

Oak Hill School Site Specific Safety Plan

September 20, 2021

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

CONTACT INFORMATION

School Name	Oak Hill School
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School Type (select One)

- Traditional/Alternative Public School
- Charter School
- ~~Private, Independent or Parochial~~

Public Health and Safety Liaisons (List Primary and Secondary Contact Information: Names, Emails and Office Phone)
Michael Breard - Executive Director; mbreard@myoakhill.org (415) 457-7601
Whitney O'Keefe - Assistant Director; wkeefe@myoakhill.org (415) 457-7601

School Multi-Disciplinary Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)
Michael Breard - Executive Director Whitney O'Keefe - Assistant Director Joy Leighton - Director of HR Michael McDonald - Teacher/Board Member Monica Kudrna - Teaching Assistant Stephen Prutsman - Parent/Board Member Jade Schoenhof - Parent Susan Riggle - Parent

Principal/ Administrator Name	Michael Breard		
Contact Email	mbreard@myoakhill.org	Contact Phone	(415) 290-1954

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

Signature	Michael Breard	Date	8/6/21
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SPECIFIC CONTROL MEASURES

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

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

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
A multidisciplinary Task Force has been established to develop and support the Oak Hill School SSSPP. The Task Force will monitor and adjust the plan based on the input from all stakeholders and guidance from the Marin County and State Public Health Departments. The Executive Director will distribute the CSP to all staff and families and post to the Oak Hill School website when changes are made.

2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.
The Oak Hill site and each classroom is supplied with standard Health and Safety Stations that include EPE and cleaning/disinfecting supplies. Health and Safety Stations will be inventoried daily and replenished on a regular basis as needed. Health and Safety Stations include extra disposable face coverings for staff or students, hand sanitizer, cleaning and disinfecting supplies.

3. Training is provided to all staff, students and families reinforcing the importance of health and safety practices and protocols.
Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff at the beginning of the school year/prior to the start of in-person instruction.

4. A primary and secondary point of contact are established, identified and trained at each school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will serve as liaisons to Public Health, and contact information is identified in the School Site-Specific Protection Plan (COVID-19 Safety Plan).
The Executive Director and Assistant Director will serve as the primary and secondary points of contact and serve as the liaison to Public Health. Contact information is listed on this document.

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. **Cleaning and disinfecting schedules and protocols for Oak Hill School are based on Marin County Public Health guidelines. Staff is trained on how to properly clean and disinfect frequently touched surfaces. Cleaning supplies are made available in each classroom.**

6. Parents, caregivers, or guardians should monitor students for symptoms of infectious illness every day through home-based symptom screening, and staff should conduct daily health screening self-assessment. **Parents have been informed to keep their children home if they display symptoms of an infectious illness. It is vital that all parents/guardians keep children at home if they show symptoms of COVID and/or they have a fever. The child should not return to school until the fever has been gone for at least 24 hours without the use of medicine.**

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. **Should a student exhibit any symptoms during the school day, s/he will be isolated in a predetermined isolation area. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting symptoms of an illness.**

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

Parents and students may participate on a voluntary basis. The PCR testing is performed by PMH Laboratories of Huntington Beach, CA.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates for Each Scenario By Tier](#))

- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
- A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- A student or staff member tests positive for COVID-19. Non-vaccinated close contacts need to quarantine. Fully vaccinated close contacts do not need to quarantine.
- A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

10. **Not currently applicable:** Physical distancing of six feet is maintained between adults and between adults and students, where practicable; three feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice. Seating charts and attendance records will be maintained. **N/A**

11. **Not currently applicable:** For elementary schools, stable classroom groups (up to standard class size at each respective grade level) are maintained throughout each school day. Limited mixing of students is permissible as long as accurate attendance data is maintained on a daily basis. **N/A**

12. **Not currently applicable:** For middle and high schools, larger stable groups made up of students from

more than one classroom may be arranged as long as accurate attendance data for students and adults is maintained on a daily basis while avoiding school wide mixing of students and staff. **N/A**

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

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

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

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

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

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

19. **Not currently applicable:** The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their classroom groups. **Applicable:** Schools should assess indoor air quality and implement strategies that increase the amount of outdoor air brought into buildings, optimize current HVAC systems and supplement with portable air cleaners when practicable. Keep windows and other sources of natural ventilation open to the greatest extent possible. In the event of poor air quality updated [School Air Quality Recommendations](#) should be followed.

Classroom windows and doors will remain open along with HVAC systems to allow for maximum fresh airflow and ventilation. Open walled tents have been purchased to provide outdoor eating areas. In the event of poor air quality we will follow the School Air Quality Recommendations.

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

21. **Not currently applicable:** Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.
N/A

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

Students and staff will eat outside in designated areas maintaining physical distancing. Parents are responsible for providing daily lunches to their children.

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

24. All staff as well as all students are required to wear face coverings based on the direction of public health (indoors and outdoors), unless there is a medical or behavioral contraindication or exemption. Students from grades TK - 2 should be supported and taught how to wear them properly, and specific outdoor and appropriately distanced activities may be scheduled for students at all grade levels to remove face coverings for brief periods of time.

Staff will wear face coverings at all times, inside and outside, except when they eat or drink. All students are expected to wear a face covering inside and outside, except when behaviorally or medically contraindicated.

25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings, and how to ensure a proper fit.

Staff training on proper use of face coverings has been provided by ADP, our HR and benefits provider. Age appropriate instruction on the use of face coverings is part of the self-help and hygiene skills instruction in classrooms.

26. **Not currently applicable:** Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies. **N/A**

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

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

29. Non-essential visitors, including parent volunteers will be limited. Essential workers will be required to adhere to all health and safety guidelines. Any substitutes, contractors, visitors or volunteers working directly with students should be fully vaccinated.

Non-essential visitors are limited. All visitors are required to sign in using the site check-in survey. All substitutes, contractors or volunteers working directly with students are required to be fully vaccinated.

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

Oak Hill School has a mandated COVID vaccine policy in place for employees. 100% of the Oak Hill Staff is vaccinated and 86% of our students, who are eligible to receive the vaccine, are vaccinated. All staff are tested weekly.

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

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

