■ Michelle Walker, The Cove School ○ School Site Secretary: <ul style="list-style-type: none"> ■ Karmela Cleary, Hall Middle School ■ Lyn Everly, Neil Cummins Elementary ■ Cathleen Acheritogaray, The Cove School ○ CSEA Bargaining Group Representatives: <ul style="list-style-type: none"> ■ Nathelle Belloni ■ Liz Delaney ■ Karen Reisch ○ LCMEA Bargaining Group Representatives: <ul style="list-style-type: none"> ■ Julie Alexander ■ Colette Macgowan ■ Anastasia Robbins ■ Ted Stoeckley ○ SPARK: Sara Ryba ○ District Leadership Alliance (Parents) <ul style="list-style-type: none"> ■ Rebecca Caspersen ■ Molly Giang ■ Amanda Dickerman



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- Jessica Edelen
- Michele Hansen
- Kristen Slowe
- Kate Kropf

Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)

Principal: Dr. Toni Brown, 415.927.6968
 Nurse: Gail Hurwitz, 415.927.6968
 Superintendent: Dr. Brett Geithman, 415.927.6960 x3202

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:

August 21, 2020

Principal or Administrator

Name: Dr. Toni Brown

Title: Principal

Email: tbrown@lcmschools.org

Phone Number: 415.927.6968

I, Dr. Toni Brown, 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:

Date:

Toni Brown 9/6/2020



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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.
 - LCMSD Operations Committee has been established and meets regularly to discuss and adapt plans (as needed) to updated state and local guidelines/orders.
 - The Operational Committee meets monthly
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 safety practices and protocols are available on the district wide site for COVID-19
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#)
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
 - The District has provided and will continue to provide access to training to all staff and families via zoom meetings, live sessions and small group walk throughs at the school site.
 - All COVID-19 health and safety resources are on the District website under the COVID-19 Plan tab
 - Parent Orientations were provided on August 17, 2020 ([slides and recording](#))
 - Staff trainings were conducted on August 13, 2020 ([slides and recording](#))
 - Student trainings are occurring with on-campus orientation meetings (small group, WEB, and when we return to ["yellow" status](#))
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).
 - Site principals, the district nurse, and superintendent have received additional trainings
 - Chief business official and director of facilities are the secondary point of contact as they have received additional training



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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.
 - Training resources, supplies issued (PPE and cleaning, sanitizing, and disinfecting), as well as cleaning schedules are all posted and will be continually updated on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Cleaning, Sanitizing, & Disinfecting](#)

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.
[\(MCOE Staff Health Screening\)](#)
 - Students and staff that are on campus are required to complete the health screening prior to entering a school site or District facility.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)

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.
 - Room 306 - access to outdoor learning space/patio (This will be our isolation area for the year)
 - When weather permits there will be designated outdoor areas (popup canopies with first aid kits) for students or staff members to report to if they become ill or show signs as indicated in the health screening. Principals will designate on a weekly basis which canopies will be designated at the “Isolation Area”.

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)
 - Testing resources are identified on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [Testing](#)
 - A schedule will be used to identify what staff members will be tested during a given week.
 - Even classroom numbers (1st week of each month)
 - Odd classroom numbers (3rd week of each month)
 - Office staff staff and those not assigned a classroom (4th week of each month)
 - Custodial staff will be tested every two weeks due to the amount of exposure.



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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. 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [Exposure Protocols](#)

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.
 - Classroom and facilities design, as well as instructional program descriptions are located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#)

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.
 - Elementary cohorts have been assigned a primary teacher and systems are in place to prevent mixing cohorts, including the use of childcare participation, friendships, instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)
 - Classes will be split to form two cohorts
 - A cohort will have approximately 10-15 students
 - There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 11:00-12:30 classroom cleaning
 - PM 12:30-3:20
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

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.
 - Middle school cohorts have been assigned a primary classroom and systems are in place to prevent mixing cohorts, including the use of friendships and instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)



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- Classes will be split to form two cohorts
- A cohort will have approximately 10-15 students
- There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 4 periods of instruction
 - teachers rotate, students stay in their assigned classroom
 - 11:00-12:30 classroom cleaning
 - PM 12:30-3:20
 - 4 periods of instruction
 - teachers rotate, students stay in their assigned classroom
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

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

- Classroom design is located on the [LCMSD COVID Response Plan](#) website
- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - Majority classroom settings will be arranged to face the front of the classroom where the teacher will provide instruction.
 - Classrooms will be set up to maintain 6 feet of social distance between students, students and staff, and staff and other adults
 - Cleaning supplies will be available for all staff
 - All spaces will have hand sanitizer dispensers
 - Classrooms have sinks, soap, and towel dispensers
 - Plexiglass will be made available as needed
 - Students will have their own set of materials

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.

- All contact tracing protocols are available on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
 - All staff members are required to scan QR codes assigned to every room prior to entering. QR codes are linked the District contact tracing logs.



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15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.
 - Plans are located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus Entry & Exit](#)
 - Every school site has a map with four identified entry/exit (parent separation/reunification) and classroom meeting space (outside area)

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
 - The AM/PM schedule allows for a staggering of half the student body arriving/departing at different times.
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

17. Congregate movement through hallways will be minimized as much as practicable.
 - There will be minimal movement throughout the school. Students and staff will remain in their assigned classrooms as much as possible.
 - Labeling will be outlined throughout the campus to indicate the direction of movement.
 - A description can be found here [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)

18. Large gatherings (i.e., school assemblies) are currently prohibited.
 - This has been posted on our webpage under school events
 - All events have been canceled
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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 District will be providing outdoor spaces to conduct assessments, classroom spaces, etc.
 - The District is also continuously running it's HVAC systems while students and staff are on campus and asking staff to keep doors and windows ajar
 - The District is using MERV 13 filters, as available, and replacing the filters on a quarterly basis.



UPDATED 8/31/2020

- A description of outdoor space usage, as well as the staff schedule has been placed on the website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
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 outdoor equipment/structures will not be used.
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.
- These non-classroom spaces will be used for childcare and/or pull out service delivery as needed.
22. Meals will be served classrooms or outside or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
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23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
- Established routines and procedures have been established for when staff enter the room
 - Teachers will create classroom hand washing routines
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Health & Hygiene](#)
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.
- Masks Required for All Persons on Campus
 - All staff, adults, and students in grades TK-8 will be required to wear a mask on campus and in classrooms.
 - Bandanas cannot be used as a mask.
 - Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing the face covering which is verified in writing from a medical professional or behavioral specialist.
 - For staff and students who cannot wear a mask according to the above, face shields with neck drapes tucked into the shirt shall be used.



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- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [PPE](#)
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.
- Staff trainings were conducted on August 13, 2020 ([slides and recording](#))
 - Website resources are available for additional staff and student training
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- Elementary learning kits have been created for distance learning and are intended to transition to the classroom in SPARK Foundation provided storage bins. [Here](#) is an example of what the kits contain.
 - Middle school students will have their own set of materials/supplies
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
- All students and staff members have been provided their own electronic devices.
 - Students will be provided with their own instructional materials
28. Use of privacy boards or clear screens will be considered as much as practicable.
- Plexiglass clear screens have been ordered (September anticipated receipt)
 - 15 per classroom
 - Additional screens provided for pull out services, offices, and other instructional environments
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- Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited as much as possible
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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.



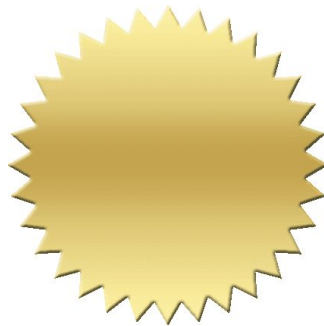
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- Posted in the main office and district office
- Full school site plans available at: [LCMSD COVID Response Plan](#)

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

	<h2 style="text-align: center;">School Site-Specific Protection Plan</h2>
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Certificate of Completion



**Hall Middle School
&
LCMSD District Office**



UPDATED 8/31/2020

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:

<https://sites.google.com/lcmschools.org/lcmsd-covid-response/home?authuser=0>



UPDATED 8/31/2020

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 reopen 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



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practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.

School or District Site Name
Larkspur-Corte Madera School District Neil Cummins Elementary
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> ● Operations Committee Members (28 members) <ul style="list-style-type: none"> ○ Superintendent: Brett Geithman ○ Board Member: Sarah Mueller ○ Chief Business Official: Paula Rigney ○ Director of Special Ed: Megan Dunn ○ Director of Facilities: Erik von Blankbenburg ○ Administrative Specialist to CBO/Nutrition Services Coordinator: Nichole Urrea ○ District Wide Nurse: Gail Hurwitz ○ Principals: <ul style="list-style-type: none"> ■ Toni Brown, Hall Middle School ■ Patty Flynn Elliot, Neil Cummins Elementary ■ Michelle Walker, The Cove School ○ School Site Secretary: <ul style="list-style-type: none"> ■ Karmela Cleary, Hall Middle School ■ Lyn Everly, Neil Cummins Elementary ■ Cathleen Acheritogaray, The Cove School ○ CSEA Bargaining Group Representatives: <ul style="list-style-type: none"> ■ Nathelle Belloni ■ Liz Delaney ■ Karen Reisch ○ LCMEA Bargaining Group Representatives: <ul style="list-style-type: none"> ■ Julie Alexander ■ Colette Macgowan ■ Anastasia Robbins ■ Ted Stoeckley ○ SPARK: Sara Ryba ○ District Leadership Alliance (Parents) <ul style="list-style-type: none"> ■ Rebecca Caspersen ■ Molly Giang ■ Amanda Dickerman



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- Jessica Edelen
- Michele Hansen
- Kristen Slowe
- Kate Kropf

Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)

Principal: Patty Flynn Elliot, 415.927.6965
 Nurse: Gail Hurwitz, 415.927.6968
 Superintendent: Dr. Brett Geithman, 415.927.6960 x3202

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:

August 21, 2020

Principal or Administrator

Name: Patty Flynn Elliot

Title: Principal

Email: pelliot@lcmschools.org

Phone Number: 415.927.6965

I, Patty Flynn Elliot, 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:

Date: September 6, 2020

Patricia Flynn Elliot



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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.
 - LCMSD Operations Committee has been established and meets regularly to discuss and adapt plans (as needed) to updated state and local guidelines/orders.
 - The Operational Committee meets monthly
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 safety practices and protocols are available on the district wide site for COVID-19
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#)
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
 - The District has provided and will continue to provide access to training to all staff and families via zoom meetings, live sessions and small group walk throughs at the school site.
 - All COVID-19 health and safety resources are on the District website under the COVID-19 Plan tab
 - Parent Orientations were held on August 17, 2020 ([slides and recording](#))
 - Staff trainings were conducted on August 13, 2020 ([slides and recording](#))
 - Student trainings are occurring with on-campus orientation meetings (small group and when we return to ["yellow" status](#))
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).
 - Site principals, the district nurse, and superintendent have received additional trainings
 - Chief business official and director of facilities are the secondary point of contact as they have received additional training



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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.
 - Training resources, supplies issued (PPE and cleaning, sanitizing, and disinfecting), as well as cleaning schedules are posted and will be continually updated on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Cleaning, Sanitizing, & Disinfecting](#)

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](#))
 - Students and staff that are on campus are required to complete the health screening prior to entering a school site or District facility.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)

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:
 - When weather permits there will be designated outdoor areas (popup canopies with first aid kits) for students or staff members to report to if they become ill or show signs as indicated in the health screening.
 - Isolation Areas - ordering supplies
 - Neil Cummins Conference Room when inclement weather
 - Pop up tent outside office building

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)



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- Testing resources are identified on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [Testing](#)
 - A schedule will be used to identify what staff members will be tested during a given week.
 - Even classroom numbers (1st week of each month)
 - Odd classroom numbers (3rd week of each month)
 - Office staff staff and those not assigned a classroom (4th week of each month)
 - Custodial staff will be tested every two weeks due to the amount of exposure.
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. 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [Exposure Protocols](#)
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.
- Classroom and facilities design, as well as instructional program descriptions are located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#)
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.
- Elementary cohorts have been assigned a primary teacher and we are implementing systems to prevent mixing cohorts, including the use of childcare participation, friendships, instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)
 - Classes will be split to form two cohorts
 - A cohort will have approximately 10-15 students
 - There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 11:00-12:30 classroom cleaning
 - PM 12:30-3:20
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal



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(Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

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.
 - Middle school cohorts have been assigned a primary classroom and systems are in place to prevent mixing cohorts, including the use of friendships and instructional services (i.e. special education, English Learner) to assist in cohort development.
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13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
 - Classroom design is located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - Majority classroom settings will be arranged to face the front of the classroom where the teacher will provide instruction.
 - Classrooms will be set up to maintain 6 feet of social distance between students, students and staff, and staff and other adults
 - Cleaning supplies will be available for all staff
 - All spaces will have hand sanitizer dispensers
 - Classrooms have sinks, soap, and towel dispensers
 - Plexiglass will be made available as needed
 - Students will have their own set of materials



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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.
 - All contact tracing protocols are available on the [LCMSD COVID Response Plan](#) website
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UPDATED 8/31/2020

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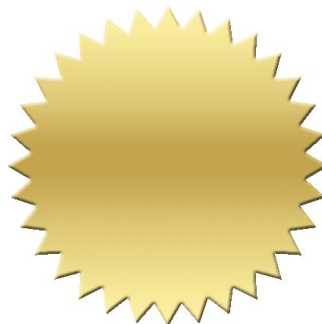
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****Attach any supporting documents or additional information for each Guideline to the back of the SSSPP.**

	<h2 style="text-align: center;">School Site-Specific Protection Plan</h2>
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Certificate of Completion





UPDATED 8/31/2020

Neil Cummins Elementary

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:

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UPDATED 8/31/2020

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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.
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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.
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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



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practices are based on alignment with local, state and federal guidelines in coordination with the county's Public Health Officer.

