

School or District Site Name	
Heartwood Charter School	
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input checked="" 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)	
Stephanie Felton-Priestner, Executive Director Mark Puccinelli, Board President / Parent Scott Kreinberg, Office Manager Heather Deyden, Operations Coordinator Kim Holscher, Grades Teacher / Steering Committee Member Erin Hallal, Early Childhood Teacher Jeremiah Watterson, Special Ed. Coordinator / Steering Committee Member Maggie Bridges / Parent Bob Witherspoon / Parent	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Stephanie Felton-Priestner: Stephanie@Heartwoodcharterschool.org, (415) 488-9572 Scott Kreinberg: Scott@Heartwoodcharterschool.org, (858) 405-3126	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
Oct 4, 2020	
Principal or Administrator	
Name: Stephanie Felton-Priestner	Title: Executive Director
Email: Stephanie@heartwoodcharterschool.org	Phone Numbers: (415) 488-9572

I, Stephanie Felton-Priestner, certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature:



Date:

Oct 4, 2020

Specific Control Measures and Screenings

Please provide as much detail as possible for how you intend to implement each guideline. If you need additional space, please provide an attachment.

- ☒ 1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. A multi-disciplinary Task Force has been established to develop and support this School Site-Specific Protection Plan, who meet regularly to monitor and adjust the plan based on input from all stakeholders.

Heartwood Charter School began working on reopening in late April. The primary task force, assembled from a range of stakeholders, created five sub-committees to explore different factors of reopening. Committees continue to meet to monitor and adjust the reopening plan accordingly based on applicable state and local Public Health Orders. Stakeholder groups will be consulted prior to any adjustments to the plan for reopening. Heartwood will adhere to all mandates issued by the county and state.

- ☒ 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.

PPE (masks, gloves, cleaning/disinfecting solution, hand sanitizer) will be available in each outside and inside classroom and common areas. Staff will be trained in proper use of face coverings and protocols to appropriately use and store cleaning materials. Handwashing protocols and schedules for staff and students will be followed. Student and staff attendance will be tracked daily. Movement of any staff member between cohorts will be tracked daily. (Please see Attachment #1 Campus Cleaning and Safety Protocols)

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

Prior to returning to any in-person contact all school staff and faculty will be required to complete training in health and safety practices and protocols, including training on the latest safety measures by an RN, Oct 8th. Training will include: instruction on how to prevent the spread and recognize the symptoms of COVID 19, routine cleaning and disinfecting of classroom spaces, proper use of face masks, and how to screen themselves for symptoms. Student will be trained by staff during back-to-in-person instruction orientation meetings and upon return to campus. Parent orientations will be conducted.

- ☒ 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).

Stephanie Felton-Priestner, Executive Director - stephanie@heartwoodcharterschool.org

Scott Kreinberg, Office Manager - scott@heartwoodcharterschool.org

- ☒ 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.

Staff and faculty will be trained in the regular cleaning and sanitizing of frequently touched surfaces following the developed Classroom Cleaning Schedule. Regular disinfecting of classrooms and common areas will occur daily. (Please see Attachment #1 Campus Cleaning and Safety Protocols)

- ☒ 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. Staff should conduct daily health screening self assessment, which may be completed through an online survey. ([Sample MCOE Staff Health Screening](#))

Every parent/caregiver will monitor children daily and complete and submit a required health screening upon or before arrival to an open resource center. Staff and faculty will also complete a required daily health screening. (Please see attachment #2 Faculty Health Screening and #3 Student 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.
Describe placement of designated Isolation Area:

An isolation area has been created that allows students to comfortably isolate until picked up by a family member or emergency contact. The isolation area will be a tent that will be setup in an unused, protected area. This private area, is away from the classrooms and frequented outdoor paths, with its own bathroom facility. Parents will be able to pick up their child without coming in contact with other students or staff.

- ☒ 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)

Heartwood Charter School will cooperate with Marin County Public Health to support testing strategies for staff and students, as appropriate, at our Marin Resource Center.

- ☒ 9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Marin County Public Health Protocols & Communication Templates](#) for each scenario):
- A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.
 - A family member or someone in close contact with a student or staff member tests positive for COVID-19.
 - A student or staff member tests positive for COVID-19.
 - A student or staff member tests negative for COVID-19 after symptoms or confirmed close contact.

Heartwood Charter School will follow the actions as outlined in the Marin County Public Health Protocols and Communications Templates (Please see Attachment #4 County Protocol)

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

Heartwood Charter School will make every effort to maintain physical distancing of six feet between staff and students, as well as between students. No less than four feet of distance will be permitted at any time.

- ☒ 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.

Stable classroom cohorts will be maintained at all times with an assigned primary cohort teacher. The mixing of classroom cohorts will not be permitted. Each cohort has its own distinct area of the resource center campus and will remain in that area for the duration of their time at the resource center.

- ☒ 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.

We will not be using larger cohorts for our middle school students, or mixing cohorts at any time.

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

In both indoor and outdoor classrooms student's are arranged to face the teacher, with 6 feet of physical distance between them when possible, and always at least 4 feet of physical distancing.

- ☒ 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.

School staff and faculty including administrative staff, instructional assistants and specialists will document/record visits to classrooms using provided forms. Staff will follow physical distancing and face covering protocols at all times.