School or District Site Name
Larkspur-Corte Madera School District The Cove School
School Type (select one)
<input checked="" type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input type="checkbox"/> Private, Independent or Parochial
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
<ul style="list-style-type: none"> ● Operations Committee Members (28 members) <ul style="list-style-type: none"> ○ Superintendent: Brett Geithman ○ Board Member: Sarah Mueller ○ Chief Business Official: Paula Rigney ○ Director of Special Ed: Megan Dunn ○ Director of Facilities: Erik von Blankbenburg ○ Administrative Specialist to CBO/Nutrition Services Coordinator: Nichole Urrea ○ District Wide Nurse: Gail Hurwitz ○ Principals: <ul style="list-style-type: none"> ■ Toni Brown, Hall Middle School ■ Patty Elliot, Neil Cummins Elementary ■ Michelle Walker, The Cove School ○ School Site Secretary: <ul style="list-style-type: none"> ■ Karmela Cleary, Hall Middle School ■ Lyn Everly, Neil Cummins Elementary ■ Cathleen Acheritogaray, The Cove School ○ CSEA Bargaining Group Representatives: <ul style="list-style-type: none"> ■ Nathelle Belloni ■ Liz Delaney ■ Karen Reisch ○ LCMEA Bargaining Group Representatives: <ul style="list-style-type: none"> ■ Julie Alexander ■ Colette Macgowan ■ Anastasia Robbins ■ Ted Stoeckley ○ SPARK: Sara Ryba ○ District Leadership Alliance (Parents) <ul style="list-style-type: none"> ■ Rebecca Caspersen ■ Molly Giang ■ Amanda Dickerman



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- Jessica Edelen
- Michele Hansen
- Kristen Slowe
- Kate Kropf

Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)

Principal: Michelle Walker, 415.945.9046
 Nurse: Gail Hurwitz, 415.927.6968
 Superintendent: Dr. Brett Geithman, 415.927.6960 x3202

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:

August 31, 2020

Principal or Administrator

Name: Michelle Walker

Title: Principal

Email: mwalker@lcmschools.org

Office Phone Number: 415.945.9046

I, Michelle Walker, 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:

Date:

Michelle Walker *9/6/2020*



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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.
 - LCMSD Operations Committee has been established and meets regularly to discuss and adapt plans (as needed) to updated state and local guidelines/orders.
 - The Operational Committee meets monthly
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 safety practices and protocols are available on the district wide site for COVID-19
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#)
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
 - The District has provided and will continue to provide access to training to all staff and families via zoom meetings, live sessions and small group walk throughs at the school site.
 - All COVID-19 health and safety resources are on the District website under the COVID-19 Plan tab
 - Parent Orientations were provided on August 17, 2020 ([slides and recording](#))
 - Staff trainings were conducted on August 13, 2020 ([slides and recording](#))
 - Student trainings are occurring with on-campus orientation meetings (small group and when we return to ["yellow" status](#))
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).
 - Site principals, the district nurse, and superintendent have received additional trainings
 - Chief business official and director of facilities are the secondary point of contact as they have received additional training



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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.
 - Training resources, supplies issued (PPE and cleaning, sanitizing, and disinfecting), as well as cleaning schedules are all posted and will be continually updated on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Cleaning, Sanitizing, & Disinfecting](#)

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. [\(MCOE Staff Health Screening\)](#)
 - Students and staff that are on campus are required to complete the health screening prior to entering a school site or District facility.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)

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.
 - Outdoor Isolation Area: When weather permits there will be a designated outdoor area (popup canopy with first aid kit) for students or staff members to report to if they become ill or show signs as indicated in the health screening. This area will be within school gates, near the office building. The principal will determine if weather permits use of outside isolation area.
 - Indoor Isolation Area: When weather requires an indoor isolation area, the conference room (accessed from the outside door) is the designated isolation area.

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)
 - Testing resources are identified on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [Testing](#)



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- A schedule will be used to identify what staff members will be tested during a given week.
 - Even classroom numbers (1st week of each month)
 - Odd classroom numbers (3rd week of each month)
 - Office staff staff and those not assigned a classroom (4th week of each month)
 - Custodial staff will be tested every two weeks due to the amount of exposure.

- 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. 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.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [Exposure Protocols](#)

- 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.
 - Classroom and facilities design, as well as instructional program descriptions are located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#)

- 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.
 - Elementary cohorts have been assigned a primary teacher and systems are in place to prevent mixing cohorts, including the use of childcare participation, friendships, instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)
 - Classes will be split to form two cohorts
 - A cohort will have approximately 10-15 students
 - There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 11:00-12:30 classroom cleaning
 - PM 12:30-3:20
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).



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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.
- Middle school cohorts have been assigned a primary classroom and systems are in place to prevent mixing cohorts, including the use of friendships and instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)
 - Classes will be split to form two cohorts
 - A cohort will have approximately 10-15 students
 - There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 11:00-12:30 classroom cleaning
 - PM 12:30-3:20
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).
13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
- Classroom design is located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - Majority classroom settings will be arranged to face the front of the classroom where the teacher will provide instruction.
 - Classrooms will be set up to maintain 6 feet of social distance between students, students and staff, and staff and other adults
 - Cleaning supplies will be available for all staff
 - All spaces will have hand sanitizer dispensers
 - Classrooms have sinks, soap, and towel dispensers
 - Plexiglass will be made available as needed
 - Students will have their own set of materials



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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.
 - All contact tracing protocols are available on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
 - All staff members are required to scan QR codes assigned to every room prior to entering. QR codes are linked the District contact tracing logs.

15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.
 - Plans are located on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus Entry & Exit](#)
 - Every school site has a map with four identified entry/exit (parent separation/reunification) and classroom meeting space (outside area)

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
 - The AM/PM schedule allows for a staggering of half the student body arriving/departing at different times.
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

17. Congregate movement through hallways will be minimized as much as practicable.
 - There will be minimal movement throughout the school. Students and staff will remain in their assigned classrooms as much as possible.
 - Labeling will be outlined throughout the campus to indicate the direction of movement.
 - A description can be found here [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)

18. Large gatherings (i.e., school assemblies) are currently prohibited.
 - This has been posted on our webpage under school events
 - All events have been canceled



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- [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [School Events](#)

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 District will be providing outdoor spaces to conduct assessments, classroom spaces, etc.
- The District is also continuously running it's HVAC systems while students and staff are on campus and asking staff to keep doors and windows ajar
- The District is using MERV 13 filters, as available, and replacing the filters on a quarterly basis.
- A description of outdoor space usage, as well as the staff schedule has been placed on the website

- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)

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 outdoor equipment/structures will not be used.

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.

- These non-classroom spaces will be used for childcare and/or pull out service delivery as needed.

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

- An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

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

- Established routines and procedures have been established for when staff enter the room
- Teachers will create classroom hand washing routines
- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Health & Hygiene](#)



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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.
- Masks Required for All Persons on Campus
 - All staff, adults, and students in grades TK-8 will be required to wear a mask on campus and in classrooms.
 - Bandanas cannot be used as a mask.
 - Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing the face covering which is verified in writing from a medical professional or behavioral specialist.
 - For staff and students who cannot wear a mask according to the above, face shields with neck drapes tucked into the shirt shall be used.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [PPE](#)
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.
- Staff trainings were conducted on August 13, 2020 ([slides and recording](#))
 - Website resources are available for additional staff and student training
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Health & Hygiene](#)
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.
- Elementary learning kits have been created for distance learning and are intended to transition to the classroom in SPARK Foundation provided storage bins. [Here](#) is an example of what the kits contain.
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
- All students and staff members have been provided their own electronic devices.
 - Students will be provided with their own instructional materials
28. Use of privacy boards or clear screens will be considered as much as practicable.
- Plexiglass clear screens have been ordered (September anticipated receipt)
 - 15 per classroom



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- Additional screens provided for pull out services, offices, and other instructional environments

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

- Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited as much as possible
- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)

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.

- Posted in the main office and district office
- Full school site plans available at: [LCMSD COVID Response Plan](#)

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

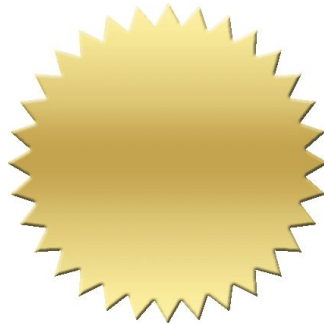


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School Site-Specific Protection Plan

Certificate of Completion



The Cove 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:



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<https://sites.google.com/lcmschools.org/lcmsd-covid-response/home?authuser=0>



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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

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2. School Specific Best Practices

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School or District Site Name
Larkspur-Corte Madera School District Office
School Type (select one)
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Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)

Nurse: Gail Hurwitz, 415.927.6968
Superintendent: Dr. Brett Geithman, 415.927.6960 x3202

This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:

August 21, 2020

Principal or Administrator

Name: Dr. Brett Geithman

Title: Superintendent

Email: bgeithman@lcmschools.org

Phone Number: 415.927.6960 x3202

I, Dr. Brett Geithman, 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:

Date:

9.6.2020



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Specific Control Measures and Screenings

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 - The Operational Committee meets monthly
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 - All safety practices and protocols are available on the district wide site for COVID-19
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 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
 - The District has provided and will continue to provide access to training to all staff and families via zoom meetings, live sessions and small group walk throughs at the school site.
 - All COVID-19 health and safety resources are on the District website under the COVID-19 Plan tab
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 - Site principals, the district nurse, and superintendent have received additional trainings
 - Chief business official and director of facilities are the secondary point of contact as they have received additional training



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[\(MCOE Staff Health Screening\)](#)
 - Students and staff that are on campus are required to complete the health screening prior to entering a school site or District facility.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Daily Screening](#)

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.
 - Room 306 - access to outdoor learning space/patio (This will be our isolation area for the year)
 - When weather permits there will be designated outdoor areas (popup canopies with first aid kits) for students or staff members to report to if they become ill or show signs as indicated in the health screening. Administration will designate on a weekly basis which canopies will be designated at the “Isolation Area”.

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)
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 - b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.



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- c. A student or staff member tests positive for COVID-19.
 - d. A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.
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 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#)
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.
- Elementary cohorts have been assigned a primary teacher and systems are in place to prevent mixing cohorts, including the use of childcare participation, friendships, instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)
 - Classes will be split to form two cohorts
 - A cohort will have approximately 10-15 students
 - There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 11:00-12:30 classroom cleaning
 - PM 12:30-3:20
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).
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.
- Middle school cohorts have been assigned a primary classroom and systems are in place to prevent mixing cohorts, including the use of friendships and instructional services (i.e. special education, English Learner) to assist in cohort development.
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [Phase in Plan \(Color Coded Model\)](#) → [5 Days In-Person \(AM/PM\)](#)
 - Classes will be split to form two cohorts
 - A cohort will have approximately 10-15 students
 - There will be an AM cohort and a PM cohort
 - AM 8:10-11:00
 - 4 periods of instruction



UPDATED 8/31/2020

- teachers rotate, students stay in their assigned classroom
- 11:00-12:30 classroom cleaning
- PM 12:30-3:20
 - 4 periods of instruction
 - teachers rotate, students stay in their assigned classroom
- An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

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

- Classroom design is located on the [LCMSD COVID Response Plan](#) website
- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
 - Majority classroom settings will be arranged to face the front of the classroom where the teacher will provide instruction.
 - Classrooms will be set up to maintain 6 feet of social distance between students, students and staff, and staff and other adults
 - Cleaning supplies will be available for all staff
 - All spaces will have hand sanitizer dispensers
 - Classrooms have sinks, soap, and towel dispensers
 - Plexiglass will be made available as needed
 - Students will have their own set of materials

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.

- All contact tracing protocols are available on the [LCMSD COVID Response Plan](#) website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [COVID Test Protocols](#) → [COVID Contact Logs](#)
 - All staff members are required to scan QR codes assigned to every room prior to entering. QR codes are linked the District contact tracing logs.

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

- Plans are located on the [LCMSD COVID Response Plan](#) website



UPDATED 8/31/2020

- [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus Entry & Exit](#)
 - Every school site has a map with four identified entry/exit (parent separation/reunification) and classroom meeting space (outside area)
16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
- The AM/PM schedule allows for a staggering of half the student body arriving/departing at different times.
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).
17. Congregate movement through hallways will be minimized as much as practicable.
- There will be minimal movement throughout the school. Students and staff will remain in their assigned classrooms as much as possible.
 - Labeling will be outlined throughout the campus to indicate the direction of movement.
 - A description can be found here [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
18. Large gatherings (i.e., school assemblies) are currently prohibited.
- This has been posted on our webpage under school events
 - All events have been canceled
 - [LCMSD COVID Response Plan](#) → [Instructional Plans](#) → [School Events](#)
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 District will be providing outdoor spaces to conduct assessments, classroom spaces, etc.
 - The District is also continuously running it's HVAC systems while students and staff are on campus and asking staff to keep doors and windows ajar
 - The District is using MERV 13 filters, as available, and replacing the filters on a quarterly basis.
 - A description of outdoor space usage, as well as the staff schedule has been placed on the website
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)



UPDATED 8/31/2020

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 outdoor equipment/structures will not be used.

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.
 - These non-classroom spaces will be used for childcare and/or pull out service delivery as needed.

22. Meals will be served classrooms or outside or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
 - An entire week's lunch will be provided in a single box, lunch will be offered on Mondays between 11am - 12:45pm. AM cohorts will bring the lunch home to eat, PM cohorts will eat before they get to school or receive a shelf stable meal (Mondays only) to eat at an area away from the school (all sites are adjacent to a park).

23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
 - Established routines and procedures have been established for when staff enter the room
 - Teachers will create classroom hand washing routines
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Health & Hygiene](#)

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.
 - Masks Required for All Persons on Campus
 - All staff, adults, and students in grades TK-8 will be required to wear a mask on campus and in classrooms.
 - Bandanas cannot be used as a mask.
 - Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing the face covering which is verified in writing from a medical professional or behavioral specialist.
 - For staff and students who cannot wear a mask according to the above, face shields with neck drapes tucked into the shirt shall be used.
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [PPE](#)

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.



UPDATED 8/31/2020

- Staff trainings were conducted on August 13, 2020 ([slides and recording](#))
 - Website resources are available for additional staff and student training
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Health & Hygiene](#)
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.
- Elementary learning kits have been created for distance learning and are intended to transition to the classroom in SPARK Foundation provided storage bins. [Here](#) is an example of what the kits contain.
 - Middle school students will have their own set of materials/supplies
27. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.
- All students and staff members have been provided their own electronic devices.
 - Students will be provided with their own instructional materials
28. Use of privacy boards or clear screens will be considered as much as practicable.
- Plexiglass clear screens have been ordered (September anticipated receipt)
 - 15 per classroom
 - Additional screens provided for pull out services, offices, and other instructional environments
29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
- Any nonessential visitors, volunteers, and activities involving external groups or organizations will be limited as much as possible
 - [LCMSD COVID Response Plan](#) → [Safety & Health](#) → [Facilities](#) → [Campus & Classroom Environments](#)
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.
- Posted in the main office and district office
 - Full school site plans available at: [LCMSD COVID Response Plan](#)

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

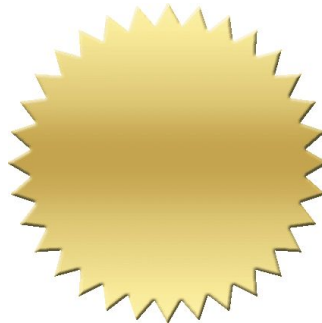


UPDATED 8/31/2020



School Site-Specific Protection Plan

Certificate of Completion



LCMSD District Office

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:

<https://sites.google.com/lcmschools.org/lcmsd-covid-response/home?authuser=0>

Larkspur-Corte Madera District School's MOU with Teachers

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LARKSPUR CORTE MADERA SCHOOL DISTRICT
AND
LARKSPUR CORTE MADERA EDUCATORS ASSOCIATION
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021 SCHOOL YEAR.**

August 6, 2020

The Larkspur Corte Madera District (“District”) and the Larkspur Corte Madera Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the opening of schools during the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Following the guidance of state or local public health authorities, the Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect.

The Parties agree to the following:

1.0 DEFINITIONS

- 1.01 “Classroom” – is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outside learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.
- 1.02 “Cohort” – is a group of students, which is designed to remain stable and intact in order to prevent the spread of infection and illness arising from COVID-19.
- 1.03 “Common Equipment” – is any school equipment that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.
- 1.04 “Common Space” – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

- 1.05 “Face Coverings” – face coverings or masks as recommended by federal, state, and local public health guidance.
- 1.06 “Hand Sanitizer” – must contain at least 60% ethyl alcohol.
- 1.07 “Personal Protective Equipment” – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, N95 respirators, face shields, neck guards, barriers, gloves, goggles, etc.
- 1.08 “Physical Distancing” – also known as social distancing to help decrease the spread of the virus by increasing the space between people in compliance with state or local public health guidelines.

2.0 PERSONAL PROTECTIVE EQUIPMENT (“PPE”)

- 2.01 The District shall provide PPE to all unit members and students who are required to report to school sites.
- 2.02 In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.
- 2.03 If the District is unable to provide sufficient PPE for the day, individuals without PPE will be sent home for the day. Unit members sent home due to lack of PPE will receive their full daily rate of pay. Any in-person classes taught by the unit member will resume when sufficient PPE is available.

Face Covering Requirements

- 2.04 Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors in compliance with state or local public health guidelines. This applies to all staff, all students, all administrators, and any visitors on campus. The District shall develop and share with staff a plan to deal with students and others who are not in compliance with the face covering requirements.
 - 2.04.1 Face coverings shall not be required for students or staff if there is a medical or behavioral reason for not wearing the face covering which is verified in writing from a medical professional or behavioral specialist.
- 2.05 For unit members and students who cannot wear a mask according to section 2.04.1, face shields with neck drapes tucked into the shirt shall be used.
- 2.06 N95 masks, if available, will be provided to unit members who have a verified medical need and unit members who are caring for individuals at work who get sick at the worksite with possible symptoms of COVID-19 illness.

Hand Washing Requirements

- 2.07 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.
- 2.08 All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and upon entering a classroom.

- 2.9 The following hand washing requirements will be implemented:
- 2.9.1 Every room with a sink shall be stocked with soap, and medically effective hand sanitizer.
 - 2.9.2 Every classroom shall be provided medically effective hand sanitizer.
 - 2.9.3 Non-classroom workspaces and common spaces shall be provided medically effective hand sanitizer.
 - 2.9.4 Hand sanitizer shall be provided at each ingress and egress point on a school campus.
 - 2.9.5 If the District is unable to provide sufficient soap and hand sanitizer for the day, classrooms without soap/hand sanitizer will be sent home for the day. Unit members sent home due to lack of soap/hand sanitizer will receive their full daily rate of pay. Any in-person classes taught by the unit member will resume when sufficient soap/hand sanitizer is available.

3.0 IN-PERSON LEARNING

The COVID-19 pandemic has caused federal, state, and local public health officers to issue orders and guidance impacting the educational operations of the District in order to minimize health and safety risks associated with COVID-19 infection and illness. As a result of the orders and guidance issued by federal, state, and local public health officers, any in-person learning offered by the District during the pandemic shall be offered consistent with all of the provisions below. If the District is unable to maintain all of the provisions in Sections 2.0 and 3.0, then the District will offer an educational program according to the provisions of Section 4.0 – Distance Learning/Hybrid Learning of this MOU.

Public Health Guidelines and Orders

- 3.01 The District shall follow current the COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), California Department of Industrial Relations Division of Occupational Safety and Health (“Cal-OSHA”), and Marin County Department of Public Health.
- 3.02 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

Classroom/Instructional/Academic Learning Spaces

- 3.03 The District shall ensure minimum physical distancing in compliance with state or local public health guidelines between all educator and student workspaces, and between all employee workspaces.
- 3.04 All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning.
- 3.05 In rare situations in a classroom where the minimum physical distancing is not practicable because that requirement is insufficient to provide necessary academic instruction or assessments as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in proximity of less than distance in compliance with state or local public health guidelines between individuals shall be minimized to the extent possible.

- 3.06 The exception to 3.05 is in emergency situations where the environmental threat supersedes the necessity for physical distancing.

Lunch

- 3.07 The in-person instructional day will be modified and lunch will not be held on campus. Staggered dismissals will begin no later than 1:00 PM.
- 3.08 Staff shall be entitled to a duty-free lunch period of at-least forty-five (45) minutes each workday as per our CBA. Any faculty, department, or grade level meetings shall begin after the 45-minute lunch period.
- 3.09 The staff lounge will be closed and shared refrigerators, shared coffee makers, shared microwaves, and other shared appliances shall not be used.

One-Way Directions/Movement

- 3.10 In order to help maintain physical distancing requirements in common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways where practicable. These pathways shall be clearly marked to indicate the direction of travel in compliance with state or local public health guidelines.

School Ingress and Egress Points

- 3.11 School sites shall identify multiple access points to be used for student and parent ingress and egress before and after school.
- 3.12 Where possible, staff, students, and parents will be assigned an ingress and egress point for use when coming to school for in-person learning.
- 3.13 Unit members shall meet their assigned student cohorts in designated outdoor spaces for entry and exit of the school site. Staff without an assigned cohort may be assigned supervisory duties and will be provided a face shield with neck drapes.
- 3.14 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter work days for unit members.

Recess/Student Break Times

- 3.15 School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and/or break times for both students and unit members consistent with the following:
 - 3.15.1 All recess and/or break times shall be designed to maintain cohort stability.
 - 3.15.2 Recess and/or break times shall be staggered to minimize the number of different people with whom staff and students interact.
 - 3.15.3 Unit members shall have at least one morning break per day. All breaks shall be without student supervision responsibilities.

Meetings and Gatherings

- 3.16 Meetings shall be virtual during the pandemic (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings,

parent meetings, and parent-teacher conferences). When possible meetings shall be scheduled during non-instructional time. If not practicable then staff members shall be provided with a student-free workspace to attend any virtual meetings during instructional time.

- 3.17 For large in-person gatherings (i.e. school assemblies) guidelines established by Marin County Department of Public Health will be followed.

Student Cohorts

Teachers will have one model of instruction per cohort (AM and PM or typical class size per LCMSD COVID Response: Instructional Models). If there is a need for a teacher to have more than one model of instruction in one cohort (e.g. AM cohort consists of 10 in-person students and 5 distance learning only students) then the teacher shall receive additional pay for each distance learning only student prorated at \$850 per school year per student. Distance learning only students will participate in the in-person instruction via Zoom and be provided small group instruction similar to in-person students.

Elementary Schools (TK-5)

- 3.18 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each trimester with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts.
- 3.19 Student cohort sizes shall not exceed 15 students, with the exception of teachers who are teaching a class with some in-person students and some distance learning students. The total number of students assigned to AM Cohort and PM Cohort shall not exceed class sizes in the CBA.
- 3.20 Students should remain in their same workspace as much as practicable.
3.20.1 If students need to move to other workspaces the space should be properly cleaned after its use and before a new cohort of students use the workspace.
- 3.21 Each student's belongings shall be separated and stored in individually labeled storage containers, cubbies, or areas.
- 3.22 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses.
- 3.23 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the primary cohort teacher shall use virtual methods of interacting with the student cohort, where possible. Specialized instruction (EL, special education, intervention) may be provided through a pull-out model within cohorts.

Secondary Schools (Grades 6-12)

- 3.24 The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day, and through each trimester, with an assigned primary cohort teacher or teachers, and systems are in place at the school site to prevent the mixing of classroom cohorts.

- 3.25 Student cohort sizes shall not exceed 15 students, with the exception of teachers who are teaching a class with some in-person students and some distance learning students. The total number of students assigned to AM Cohort and PM Cohort shall not exceed class sizes in the CBA.
- 3.26 Students should remain in their same workspace as much as practicable.
 - 3.26.1 If students need to move to other workspaces the space should be properly cleaned after its use and before a new cohort of students use the workspace.
- 3.27 Each student's belongings shall be separated and stored in individually labeled storage containers, cabinets, cubbies, or areas.
- 3.28 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses.
- 3.29 If students are assigned more than one course per day, the following options exist to maintain cohort stability:
 - 3.29.1 Student cohorts will remain in one classroom location during the school day. Unit members assigned to provide instruction to students in the cohort will rotate between cohorts during different class periods. Specialized instruction (EL, special education, intervention) may be provided through a pull-out model within cohorts.
 - 3.29.1.1 Teacher work spaces will be cleaned between uses by the staff member that is exiting the space.
- 3.30 Unit members who rotate between classroom spaces shall be provided a rolling cart. The District shall structure the class schedule to minimize as much as possible the number of total contacts, minimize the distance unit members must travel between classes, and provide assistance to those who have physical barriers to such movement.
- 3.31 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff not assigned as the cohort teacher shall use virtual methods of interacting with the student cohort, where possible.
 - 3.31.1 1.0 FTE unit members shall not interact in person more than eight (8) stable student cohorts in one day.
 - 3.31.2 Administration shall collaborate with school staff to create an in-person school schedule.

Other Health and Safety Issues

Daily Cleaning and Disinfecting

- 3.32 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- 3.33 Daily cleaning and disinfecting as described in Section 3.32 shall be done primarily by trained custodial personnel. Certificated unit members may be required to perform cleaning and disinfecting (e.g. workstation disinfecting during passing periods, student movement within the

classroom). Classrooms will be cleaned by trained custodial personnel in between each school day.

Decontamination of Classroom Spaces

- 3.34 If an individual tests positive for COVID-19, the District will disinfect the classrooms for which the positive cohort was present.

Air Ventilation and Filtration

- 3.35 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.
- 3.36 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.
- 3.36.1 HVAC air filters shall be equipped with HEPA filters and changed at the recommended intervals.
- 3.36.2 Portable classrooms and/or other classroom spaces or workspaces without adequate central HVAC shall be equipped with HEPA air filters with a large enough capacity and flow rate for the square footage of the room.
- 3.36.3 If an individual tests positive for COVID-19, the District will replace HVAC filters for the classrooms for which the positive cohort was present.

Health Screening, Testing, Notification, and Contact Tracing

3.37 There will be a district-wide registered School Nurse, as well as a licensed vocational nurse and/or school community health liaison available for the safety and health of all students, staff, and visitors to the campus. The School Nurse shall:

- 3.37.1 Oversee the health screening, testing, and notification of all individuals on the school campuses;
- 3.37.2 Coordinate with the District and interface with the Marin County Public Health Department;
- 3.37.3 Implement quarantine protocols; and
- 3.37.4 Train all students, staff, parents, and visitors on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage.
- 3.38 The District shall ensure that all students, employees, and visitors fill out a checklist daily for symptoms associated with COVID-19 infection prior to entering school buildings, including temperature checks.
- 3.38.1 Health screening, testing, notification, and quarantine protocols and procedures will be created prior to in-person learning occurring.

3.38.2 All students and staff will be trained on these protocols and procedures.

- 3.39 Staff and students with any symptoms consistent with COVID-19 or who have had Marin County Public Health contact tracing and have been advised to self quarantine shall be sent home or sent to an isolation room on site pending travel home or to a medical facility. The District shall notify the Association President of the site location(s) where the infected individual was present during the suspected incubation/active infection period.
- 3.40 Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Marin County Public Health Department.
- 3.41 All bargaining unit members shall be provided the opportunity for free, onsite COVID-19 testing in compliance with state or local public health guidelines.

Instructional Minutes

- 3.42 The parties acknowledge that according to *Education Code 43501* as amended by SB98 the 2020-21 school year minimum daily instructional minutes for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-12 (240 daily minutes), and Continuation High School (180 daily minutes).
- 3.43 Instructional minutes will be determined by the instructional program implemented and may be more than the 2020-21 school year minimum instructional minutes and less than instructional minutes outlined in Article 7.4.
- 3.44 When implementing “Green” in the LCMSD COVID Response: Instructional Models (color coded), the five (5) days per week in-person instructional model through an AM/PM schedule, five (5) days per week the instructional hours will be: 8:10-11:00 (AM cohort) and 12:30-3:20 (PM cohort). The parties acknowledge that the in-person AM/PM schedule will require additional daily instructional minutes that will be delivered virtually. In this model there will be six (6) feet of social distance student to student, teacher to student, and teacher to adult.

4.0 DISTANCE LEARNING/HYBRID MODEL

Consistent with *Education Code Section 43503* as amended by SB98, and the orders and/or guidelines issued by federal, state, or local public health officers, if the District is unable to provide a safe and healthy in-person learning environment for all students as required in Sections 2.0 and 3.0, it may offer either a hybrid model(s) combining in-person learning and distance learning or a total distance learning mode of instruction.

Regardless of the District’s ability to operate in-person learning according to Sections 2.0 and 3.0, distance learning is permitted five days per week for students who are medically fragile or would be put at risk by in-person learning instruction, or who are self-quarantining because of exposure to COVID-19.

- 4.01 The Parties affirm that the District shall offer in-person instruction to the greatest extent possible while also maintaining a safe and healthy learning environment for all students, educators, and their families. This is done consistent with the provisions of this MOU.
- 4.01.1 Teachers will have one model of instruction per cohort (Track A and Track B per LCMSD COVID Response: Instructional Models). If there is a need for a teacher to have more than one model of instruction in one cohort (e.g. Track A consists of 10 hybrid students and 5

distance learning only students) then the teacher shall receive additional pay for each distance learning only student prorated at \$850 per school year per student. Distance learning only students will participate in the in-person instruction via Zoom and be provided small group instruction similar to hybrid students.

Hybrid Model of Instruction

Elementary School Hybrid Model

4.02 In consultation with the Association, the District may implement a plan that allows for students to participate in a hybrid of in-person instruction and distance learning in alignment with state or local public health guidelines.

Secondary School Hybrid Model

4.03 In consultation with the Association, the District may implement a plan that allows for students to participate in a hybrid of in-person instruction and distance learning in alignment with state or local public health guidelines.

Distance Learning

4.04 According to SB98, all students will receive synchronous or asynchronous instruction and content five days per week either in-person or through distance learning. The content of the weekly lesson plans will be based on the district adopted curriculum and the pace of the weekly lesson plans will be developed by the unit member, grade level/department team, and site administrators based on teacher and student capacity.

4.04.1 All content shall be aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

4.04.2 All students will receive daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction will primarily be in the form of virtual meeting platforms (e.g. Zoom, Google Meet) supplemented by telephonic communication, or by other means permissible under public health orders and consistent with this MOU.

4.04.2.1 This daily live interaction as identified in the District's distance learning plan, which is an ongoing collaborative plan developed with input via a committee composed of administrators and certificated staff selected by the Association (i.e. Distance Learning Committee), shall be designed to meet the needs of students at the discretion of the classroom teacher, grade-level/department team, and site administrators.

4.04.2.2 If daily live interaction is not feasible as part of regular instruction, the District shall develop an alternative plan in consultation with and based on meaningful input from students, parents, and the Association.

4.05 The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

4.06 The District shall provide academic and other supports in distance learning that are designed to address the needs of pupils who are not performing at grade level, or need support in other areas,

such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health support.

- 4.06.1 In order to ensure equitable access to the educational program and academic and other supports, the District may choose to provide in-person learning opportunities five (5) days per week for the students described in section 4.06 in alignment with state or local public health guidelines so long as they are part of a stable classroom cohort for all five days while maintaining all other provisions of this MOU.
 - 4.06.2 In order to provide equitable access to the educational program, special education and other related services, for pupils with an individualized education plan (IEP), the District shall ensure that all IEPs can be executed in a distance learning environment. If it is determined by the IEP team that a student should remain in an in-person learning environment five (5) days per week, the District shall offer in-person learning so long as the student is part of a stable classroom cohort for all five days while maintaining all other provisions of this MOU.
- 4.07 According to *Education Code 43501* as amended by SB98 the minimum daily instructional minutes for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-12 (240 daily minutes), and Continuation High School (180 daily minutes) are in effect for the 2020-2021 school year.
- 4.07.1 When providing distance learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet or exceed the daily minimum minutes per grade level. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher. Live instruction will consist of at least the minimums-identified in the District's distance learning plan, which is an ongoing collaborative plan developed with input via a committee composed of administrators and certificated staff selected by the Association (i.e. Distance Learning Committee).
 - 4.07.2 When providing daily instructional minutes in a Hybrid Model, any in-person learning student schedules and any distance learning student schedules shall all be combined to meet or exceed the minimum instructional minutes. Live (in person and distance) instruction will consist of at least the minimums identified in the District's hybrid learning plan, which is an ongoing collaborative plan developed with input via a committee composed of administrators and certificated staff selected by the Association (i.e. Distance Learning Committee). The bargaining unit member workday shall remain as described in the CBA.
- 4.08 Bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.
- 4.09 Except for office hours and interactive instruction, bargaining unit members shall set their schedule asynchronously within the parameters set by the District's distance learning plan, which is an ongoing collaborative plan developed with input via a committee composed of administrators and certificated staff selected by the Association (i.e. Distance Learning Committee). Bargaining unit members are expected to be available during their normal contractual work hours and workdays. To provide students and parents with consistency and to

avoid conflicts, office hours/interactive instruction shall be scheduled. Bargaining unit members shall have time each week designated to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms.

- 4.10 Interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback.
- 4.11 Bargaining unit members providing service in a total (non-hybrid) distance learning model may work remotely or may access and work from their assigned classroom/office workspace during regular school hours as they deem necessary unless their assigned workspace is being used to provide classroom space for a stable student cohort.
 - 4.11.1 Bargaining unit members who are required to conduct assessments, provide small group services that cannot be done virtually (eg. special education assessments are normed for in person testing only) may be required to report to work to perform services. The amount of time that bargaining unit members are required to complete these services will be considered part of their small group time with their distance learning students for that day.
 - 4.11.2 Administrators will notify bargaining unit members if their regularly assigned workspace is going to be occupied to provide additional spaces for physical distancing and stable cohorts. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU.
- 4.12 Bargaining unit members shall have a plan for and provide missed content to students when they are unable to attend live lessons.
- 4.13 The District shall provide all bargaining unit members the necessary equipment and supplies in order to provide distance learning, including but not limited to technology, laptop computers with video cameras, display boards, headphones, and any other items normally provided during in-person learning.

Distance Learning Accountability Requirements

- 4.14 The District shall document with daily reporting from bargaining unit members daily attendance/participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning when assigned to do so shall be documented as absent by the distance learning teacher.
 - 4.14.1 Evidence of daily student attendance/participation in distance learning shall be obtained using:
 - 4.14.1.1 evidence of participation in online activities;
 - 4.14.1.2 completion of regular assignments and/or assessments; and
 - 4.14.1.3 contacts between employees of the District and pupils or parents or guardians.
 - 4.14.2 The District shall, with weekly reporting from bargaining unit members, ensure that a

record is completed for each pupil documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments communicated via Alma and/or Google Classroom/Google Suite.

4.14.3 The District shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60% of the instructional days in a school week. These procedures shall require school site administrators, certificated staff, or classified staff to make contact with the pupil's parents or guardians pursuant to the requirements of *Education Code Sections 43504(f)*.

4.14.4 Classroom teachers shall regularly communicate with parents and guardians regarding a pupil's academic progress consistent with established practices and procedures for traditional in-person learning and 4.16.2.

5.0 SUBSTITUTE COVERAGE

In-Person Learning

5.01 The school site administrator may seek volunteers from the bargaining unit who are not primarily assigned to teach a stable student cohort to provide in-person instruction to the cohort in the event of a teacher absence.

5.02 In no event shall two (2) or more stable student cohorts be combined in order to provide instruction, nor shall a single cohort be divided and separated into other cohort groups.

Distance Learning/Hybrid Model

5.03 The school site administrator may seek volunteers from the bargaining unit who are not primarily assigned to teach a stable student cohort to provide any necessary instructional minutes to students, to provide daily live interaction, or to assist students as needed in the event of a teacher absence. A unit member assigned to full-time distance learning may volunteer to temporarily cover the additional workload so long as the work can still be provided within their regular workday described in the CBA.

6.0 DAYS AND HOURS

Classroom Preparation Days

6.01 As already provided for in the CBA, bargaining unit members shall be provided two (2) staff development days and two (2) teacher work days prior to the start of the return of students. These days shall be non-student days and the content of the staff development days will be for the purpose of unit members preparing for the distance learning/hybrid model.

In-Person Unit Member Daily Start Time

6.02 Unit members shall report to work according to the bargaining unit member start time in the CBA or consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall adjust their contractual start and end time so that the overall workday remains the same as provided for in the CBA.

6.03 School site protocols will be developed to minimize interaction of bargaining unit members, staff, students, and parents prior to the daily opening of the classroom space for in-person learning.

In-Person Adjunct Duties, Committee Assignments, or Extra Duty Work

- 6.04 Any and all in-person adjunct duties, committee assignments, or extra-duty positions shall be cancelled unless such duties, assignments, or positions can be reasonably performed in a virtual setting.

2020-2021 Academic Calendar

- 6.05 The Parties agree to meet and consult regarding the current 2020-2021 school year calendar to schedule all necessary days based on the academic instructional model(s) used including all student free days (teacher work days and professional development days).

7.0 LEAVES

Families First Coronavirus Relief Act (FFCRA expires December 31, 2020)

- 7.01 For unit member self-care:
A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.
- 7.02 For unit members to care for others:
A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, (2) an individual subject to government issued quarantine or isolation order related to COVID-19, (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. The District may request verification prior to placing a unit member on paid leave. The District will pay 2/3 of a unit member's full salary regardless of per diem pay limits in the FFCRA. Unit members may use paid leave to make up the remaining 1/3 of their salary. For unit members to care for others:

Paid Leave of Absence for Unit Members At-Risk of COVID-19 Exposure

- 7.03 In the event a bargaining unit member is unable to return to in-person instruction because either they or someone in their household is at high risk for illness or infection associated with COVID-19, and an alternate or remote assignment is unavailable to them, such member shall be able to use accumulated sick leave and other available paid leaves. When a member has exhausted all applicable paid leaves, they shall be placed on unpaid leave and the district will pay the medical benefit cap so the unit member can continue to receive their health benefits.

Industrial Accident Leave/Worker's Compensation

- 7.04 The District shall not contest workers' compensation claims that COVID-19 disease is caused by work exposure for bargaining unit members who are diagnosed by a medical doctor with COVID-19.

8.0 TRANSFERS AND ASSIGNMENTS

- 8.01 The following procedures shall apply to the assignment of distance learning remote work:
- 8.01.1 The District shall post and notify all bargaining unit members of remote assignment vacancies via district email. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least three (3) calendar days following the posting date.

- 8.01.2 The unit member's request for a distance learning remote work assignment must be submitted via email. The request may include the reasons for the bargaining unit member's request, including that they are seeking the distance learning remote work assignment because either they or someone in their household is at high risk for infection and illness associated with COVID-19. Such information shall not be utilized or perceived by the District as a request for a reasonable accommodation, unless the unit member requests an accommodation.
- 8.01.3 Priority for distance learning remote work assignments shall be given to those individuals who are requesting the remote work assignment because either they or someone in their household is at high risk for infection or illness associated with COVID-19, in order of hire date seniority with the District.
- 8.01.4 If after giving priority of assignment to bargaining unit members according to Section 8.01.3, there is additional distance learning remote work available, the remaining assignments shall be filled in order of hire date seniority with the District for unit members with the appropriate credential qualifications.

9.0 CHILDCARE

9.01 The District will investigate childcare options for teachers.

10.0 PAY AND BENEFITS

- 10.01 While working under an in-person learning model, a hybrid model, or a total distance learning model, or during a period of total emergency school closure, bargaining unit members shall continue to receive their full compensation and benefits. If extracurricular duties, can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the CBA.
- 10.02 The District shall reimburse all bargaining unit members for reasonable costs associated with purchasing equipment, or improving home internet bandwidth, or instructional materials not provided by the District directly related to providing distance learning or a hybrid learning model of instruction. Such purchases shall be approved in advance by a site administrator. Such reimbursement shall be compensated up to \$500 per unit member for the 2020-2021 school year.
- 10.03 Any bargaining unit members that provide substitute coverage for an in-person class cohort, distance learning class, or hybrid class shall be paid the extracurricular duties hourly rate of pay for their time worked.
- 10.04 If additional training, including the presentation of required video programs, is required outside of our traditional meeting times, bargaining unit members shall be paid the extracurricular duties hourly rate of pay for their time worked.

11.0 EVALUATION

- 11.01 The period of time from the start of the school year through September 30, 2020 shall not be used to evaluate bargaining unit members in order to allow time for bargaining unit members and administrators to adjust to a new model of instruction. The evaluation process shall begin on October 1, 2020, with all observations and final evaluations concluded by the designated end date

in the CBA. The Parties agree to meet and discuss the evaluation process for the 2020-2021 school year as needed.

12.0 SPECIALISTS (i.e. ELECTIVE TEACHERS)/PHYSICAL EDUCATION

- 12.01 Unit members that provide instruction to multiple stable student cohorts in one school day shall be provided N95 masks if available due their increased interactions with students.
- 12.02 1.0 FTE Specialists (i.e. elective teachers) and physical education teachers shall not interact in person with more than eight (8) stable student cohorts in one day.
- 12.03 Specialists, elective teachers, and physical education teachers shall prepare daily lesson plans based on academic content standards that provides an equivalent level of rigor as in-person learning for stable student cohorts engaged in in-person learning as well as for students engaged in distance learning or a hybrid model of instruction.
 - 12.03.1 Elementary school specialists shall prepare one lesson per grade level per week.
 - 12.03.2 Specialists, elective teachers, and physical education teachers may be assigned to work outside of their instructional program. Elementary school specialists shall provide an equitable amount of student contact time per day as elementary teachers.
- 12.04 Daily work schedules shall be provided by school site administration.
- 12.05 Assignments that typically have large performance-based classes (band, music, drama, PE) shall only be assigned stable student cohort groups based on local or state public health guidelines. Any in-person classroom activity that necessitates an increased behavioral risk (such as singing, playing and instrument, or close physical contact) shall be offered only if consistent with current State or local public health guidelines. If such activities are determined to be unsafe, then alternative lessons (such as music theory, music appreciation, string or percussion instruments, physical education with distance requirements, etc.) shall be provided.

13.0 PUPIL PERSONNEL SERVICES STAFF AND OTHER STAFF NOT ASSIGNED A CLASS ROSTER

- 13.01 All certificated bargaining unit members not assigned as a classroom teacher and other staff working in these positions (including but not limited to counselors, librarians, speech-language pathologists, psychologists, social workers, teachers on assignment, academic coaches, and nurses) shall maintain all physical distancing, PPE and safety requirements in this MOU.
- 13.02 Staff described in Section 13.01 shall provide their services virtually wherever possible in order to limit their total daily contacts and shall limit their daily in-person contacts to no more than 120 students.
- 13.03 Physical distancing and PPE requirements are to be maintained in all workstations and office settings. If physical distancing per state or local public health guidelines is not possible due to office/room size limitations, and in order to maintain student confidentiality or privacy, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in proximity of less than state or local public health physical distancing guidelines shall be minimized to the greatest extent possible.

14.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE

- 14.01 Staff, administrators, and students who are sick are expected to remain home and shall not be permitted on a District site while sick.
- 14.02 If a staff member, administrator, or student, associated with a stable student cohort tests positive for COVID-19, the cohort will immediately be notified and follow all quarantine procedures of the Marin County Health Department or State of California Department of Public Health. During this period of quarantine, students will receive distance learning. The District or site administrator will ensure that the students will have a certificated teacher providing distance learning instruction. The bargaining unit member, if medically able to do so, shall continue to provide instruction to the cohort through distance learning. The unit member being quarantined will use a transitional instruction plan, which includes a live interaction component, for 1 day to support the transition to distance learning.
- 14.03 The District will work with the Marin County Department of Public Health to ensure that all staff and students being quarantined are given resources on how to properly quarantine and provided access to medical professionals if illness manifests itself.
- 14.04 If directed or recommended by a federal, state, or local public health officer, the District shall close the entire school site or entire District as necessary. The academic program at the site or District shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model. All unit members will use a transitional instruction plan, which includes a live interaction component, for 1 day to support the transition to distance learning.
- 14.05 All closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened for in-person learning.
- 14.06 The District shall communicate any and all decisions about closures and re-opening to all bargaining unit members at a school site or district wide as appropriate. Such communication shall be by email or by telephone.
 - 14.06.1 The District shall communicate with staff members prior to a closure or re-opening.

15.0 TRAINING

- 15.01 Consistent with federal, state, and local public health officer guidelines, all staff shall be trained during the professional development days before school starts in the following areas, including but not limited to:
 - 15.01.1 Reinforcing the importance of health and safety practices and protocols;
 - 15.01.2 Cleaning and disinfecting protocols, cleaning supplies and equipment;
 - 15.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;
 - 15.01.4 Health screening protocols and procedures;
 - 15.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;

- 15.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;
 - 15.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and
 - 15.01.8 any other orders or guidelines in operation at a District site for which a bargaining unit member is expected to understand and comply with.
- 15.02 The District shall provide appropriate software and training for bargaining unit members required to engage with students in a virtual setting either as part of in-person learning, distance learning, or a hybrid model.
- 15.03 The District shall provide 2 business days notice to all bargaining unit members of additional required training hours or days not already provided for in the CBA.

16.0 ACCOMMODATION

- 16.01 The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.
- 16.02 The District agrees to protect and support employees who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as distance learning or working remotely if available.
- 16.03 If reasonable accommodations are not practicable, the District shall work with the employee to allow them to use available leave.
- 16.04 The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.
- 16.05 The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as “high risk,” “vulnerable,” or equivalent terminology as related to exposure to COVID-19.
- 16.06 The District shall provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, including but not limited to:
- 16.06.1 Providing additional or enhanced PPE;
 - 16.06.2 Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;
 - 16.06.3 Eliminating, reducing, or substituting non-essential job functions that create more risk of exposure;
 - 16.06.4 Moving the employee workstations; and
 - 16.06.5 If available, transferring or reassigning the employee to a distance learning assignment or an assignment with minimal daily contacts with others.

16.07 When no reasonable accommodation can be reached, the employee shall be entitled to use accumulated sick leave or other available paid and unpaid leaves.

17.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

17.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

17.02 Representatives from the Association, including local Association leaders, the California Teachers Association, and the National Education Association, shall be granted access to District worksites.

18.0 GRIEVANCE

18.01 All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

19.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

19.01 The District and Association agree to meet and confer through the District Advisory Panel during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes.

19.02 The Parties shall meet to consult to provide meaningful input into the "School Site-Specific Protection Plan" before the District submits this to the Marin County Office of Education, the local public health department, posts it at all District sites, and shares it with all stakeholder. All "School Site-Specific Protection Plans" shall be provided to the Association President or designee at least 1 business day prior to being posted at work sites.

19.03 The District shall prepare a "Learning Continuity and Attendance Plan" for the 2020-2021 school year in consultation with and reflecting meaningful input from students, the Association, and parents. The District shall provide a copy of the "Learning Continuity and Attendance Plan" in draft format at least 1 business day prior to adoption of the plan by the Board of Trustees.

19.04 The District shall provide all bargaining unit members at a school site with the individual's name, cell phone number, and work email address designated as the single point of contact from each school site and/or District work location to the Marin County Public Health Department. This individual will be tasked with updating staff with new protocols and health updates that affect the work environment.

19.05 Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

20.0 Outside Employment

20.01 Unit members shall not provide paid tutoring or other educational services to students in their class. Paid tutoring or educational services of district students not in the unit member's class requires site administrator approval.

20.02 Unit members shall not provide paid tutoring or other educational services to district or non-district students at times which would conflict with the professional work day and performance of the teacher's professional duties for the district.

21.0 Child Supervision During Work Hours

21.01 When performing distance learning, a unit member may bring their children to school provided that the unit member supervises the child at all times and signs a liability waiver.

22.0 Grade Level and Department Leads


22.01 The District will seek district-wide grade level leads (K-5) and department leads (6-8) to foster collaboration and calibration of District curriculum maps and other educational activities. Grade level and department leads will be paid a stipend of \$1,000. Language Arts and Math Department Chairs shall receive their CBA stipend due to additional duties. Grade-level teams and departments shall participate in the selection process for their representative.

23.0 DURATION

23.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

23.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended or amended by mutual written agreement of the Parties.

FOR THE ASSOCIATION:



8.6.2020
Date

FOR THE DISTRICT:



8.6.2020
Date

**Memorandum of Understanding Addendum #1
LCMEA and LCMSD
September 29, 2020**

Working Remotely

4.11 Bargaining unit members providing service in a total (non-hybrid) distance learning model may work remotely or may access and work from their assigned classroom/office workspace during regular school hours as they deem necessary unless their assigned workspace is being used to provide classroom space for a stable student cohort.

4.11.2 Administrators will notify bargaining unit members if their regularly assigned workspace is going to be occupied to provide additional spaces for physical distancing and stable cohorts. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU.

4.11.3 During the AM/PM Green Model, bargaining unit members may have some on-site in person duties and some remote duties. Bargaining unit members will report to campus when required to fulfill onsite duties. When not required to fulfill onsite duties bargaining unit members may choose to work remotely or may access and work from their assigned classroom/office workspace during regular school hours. The district will provide all bargaining unit members a safe space to work on campus. In the event that a bargaining unit member is teaching a virtual class as part of their day on-site, then they will be provided with a quiet work place to conduct that class.

Current Distance Learning Model

1.0 Specialist Teacher Weekly Expectations:	1.0 Classroom Teacher Weekly Expectations:
<ul style="list-style-type: none"> ● Recorded Lessons (6) ● Live Lessons (2) ● Student Support (12 hrs) 	<ul style="list-style-type: none"> ● Live Morning Meeting (5) ● Live Lessons (15) ● Student Support (8.5-10 hrs)

Specialist FTE	Distance Learning Expectations
.2	Recorded Lessons (3)- prepared, posted by Friday at 3pm 1 Live Zoom
.4	Add Recorded Lessons (3)- prepared, posted by Friday at 3pm Add Live Zoom Lesson (1)
.6	Add Student Support 4 hours
.8	Add Student Support 4 hours
1.0	Add Student Support 4 hours

Student Support/Other Duties As Necessary:

- Cover a class/teacher Zoom on any given day that we are unable to fill the teacher absence with a substitute teacher. This would reduce the student support time for that week.
- Student intervention (literacy, math, EL)
- Student outreach (phone calls, parent contact, assistance attending DL)

AM/PM Cohort Model

Starting October 5th based on teacher day 7:40am to 3:20pm (or until duties are completed) = 7 hours and 40 minutes including a 45 minute duty-free lunch

1.0 Middle School PE Teacher Weekly Expectations:	1.0 Elementary Specialist Teacher Weekly Expectations:	1.0 Elementary Classroom Teacher Weekly Expectations:
<ul style="list-style-type: none"> ● On Site Hours- 7:40-3:20 <ul style="list-style-type: none"> ○ 45 min duty-free lunch daily ● Recorded Lessons (1) (115 minutes) ● Live Lessons (10), 50 minute each ● 225 minutes of planning, prep, and collaboration ● Student Support/ Supervision/Other Duties (17 hours, 50 min) 	<ul style="list-style-type: none"> ● On Site Hours- 7:40-3:20 <ul style="list-style-type: none"> ○ 45 min duty-free lunch daily ● Recorded Lessons (6) ● Live Lessons (2), 30 minute each ● 225 minutes of planning, prep, and collaboration ● Student Support (19 hours, 15 min) 	<ul style="list-style-type: none"> ● On Site Hours- 7:40-3:20 <ul style="list-style-type: none"> ○ 45 min duty-free lunch daily ○ 30 min before school preparations ● Student Contact Time- 28 hr, 20 min ● Distance Learning Assignments ● 200 minutes of planning, prep, and collaboration <ul style="list-style-type: none"> ○ Student feedback ○ Preparing for all in-person lessons and prepare/assign 5 hours and 50 minutes of distance learning

Specialist FTE	Distance Learning Expectations
.2	Recorded Lessons (3)- prepared, posted by Friday at 3pm 1 Live Zoom
.4	Add Recorded Lessons (3)- prepared, posted by Friday at 3pm Add Live Zoom Lesson (1)
.6	Add Student Support and other duties (7:40am-3:20pm minus 45 min lunch, minus 30 min (time that everyone is on campus before school but not everyone has duties)= 6 hours 25 minutes total of student support and other duties such as supervision
.8	Add Student Support and other duties (7:40am-3:20pm minus 45 min lunch, minus 30 min (time that everyone is on campus before school but not everyone has duties)= 6 hours 25 minutes total of student support and other duties such

	as supervision TOTAL: 12 hours 50 minutes for the week
1.0	Add Student Support and other duties (7:40am-3:20pm minus 45 min lunch, minus 30 min (time that everyone is on campus before school but not everyone has duties)= 6 hours 25 minutes total of student support and other duties such as supervision TOTAL: 19 hours 15 minutes

Student Support/Other Duties As Necessary:

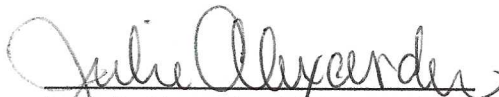
- Cover an in-person class or live Zoom (for DL only students) on any given day that we are unable to fill the teacher absence with a substitute teacher. This would reduce the student support time for that week.
 - If required to cover an in-person cohort, teachers will be excused from their student supervision duties for that cohort time frame
 - If required to covers an in-person class or a live Zoom, teachers will be excused from 60 minutes of their student intervention minutes in order to prepare for subbing; if the substitute request happens at the last minute (i.e. the morning of), teachers will still be excused from 60 minutes of their student intervention minutes on a subsequent day
- Student intervention (literacy, math, EL)
- Student/parent outreach (phone calls, parent contact, assistance attending DL or in-person)
- Office support/coverage
- Student supervision duties = 60 minutes daily
 - Morning entry point duties 8:00 - 8:20 am daily (20 minutes)
 - Dismissal entry point duties 11:00-11:20am (20 minutes)
 - PM cohort entry point duty 12:25-12:35pm (10 minutes)
 - PM cohort entry point duty 3:20-3:30pm (10 minutes)
- Specialist (music, art, PE) teachers who are required to **teach in-person** at one site will only be required to do in-person duties at that one site until Winter Break.



Dr. Brett Geithman, Superintendent

10.9.20

Date



Dr. Julie Alexander, LCMEA President

10/11/2020

Date

Larkspur-Corte Madera District School's MOU with Classified Staff

**TENTATIVE AGREEMENT
MEMORANDUM OF UNDERSTANDING BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS LARKSPUR
CHAPTER NO. 790 TO THE LARKSPUR-CORTE MADERA SCHOOL DISTRICT
REGARDING RETURN IMPACTS AND EFFECTS ON THE CSEA BARGAINING
UNIT**

This memorandum is agreed between Larkspur-Corte Madera District and the California School Employees Association and its Larkspur Chapter No. 790 (together “CSEA”) concerning the impacts and effects of resumed District operations under post-COVID 19 conditions.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual written agreement of the District and CSEA. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) California Government Codes 3540 et seq. apply and remain in effect. This MOU supersedes the parties’ prior COVID-19 MOU.

The District and CSEA recognize the importance of adhering to state and county health orders put forth to support students, staff and community health. In the reopening of schools, the parties agree to the principles of fostering student learning and progress, maintaining positive, healthful learning environments, supporting emotional health of all community members, and caring for most vulnerable populations. In their commitment to these principles, the parties have worked together and developed the agreement detailed below:

Safety and Personal Protective Equipment

1. The District agrees to maintain physical distancing standards in school facilities and vehicles, including but not limited incorporating the following concepts:
 - ✓ The District shall reconfigure all workspaces to ensure that employees can maintain physical distancing to the extent possible. Physical guides such as tape on floors, or signs will be implemented.
 - ✓ Limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of six (6) feet of distance between individuals, or current CDC, state, or local recommended distance. Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or outdoors. This applies to all staff, all students in grades TK-8, all administrators, and any visitors on campus over two years of age. The District shall develop and share with staff a plan to deal with students and others who are not in compliance with the face covering requirements: Face coverings shall not be required for students or staff if there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist.

- ✓ Pursuant to public health guidance, District shall create smaller student and educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students and educators or staff as much as possible.
 - ✓ Install fixed plexiglass shields in the front office areas of all district schools and provide portable plexiglass shields for use in student assessments and other one-to-one interactions between staff and students.
 - ✓ Designate specific routes for entry and exit.
 - ✓ Install new air filters in all HVAC systems with rating no lower than MERV-13, as available, adjust all HVAC systems to allow for maximum outside air intake, test all HVAC systems to ensure proper function and adequate ventilation in all areas of buildings.
2. The District shall provide sufficient protective equipment to comply with California Department of Public Health (“CDPH”) and Marin County Health and Human Services Department (MH&HS, Matt Willis, MD) guidance for students and staff appropriate for each classification or duty, relevant to Cal/OSHA requirements. If appropriate protective equipment is not available, employees will not be required to work and will not suffer any loss in pay. Protective equipment includes, but is not limited to:
- a. For all staff:
 - i. Surgical and/or cloth face masks, face shields, “humanity shields” with attached bibs, disposable gloves and hand sanitizer.
 - b. Additional PPE for or staff engaged in symptom screening:
 - i. No-touch thermal scan thermometers.
 - c. Additional PPE for front office staff:
 - i. Fixed plexiglass barriers, disposable paper gowns and no-touch thermal scan thermometers.
 - ii. N95 masks for use when providing care to sick or injured students.
 - d. Additional PPE for custodial staff:
 - i. Surface cleaning – Any and all equipment required or recommended for use of cleaning agents provided.
 - ii. Sanitization – Any and all safety equipment recommended for COVID-19 sanitization procedures or required for use of sanitizing agents provided (N95 masks, disposable gowns, disposable gloves, face shields, protective eyewear).
 - e. Additional PPE for Paraprofessional Specialized:
 - i. Disposable gowns as requested for use during one-to-one student contact.
3. The District will develop reasonable staffing plans to ensure increased frequency of routine cleaning and disinfecting.

4. The District shall ensure sufficient supplies of non-methanol hand sanitizers, soap, moisturizing lotions, hand washing stations, tissues, no-touch trash cans and paper towels. The District will provide employees with opportunities to meet handwashing frequency guidelines.
5. Signs in relevant languages will be posted by the District in visible locations throughout various worksites messages that promote everyday protective measures and describe how to stop the spread of germs (such as properly washing hands and wearing a face covering.)
6. The District agrees to maintain an updated Infectious Disease Protocol to address unique circumstances during COVID-19 crisis, and agrees to make updates accessible to employees and parents.
7. Determine COVID-19 point person for the District, and for each work site; this person shall be a management level employee of the District who shall have authority to enforce the safety provisions of the Infectious Disease Protocol, State and local Public Health Orders, and this MOU. The District shall inform CSEA of the initial and any subsequent changes in these point persons within 48-hours of appointment/designation by the District.
8. The District shall develop uniform protocols for each school to follow regarding how to deal with students exhibiting symptoms of COVID-19, including but not limited to proper utilization of isolation room(s) and student management until the child is picked up by a parent or guardian.
9. The District will follow Labor Code § 6403 and provide training and information to all bargaining unit employees in safety protocols, public health measures, hygiene, and sanitation to help prevent the spread of the virus.

Entry to District School/Work Sites

1. The District agrees to develop a plan to minimize access to campus, and limit non-essential visitors, facility use permits and volunteers.
2. The District agrees to maintain specific plans for health screenings and clear standards in accordance with Centers for Disease Control (“CDC”), CDPH, and/or MH&HS guidelines. Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and will not be used to inquire into other medical conditions. Bargaining unit members shall not be required to respond to screening questionnaire questions that are not based on CDC recognized symptoms (i.e. fever, chills, cough, difficulty breathing, sore throat). Temperature checks and questionnaires shall be performed in a confidential manner, screening records shall be kept confidential. Screenings shall be considered part of the standard workday.

3. Participating bargaining unit members will be trained in screening technique prior to screening and will be provided appropriate PPE. In the event that new screening requirements are issued by state or local health officials, the District shall notice CSEA in writing and the parties shall meet to negotiate the effects.

Reporting Unsafe Conditions or Work Issues Related to COVID-19

In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment or work issue related to COVID-19 to the immediate supervisor and/or designated COVID-19 point person either at the site or for the District. The supervisor or designated COVID-19 point person shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.

Testing and Tracing

The District will inform CSEA as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found. The District shall not be required to disclose any information which is considered private, such as personal, medical or confidential student information.

The District shall institute regular COVID-19 testing for employees pursuant to public health orders or other directives and according to the schedule provided by such agencies. Testing will be done at no cost to the employee.

Leaves and Accommodation:

In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus or wishes to self-quarantine for reasonable cause (i.e. family members who are uniquely vulnerable), the employee may use available leaves without fear of reprisal.

The District agrees to protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk, by providing options such as telework or negotiated change in classification or duties. If reasonable accommodations are not practicable, the District should work with the employee to develop a flexible leave plan.

HR 6201: The parties recognize that the Federal “Families First Coronavirus Response Act,” also known as HR 6201, provides most employees with two weeks of paid leave for coronavirus-related absences, and extends Family Medical Leave Act (FMLA) leave. These leaves expire on December 31, 2020 unless extended by law. Specifically, HR 6201 provides as follows, effective 4/2/20:

1. 80 hours of paid sick leave for full-time employees (pro rata for part-time) at the employee’s regular rate of pay (up to \$511 per day and \$5,110 in total) if:
 - i. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
 - ii. The employee has been advised by a health care provider to self-quarantine because of COVID-19; or
 - iii. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
 - iv. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

2. 80 hours of paid leave for full-time employees (pro rata for part-time) at two-thirds the regular rate of pay (or state minimum wage, whichever is greater) up to \$200 per day and \$2,000 total if:
 - i. The employee is caring for an individual subject to an order or advised to self-isolate;
 - ii. The employee is caring for their own child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions

The parties recognize that such leave as provided by HR 6201 shall be available to all District employees in the appropriate circumstances, and shall be drawn prior to any other forms of paid or unpaid leave available to such employees.

The parties further recognize that HR 6201 extends FMLA leave in various ways, including making it available to any employee who has been employed for at least 30 days, making it available to employees unable to work due to the need to care for an employee’s minor child if the child’s school or place of care has been closed due to a public health emergency, and making it a paid leave at 2/3 pay after the first 10 days.

The parties acknowledge that these changes apply to District employees and that they may use any previously accrued sick leave to fill any gap in pay resulting from the 2/3 formula in HR 6201.

Any employee who reports to work but is sent home due to coronavirus screening shall receive one day's reporting pay for that day, prior to any leave being drawn from that employee's leave banks. The District may direct such an employee to seek testing for COVID-19 and use available leave for that purpose.

Employees may use existing forms of leave to address a childcare provider or school emergency affecting their children. Additionally, to address potential child care issues created by COVID-19 and associated school/day care closures, an employee may bring a child to work upon signing a liability waiver, and the district will continue its policy of granting interdistrict transfers for the children or ward (legal guardianship in place) of an employee.

Other forms of leave: Employees who have exhausted accrued sick leave may use extended sick leave.

District agrees not to contest workers' compensation claims that are related to COVID-19 exposure at work.

Return Personnel

1. The District and CSEA agree that CSEA bargaining-unit employees in the classifications listed below shall be required to report to work at their regularly assigned site(s) for the 2020-2021 school year when deemed safe to work on site:
 - a. Custodian
 - b. Maintenance
 - c. Maintenance Lead
 - d. Technology Lead/Data Manager
 - e. Campus Support/Yard Supervisor/Campus Supervisor
 - f. Courier/Crossing Guard
 - g. Paraprofessional Specialized
 - h. Library Clerk
 - i. Tech Assistant
 - j. School Community Health Liaison
 - k. Secretary 1 & 2
 - l. Licensed Vocational Nurse
2. District agrees to give 48-hours' notice prior to requesting an employee report back to their site. If an employee has a concern related to the change in directive, they may utilize

the process outlined above in the section in this agreement titled *Reporting Unsafe Conditions or Work Issues Related to COVID-19*.

Workload and Staffing Ratios:

Employees will be provided an opportunity to give direct feedback to their supervisor on a regular basis regarding workload concerns and will make a good faith effort to resolve informally before escalating it to a grievance.

Work Hours:

The parties agree that work hours may be adjusted based on the instructional model implemented (distance learning, hybrid, and five days per week in-person). The District shall provide proposed schedules five (5) work days in advance to review and, if necessary, further negotiate proposed changes to bargaining unit work hours.

Duties

1. The District and CSEA acknowledge that California Education Code §45101(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not specifically contained within their current job description. For clarification, some examples of duties which may or may not be covered in specific job descriptions are as follows:
 - a. Custodian: May be asked to perform additional deep cleaning tasks associated with COVID-19 prevention, including but not limited to electrostatic/fogging (provided equipment and instruction are provided).
 - a. Maintenance: Installation and maintenance of COVID-19 related fixtures on work sites. May be asked to perform additional maintenance (with proper training) on HVAC system. May be asked to backfill for Custodian for COVID-19 related cleaning in the event a Custodian is absent.
 - b. Maintenance Lead: Installation and maintenance of COVID-19 related fixtures on work sites. May be asked to perform additional maintenance (with proper training) on HVAC system.
 - b. Technology Lead/Data Manager: Sanitize equipment before issuance and upon return. Support distance learning via technology
 - c. Campus Support/Yard Supervisor/Campus Supervisor: May be asked to help maintain social distancing between students/students and staff, and ensure students are wearing face coverings pursuant to public health recommendations/orders. May be asked to accompany students who must leave the classroom to go elsewhere on campus, meet with a parent for early pickup, and bio-breaks. Assist in on-line instruction including real-time

meetings with students via interactive technologies (District to provide technology, including computer with camera, and internet hot-spots as available/needed).

- d. Paraprofessional Specialized: May be asked to help wipe down and disinfect items in classroom on a regular basis in order to maintain cleanliness; this does not include mopping, vacuuming, or other custodial tasks. Assist in on-line instruction including real-time meetings with students via interactive technologies (District to provide technology, including computer with camera, and internet hot-spots as available/needed).
- e. Library Clerk: May be asked to deliver books from library to classrooms; sanitize books before being sent out, and after being returned to the library, including tracking decontamination waiting periods for various library media and may read books to classes via Zoom. Assist in on-line social and emotional learning support focused on reading including real-time meetings with students via interactive technologies (District to provide technology, including computer with camera, and internet hot-spots as available/needed).
- f. Tech Assistant: Sanitize equipment before issuance and upon return. Support distance learning via technology.
- g. School Community Health Liaison: May be asked to help maintain database of students/staff with underlying health conditions for notification of any cohort/school closure. May be asked to contact parents regarding health of their student, including notifications regarding potential exposure to COVID-19, quarantine correspondence, tracking quarantine compliance and return to school invitations. Assist with daily health screenings and/or temperature checks.
- h. Secretary 1 & 2: May be asked to enter data relating to daily COVID-19 student surveys and temperature check records to the District Office as required. (Template for data to be provided by the DO) May be asked to make changes in the master schedule if current classes for scheduling are divided into smaller sections for cohorts or if a hybrid model is implemented. Changes to the master schedule will be required to be adjusted as the school year evolves.
- i. Licensed Vocational Nurse: When not working on primary duties, LVN will help assist with: Wellness checks of students and/or staff who are placed in isolation during a school day; monitor isolation room(s). Communication with parents about the current health of their student(s) who are on campus. Create and maintain database of students/staff with underlying health conditions for notification of any cohort/school closure. May be asked to contact parents regarding health of their student, including notifications regarding potential exposure to COVID-19, quarantine correspondence, tracking quarantine compliance and return to school invitations. Assist with daily health screenings and/or temperature checks.

The parties agree that COVID-19 related safety tasks are to be given priority over other duties. Bargaining unit members will not be disciplined or negatively

evaluated when workload from performance of these COVID-19 related duties impacts their ability to complete other, lower priority duties during their regular work shift.

2. A list of Custodial duties in order of priority for daily performance will be developed and provided to each Custodian. Custodians are to work down the list of priorities. If the complete list of duties cannot be accomplished in the regular workday, the Custodian is to report to their supervisor which of the priorities were not accomplished before the end of their shift. Management may offer Overtime pursuant to Art. 3.7 through 3.8, inclusive, of the Collective Bargaining Agreement if more priorities must be completed than can be completed in the regular workday.
3. The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. All temporary transfer of duties shall be negotiated.

Curtailed of Operations

In the event the District closes any facility, or any District operations are curtailed, due to COVID-19, unit members who report to a traditional worksite for duty as assigned by the District, or are directed by their supervisor to stay at home (whether or not they are working remotely), will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment due to COVID-19.

Information and Further Negotiation

The District will share with CSEA all new information it receives from local health authorities about COVID-19 epidemic. The District will inform CSEA, in writing, prior to any changes in operations and will negotiate effects on terms and conditions of employment, including occupational health and safety.

Compliance with further governmental orders

The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees and will bargain as needed over the effects of such further directives.

Extension of Medical Benefits:

In the CSEA and LCMSD Memorandum of Understanding Effects of Layoff dated April 2, 2019, it states: "For bargaining unit members who received health benefits prior to layoff, the District shall continue to pay its maximum contribution toward the cost of coverage for

District-sponsored medical, dental and vision plans cap through June 30, 2020 and shall thereafter be offered COBRA benefits.” Due to the COVID-19 pandemic, current LCMSD employees who were subject to the conditions above shall have the District pay its maximum contribution toward the cost of coverage for District-sponsored medical, dental and vision plans through June 30, 2021 and shall thereafter be offered COBRA benefits. This does not extend to new hires in the campus support classification. The parties will negotiate any further extensions of these benefits beyond the 2020-21 school year.

Student Free Days:

Classified employees who are scheduled to work two (2) student free days annually, shall have those days scheduled on August 18, 2020 and October 16, 2020. Additionally, bargaining unit members who are not scheduled to be at work from 8:00-12:00 on August 13, 2020 or from 8:00-12:00 August 14, 2020 may report to staff professional development for additional pay at their hourly rate. Staff development on August 13 and 14, 2020 will be recorded for bargaining unit members who cannot participate in the live sessions.


Duration of Agreement:

This agreement shall remain in effect through June 30, 2021.


Violations of Agreement:

Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to the grievance and arbitration provisions of Article 9 of the CBA. The parties are committed to resolving any health/safety disputes at the lowest level possible in the most expeditious time practicable.


Dated: 8/5/20

By: 
For District

Dated: 8/5/20

By: 
For California School Employees Association

Dated: 8/5/20

By: 
For California School Employees Association

Larkspur-Corte Madera District School's Injury Illness and Prevention Program

Larkspur-Corte Madera School District



INJURY & ILLNESS PREVENTION PLAN

REVISED 2021

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PURPOSE AND AUTHORITY

The Injury and Illness Prevention Plan (IIPP) is designed to allow for effective management of safety in the workplace and to ensure safe and healthful working conditions for all employees. Implementing each of the program elements will allow compliance with the IIPP Standard.

The IIPP is intended to establish a framework for Responsibilities, Compliance, Communication, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, and Recordkeeping. With proper planning, organization, and practice, management can operate a safe work environment.

The plan should include the following:

- Identify person or persons with authority and responsibility for the program (*DESIGNATION OF KEY PERSONNEL*)
- Ensure employees comply with safe and healthy work practices (*PROGRAM COMPLIANCE*).
- Communication safety related materials to employees (*COMMUNICATION*).
- Identify workplace hazards (*HAZARD IDENTIFICATION*).
- Procedures to correct unsafe or unhealthy conditions in a timely manner (*HAZARD MITIGATION*).
- Investigate accidents (*ACCIDENT INVESTIGATION*).
- Provide training (*EMPLOYEE TRAINING*).
- Allow employee access to the Program
- Document elements of the Program (*DOCUMENTATION*).

The IIPP has been developed in response to Section 3203 of the California Code of Regulations Title 8 and Section 6401.7 of the California Labor Code.

The purpose of this program is to communicate to all Larkspur-Corte Madera SD employees those occupational hazards associated with the workplace. This plan is available to all employees and sets forth policy concerning occupational hazards and seeks to provide all who are employed, information concerning occupational safety and health. It is the intent of this document to establish safety and health awareness among the employees of Larkspur-Corte Madera SD

DESIGNATION OF KEY PERSONNEL

The ultimate responsibility for overseeing the development, implementation, and maintenance of the IIPP, rests with the Safety Coordinator. The need to have individuals from each of the sites responsible for these roles under the IIPP is necessary to insure the program is effective and functional.

Larkspur-Corte Madera SD Injury and Illness Prevention Program Chain of Command is as follows:

SAFETY COORDINATOR

Director of Facilities

Coordinate with Presidents of school sites to designate a Safety Coordinator at each site

INSPECTION COORDINATOR

Director of Facilities

Coordinate with Presidents of school sites to designate an Inspection Coordinator or Inspection Team at each site

TRAINING COORDINATOR

Human Resources

Coordinate with Presidents of school sites to designate a Training Coordinator at each site

Persons assigned to these positions must follow designated responsibilities. These individuals should also strive to motivate employees to work using safe work practices.

The effectiveness of an IIPP is dependent on the selection of a qualified administrator. The **Safety Coordinator** shall be appointed by the Larkspur-Corte Madera SD Administration. Communication of responsibilities is key to the success of the program.

The **Training Coordinator** shall be assigned to maintain safety training for all employees who require such training.

The **Inspection Coordinator** is responsible for the overall workplace safety inspection program. A group of persons shall be designated as Safety Ambassadors who are tasked to identify workplace hazards. Division Deans shall have responsibility for their respective classrooms/labs within the division. Administrators or Supervisors shall have the responsibility for their respective support function. The Inspection Coordinator will be responsible for overseeing this process

Employees must fulfill certain responsibilities to assure the success of the Injury and IIPP. Each employee should act in a manner which protects his or her health and welfare as well as that of co-workers, other employees, visitors, students and the general public.

Larkspur-Corte Madera SD has established Safety Committees for the following purpose:

1. To meet at least quarterly.
2. To prepare, distribute, and maintain written records of the meetings.
3. To review the results of periodic, scheduled workplace inspections.
4. Review investigations of occupational accidents, causes of incidents, and submit suggestions to prevent further incidents.
5. Review reports of hazardous conditions or work practices and assist with remedial actions.
6. Verify abatement action taken to abate OSHA citations.

PROGRAM COMPLIANCE

The Safety Coordinator or designee shall actively enforce safety rules, safe work practices, and the IIPP. The Larkspur-Corte Madera SD IIPP is enforced through implementing system(s) to ensure that all employees comply with workplace safety and health practice through:

- Employee training and refresher training
- Quarterly safety committee meetings
- Safe work practices
- Disciplinary actions

Compliance with this IIPP will also be achieved in the following manner:

1. The LCMSD Administration will set positive examples for working safely and require that all staff under their direction work safely. This includes ensuring that employees are provided training on specific job duties.
2. The Administration will ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. The Administration will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. The Administration will establish appropriate means of recognition for employees who demonstrate safe work practices.

Larkspur-Corte Madera SD will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

Whenever an employee is recognized for a positive safety attitude, or whenever an employee is disciplined, the Safety Coordinator shall document the action taken.

COMMUNICATION

The IIPP standard requires employers to explain the methods used to communicate safety matters. This communication occurs in several ways. The Larkspur-Corte Madera SD may communicate safety matters in the following ways:

1. Safe Work Practices
2. Safety Training (live and online)
3. Safety Meetings
4. Through the Safety Committees
5. Employee Bulletin Board, Flyers, Posters, etc.
6. Access to the Written IIPP

Communication is a two-way process. Larkspur-Corte Madera SD therefore recognizes that employees must be given the opportunity to communicate safety issues to management. To this end, Larkspur-Corte Madera SD agrees not to take any action against an employee for identifying workplace safety issues.

Employees wishing to point out potential safety hazards should utilize the Unsafe Conditions Form. This form is available in the Administration, Maintenance and Operations, individual Departments and on the District Safety Website (can be submitted online) and can be submitted anonymously.

Once a form is filled out, a copy should be given to the Inspection Coordinator Director of Facilities and the original forwarded to Safety Coordinator and Superintendent. It may be hand delivered, given to office personnel, emailed, or mailed. The Inspection Coordinator shall initiate inspection and corrective actions upon receipt of this form. Corrective action will be made available for public viewing. Completed forms shall be retained in appropriate files.

Under no circumstances shall Larkspur-Corte Madera SD allow reprisal for an employee that submits an Unsafe Conditions Form. As part of the employee recognition policy, Larkspur-Corte Madera SD shall take into consideration an employee's willingness to identify hazards in the workplace.

The Larkspur-Corte Madera SD IIPP is located within the Chief Business Official's office.

From time to time, management may distribute flyers concerning safety matters to employees. These flyers may be distributed during work hours, attached to payroll checks, emailed, mailed or posted to the District Safety Website. All employees shall carry out all communications in a manner understandable.

Safety Training is an important method of communication. Supervisors are required to maintain records of Safety Meetings and Training and provide copies to Human Resources.

UNSAFE CONDITIONS FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED HAZARDS NOT PREVIOUSLY RECOGNIZED. THIS FORM BRINGS THE HAZARD TO THE ATTENTION OF THE MANAGEMENT.

NOTICE IS HEREBY GIVEN THAT THE USE OF THIS FORM OR OTHER REPORTS OF UNSAFE ACTS OR CONDITIONS ARE PROTECTED BY LAW [8 CCR, SECTION 3203].

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS AS NECESSARY.

DATE:	EMPLOYEE NAME (OPTIONAL):
-------	---------------------------

DESCRIPTION OF HAZARD:

POSSIBLE CAUSES FOR THE HAZARD:

POSSIBLE WAYS TO CONTROL OR ELIMINATE HAZARD

SUPERVISOR HAS BEEN NOTIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO
--

LOCATION OF HAZARD:

ANY IMMEDIATE ACTION TAKEN BY EMPLOYEE REPORTING:

DATE RECEIVED:	RECEIVED BY:	COMPLAINT INSPECTED:

ENTRY NUMBER IN THE HAZARD MITIGATION IMPROVEMENT LOG
HAZARD CLASSIFICATION;
PRIORITY NUMBER:
Copy to Maintenance and Operations, Dean/Administrator, original to Safety Coordinator

HAZARD IDENTIFICATION

The foundation of the Larkspur-Corte Madera SD IIPP is the identification of workplace hazards. By planning, many accidents can be prevented.

The Injury and Illness Prevention Standard requires that the employer implement a system of identifying and evaluating workplace hazards. This system for Larkspur-Corte Madera SD includes facility inspections and employee feedback.

A workplace inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each Site, Department and Maintenance and Operations to ensure that systematic safety inspections are conducted as appropriate.

There are two types of inspections ; overall facility inspections and specific work area inspections. For the purpose of the Larkspur-Corte Madera SD IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
 - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
 - b. a previously unrecognized hazard is discovered.
 - c. an accident or illness occurs.
2. Specific work area inspection by each Site or Department periodically, but not less than annually.

All inspections must be documented and the Inspection Coordinator must maintain a file of this documentation. A sample inspection sheet is attached to this section and also available on the District Safety Website. Once completed it will be forwarded to Maintenance and Operations. These forms are not meant to be all- inclusive. Work conditions will change over time, and so should inspection methods.

Any employee may report an unsafe condition and reporting can be anonymous. The Unsafe Condition Form is available in Maintenance and Operations, in individual Departments, within this document and on the District Website.

HAZARD MITIGATION

Identified hazards shall be corrected in a timely manner. The IIPP Standard clearly requires that employer's correct safety deficiencies in a timely manner according to the severity of the hazard. Furthermore, whenever a hazard poses immediate danger, employees must be protected from injury.

The Inspection Coordinator shall be responsible for the correction of any hazard and must be notified when a hazard exists and given management support to pursue adequate correction of the hazard. Larkspur-Corte Madera SD recognizes that action must be taken to correct safety deficiencies.

Whenever a hazard is identified, it shall be assigned to one of two categories. These categories are:

- Immediate Danger to Persons or Environment
- Less Serious Hazards

In a situation where a hazard poses immediate danger to human health or the environment, the Safety Coordinator must coordinate with the assistance of others the following:

1. Notify and evacuate all personnel to a safe area.
2. Notify appropriate authorities.
3. Do not allow employees back to deal with the hazard unless they are afforded proper protection.
4. Take steps to abate the hazard, diminishing further threat to human life or the environment.
5. Clean up and legally dispose of any hazardous substances involved in the incident.
6. Take corrective action to eliminate hazard.
7. Evaluate what happened and the effectiveness of the corrective action.
8. Train affected employees and document actions taken.

Whenever a less serious hazard is identified, the Safety Coordinator shall coordinate corrective actions in a timely manner according to the severity of the hazard. For less serious hazards, the following steps must be taken:

1. Identify hazard and determine severity
2. Remove employee from work station if necessary.
3. Mark any machinery or equipment that the hazard is associated with indicating to others that a hazard exists.
4. Determine what corrective action is necessary.
5. Prioritize the corrective action according to severity and with other corrective actions required elsewhere in the facility.
6. Acquire management and budgetary support for corrective action.
7. Implement corrective action.
8. Modify safe work practices and training as necessary.
9. Train affected employees.
10. Document action taken.
11. Evaluate the effectiveness of the corrective action and document this evaluation.

The Hazard Mitigation Log is to be utilized to prioritize safety deficiencies according to severity, establish who will be responsible for the corrective action, and by what date the action must be implemented by. It also documents the actual date of implementation and follow-up evaluation. This log is included with this section and is also available on the District Safety Website. Once the hazard is mitigated, a completed copy of the log should be forwarded to the Safety Coordinator.

HAZARD MITIGATION IMPROVEMENT LOG

This log is to be used to record hazards when identified and the corrective action to be taken, which is responsible to take the action, when it must be completed by, and the actual completion date. Each hazard is to be categorized by hazard classification. Based on the classification, the hazards shall be prioritized according to severity.

- CLASS A HAZARDS Any condition or practice with potential for causing loss of life or body part and/or extensive loss of structure, equipment or material.

- CLASS B HAZARDS Any condition or practice with potential for causing serious injury, illness or property damage, but less severe than Class A Hazards.

- CLASS C HAZARDS Any condition or practice with probable potential for causing non-disabling injury or illness, or non-disruptive property damage.

HAZARD CLASSIFICATION AND PRIORITY

UNSAFE CONDITION OR PRACTICE

CORRECTIVE ACTION

PERSON RESPONSIBLE FOR CORRECTION

DATE TO BE COMPLETED BY	ACTUAL COMPLETION DATE
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REMARKS
Copy to Safety Coordinator and Inspection Coordinator

ACCIDENT INVESTIGATION

The IIPP Standard requires that employers implement a method of investigating workplace injury or illnesses. The Direct Supervisor will be responsible for conducting the initial accident or incident investigation. The Direct Supervisor and the Safety Committee will conduct a review of the investigations as appropriate. Procedures for investigations of occupational injury, illness, or exposure to hazardous substances, will cover the following:

- a) What should be reported
- b) Who does the initial investigation
- c) Who does the follow-up investigation
- d) Who receives copies of the report(s)
- e) When legally required reports must be completed

Employees are responsible to report accidents immediately to their Supervisor and, if after hours and a Supervisor is not available, report to Central Marin Police Dept. Direct Supervisors will investigate accidents, injuries, occupational illnesses, and near-miss incidents, to identify the causal factors or hazards immediately and use the following form to document the investigation.

Timely and thorough accident investigation is an integral part of the overall Injury and Illness Prevention Program. The accident report is intended to fact-find not fault-find. The purpose is to determine the primary and contributing causes of the accident so that appropriate action can be taken to prevent recurrence. With this in mind, any employee conducting an accident investigation should utilize the following guidelines:

1. If possible, discuss the accident at the scene.
2. Interview witnesses.
3. Show concern for the employee's injury.
4. Explain why the investigation is necessary.
5. Allow the injured or involved employee to relate his or her account of the accident without interruption.
6. Reiterate a summary of the accident to assure proper and complete understanding of the employee's story.
7. Use tact in resolving any discrepancies in the employee's story.
8. If appropriate, discuss means of preventing recurrence and record all findings and actions taken on the Accident Investigation Form.

In the event of a serious incident, Maintenance and Operations staff will assist with the investigation, bringing in outside experts if needed. Appropriate repairs or procedural changes will be implemented promptly to mitigate the noted hazards.

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause an amputation, loss of an eye, or any serious degree of permanent disfigurement, that requires inpatient hospitalization other than medical observation or diagnostic testing but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone, Human Resources will contact Cal/OSHA within 8 hours.

The Accident Investigation form is included with this section and is also available on the District Safety Website. A copy of the Accident Investigation form must be forwarded to Human Resources.

**Larkspur-Corte Madera SD INCIDENT ACCIDENT INVESTIGATION RE-
PORT**

**TO BE COMPLETED BY THE
SUPERVISOR**

NAME OF INJURED: _____					
LAST	FIRST	MIDDLE			
ADDRESS: _____		TELEPHONE _____			
STREET	CITY	STATE	ZIP		
JOB TITLE: _____			SEX _____	DATE OF BIRTH _____	
INSTRUCTOR/SUPERVISOR NAME: _____					
PERSON INVOLVED IS:		STUDENT _____	STAFF _____	VISITOR _____	OTHER _____
DATE OF INCIDENT/ACCIDENT: _____			HOUR _____	PHOTOS	YES / NO (Circle One)
DATE REPORTED: _____			HOUR _____		
INCIDENT/ACCIDENT LOCATION: _____					
WITNESSES: NAMES, ADDRESSES, TELEPHONE NUMBERS:					
1 _____					
2 _____					
TIME NOTIFIED:		_____ AM / PM (Circle One)	TIME ON SCENE	_____ AM / PM (Circle One)	TIME OFF SCENE AM / PM (Circle One)

FIELD INVESTIGATION

Exact Location of Incident/Accident:

Describe in detail the **location of incident**: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident:

Describe **the incident/accident which you observed** or which were described to you:

Describe **demeanor of person involved** and include statements made:

Describe **shoes, physical appearance and any other characteristic** that would contribute to understanding how the incident/accident occurred:

Describe **how the incident/accident occurred**; state facts, contributing factors, cite witnesses and support evidence:

EMPLOYEE TRAINING

Training is a key element to the Larkspur-Corte Madera SD IIPP. This is a requirement of the standard and a form of communicating safety related materials to the employees. The training program is intended to train and instruct employees about the IIPP, general safety/healthy work practices, and specific instructions with respect to each employee's job assignment. It is the most effective tool at management's disposal to control workplace hazards.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform and the proper precautions for protection against those hazards.

Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment and hazardous materials or procedures. Training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Training for Larkspur-Corte Madera SD will occur at the following times:

1. Before a new employee begins work.
2. Any employee transferred or given a new assignment.
3. Whenever a new substance, process, procedure, or equipment, which poses a new hazard, is introduced to the workplace.
4. Whenever a new hazard is identified, following an inspection or investigation.

Management must be knowledgeable on the hazards exposed to employees under their jurisdiction and corrective/preventative measures. Management assign and ensure completion of appropriate training for employees based on job duties.

Training will occur in the following applications:

1. General Campus-Wide Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Keenan SafeColleges or Keenan SafesSchools Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs are included with this section and should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Human Resources. The live trainings can be tracked on the Keenan SafeColleges or Keenan SafeSchools Online Training Program.

**EMPLOYEE SAFETY TRAINING
JOB SPECIFIC**

NAME OF EMPLOYEE	JOB CLASS
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DATE OF TRAINING:	NAME OF TRAINER
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SUBJECT COVERED

LOCATION OF TRAINING

UTILIZED THE FOLLOWING-

<input type="checkbox"/> CODE OF SAFE PRACTICES	<input type="checkbox"/> JOB HAZARD ANALYSIS
<input type="checkbox"/> INSPECTION CHECKLIST	<input type="checkbox"/> MATERIAL SAFETY DATA SHEET
<input type="checkbox"/> ACCIDENT INVESTIGATION	<input type="checkbox"/> OPERATIONS MANUAL

OTHER:

SUMMARY OF THE TRAINING

THE EMPLOYEE WAS:

<input type="checkbox"/> TOLD THE UNSAFE, PROCEDURE	<input type="checkbox"/> ABLE TO PRACTICE SAFE METHOD
<input type="checkbox"/> SHOWN PROPER METHOD	<input type="checkbox"/> CORRECTED WHILE PRACTICING

DURING DEMONSTRATION AND PRACTICE:

<input type="checkbox"/> KEY POINTS WERE HIGHLIGHTED	<input type="checkbox"/> HAZARDS WERE IDENTIFIED
<input type="checkbox"/> ERRORS WERE CORRECTED	<input type="checkbox"/> QUESTIONS AND ANSWERS

REMARKS

THE EMPLOYEE ACKNOWLEDGES:

<input type="checkbox"/> THE REASON FOR TRAINING	<input type="checkbox"/> UNDERSTANDS TOPIC DISCUSSED
<input type="checkbox"/> TO PRACTICE SAFETY AND MAINTAIN SAFE CONDITIONS IN THE WORKPLACE	

EMPLOYEE'S NAME/DEPARTMENT (print)	SIGNATURE
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Copy to Human Resources

EMPLOYEE ACCESS TO THE PROGRAM

All employees have the right and opportunity to receive and review their employer's IIPP. Larkspur-Corte Madera SD will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
 - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

The Larkspur-Corte Madera SD will communicate the right and the procedures to access the Program to all employees.

Employees of Larkspur-Corte Madera SD can receive and review our IIPP by making a written request themselves or designating an authorized representative that they give written authorization to make the request on their behalf. The written authorization request must include:

- The name and signature of the employee who is authorizing a designated representative to access the Program on their behalf
- The name of the designated representative authorized to receive the Program for the employee
- The date of the request
- The date when the written authorization will expire (if less than (1) year).

RECORDKEEPING

Recordkeeping is critical for demonstrating the effort of Larkspur-Corte Madera SD towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years by the Vice Chancellor of Administrative Services.
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Larkspur-Corte Madera SD with responsibility shared by management and staff alike.

LARKSPUR-CORTE MADERA SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

COVID-19 ADDENDUM

Purpose

It is the policy of the Larkspur-Corte Madera School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community Larkspur-Corte Madera School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is Covid-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”. There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of Covid-19?:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Germ can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.
- Touching an item or surface in a public area that may be frequently touched by other people, such as door handles, tables, etc.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water (avoid using hot water).
- Apply soap to hands.
- Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product;
- Apply product to the palm of one hand; and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required), this should take around 20 seconds.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people
- Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash
- If a tissue is not available, cough or sneeze into the elbow, not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared work spaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the cleaning and disinfecting the building and facility guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limited access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video or internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas
- Before starting the work shift
- After the work shift
- Coming and going from vehicles
- Entering, working and exiting physical buildings or other structures
- During breaks and lunch periods

If an Employee is Sick

Employees will be asked to monitor their health each day, and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or you have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Larkspur-Corte Madera School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Unless otherwise directed by your supervisor, all employees must cover their mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

Cleaning and Disinfecting

Larkspur-Corte Madera School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the district's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Larkspur-Corte Madera School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread
- Signs and symptoms of COVID-19
- When to seek medical attention if not feeling well
- Prevention of the spread of COVID-19 if you are sick
- Physical and social distancing guidelines
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose and mouth
- Coughing and sneezing etiquette
- Safely using cleansers and disinfectants

Compliance

This addendum will be reviewed regularly and according to federal, state and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.