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

The Marin Resource Center at the Bothin Youth Center has one point of access for cars off Sir Francis Drake but the campus has entrances to the sites where instruction will occur. We will have staggered start times with only one cohort arriving at a time at each of the three main entrance areas accessible by cars, at the west, east and central areas of the campus. Each class cohort will be assigned the closest area for drop-off and pick-up, and a specific route to their classroom with physical distancing maintained between students at all times. Students will remain under the direct supervision of class teachers during drop off and pick up.

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

Outdoor areas for recess and lunch will be designated by cohort and staff will monitor students to prevent any accidental mixing of cohorts. The campus has ample outdoor spaces, and each class will have distinct areas that have natural boundaries between them and other cohorts. These areas will be clearly marked and students and faculty will be aware of boundaries.

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

Our Bothin Resource Center site does not have interior hallways shared by students. Classrooms, offices, and bathrooms are accessed via independent outdoor entrances. 6-foot social distancing markers are placed at any locations where students and/or parents might gather. Unauthorized movement around the campus will be prohibited. To and from pick-up/drop-off students will line up within designated cohort area and wait for staff to escort them to class without mixing of cohorts. Signs are posted as reminders to maintain social distancing, wear mask coverings, and hand wash often.

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

All on-campus gatherings such as school assemblies and festivals are currently prohibited and will be offered virtually, via Zoom.

- ☒ 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.

Heartwood Charter School will use the natural outdoor spaces at the Bothin Resource Center (designed as a Girl Scout Camp) as outdoor classrooms. Each cohort will have a distinct area of campus with their own outdoor hand washing station and well ventilated bathroom. All resource center classes will use the outdoor spaces for the majority of the school day.

- ☒ 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.

The Bothin Resource Center has no playground equipment. Rather, students recreate in the outdoor park like setting of the campus grounds. Anything that might retain germs from contact will be cleaned/sanitized between uses. Cohorts will be assigned dedicated, distinct and clearly marked play areas across the campus.

- ☒ 21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

The large gathering hall that is centrally located at the Bothin Resource Center site will be available for instructional purposes and will be cleaned between uses.

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

Students at the Bothin Resource Center usually bring their own home-packed snack and lunch to school every day. As is our usual practice, each cohort will eat separately, as its own distinct group. All meals and snacks will be served and eaten outside.

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

All classrooms are equipped with outdoor handwashing stations, assigned to that particular cohort only with appropriate supplies for regular handwashing. The following minimum schedule of handwashing for students and faculty will include: upon arrival to campus, before/after recess and lunch, before/after restroom use, and before dismissal. In addition, handwashing will occur before/after any food consumption and at staff direction throughout the school day. Teachers and students will be permitted to use alcohol-based hand sanitizer in lieu of soap and water if an activity occurs away from a wash station.

- ☒ 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.

Heartwood Charter School will enforce the Public Health face covering requirements. All staff will wear face coverings as per health and safety guidelines. Students in grades 1-3 will wear the face coverings of their choice, always when inside, and will be supported in properly wearing them. Students in grades 4-7 will wear a face covering of their choice at all times when inside, and be supported with instruction in proper use, unless there is a medical or behavioral contraindication. Special attention will be paid to finding times in the day and isolated places on campus where children can safely take a break from their face coverings. Extra face coverings will be available.

- ☒ 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 training will be provided on Oct 8, 2020. In addition, training for students will be provided. Signage about the proper use of face-coverings will be displayed in classrooms and in common areas on campus. Parents will receive written communications regarding proper use and care for 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.

Each student will have individually assigned supplies and materials throughout the school day. Sharing of materials will be limited and subject to cleaning/sanitizing between uses.

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

Sharing of materials, including electronic devices and other learning aids, will be avoided.

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

Clear screens and privacy boards will not be used in outdoor classrooms. We have considered indoor spaces in our offices and classrooms where privacy boards and clear screens could be practicable, but have generally opted to reconfigure these spaces to maximize physical distancing and minimize occupancy. In special cases where proximity seems desirable, we will use clear screens to maintain safety. We will continue to update our spaces in response to updated data and research.

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

All non-essential visitors, including parent volunteers, will be limited. Entry onto campus will be permitted by appointment only. All visitors will follow protocols in place as recommended by the Marin County Health Department. Essential visitors will complete the staff/faculty screening (please see Attachment #2 Faculty Daily Health Screening) and adhere to all campus health and safety guidelines. Parents will be permitted to pick up sick children from the isolation room on campus, adhering to all safety guidelines and directives from the health coordinator.

- ☒ 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.

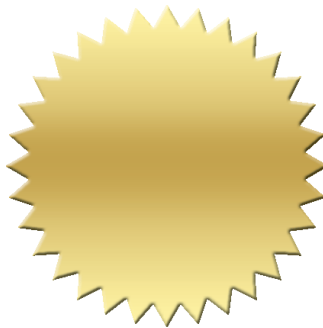
The Heartwood Charter School SSSPP was completed with input from staff, parents and the board members on October 4, 2020. The plan was posted on our website and shared with parents on October 5, 2020.

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



School Site-Specific Protection Plan

Certificate of Completion



Heartwood Charter School Bothin Resource Center

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:

HeartwoodCharterSchool.org

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



Heartwood Charter School SSSPP Addendum

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Attachment 1: Campus Cleaning and Safety Protocols and Practices

FACULTY AND STAFF TRAINING

Prior to returning to in-person instruction all school staff and faculty will complete training in health and safety practices and protocols, including:

COVID Review

COVID 19 Transmission and prevention:

- *Proper handwashing: when, how
- *Proper use of a mask: when, how, types
- *Principles of COVID: modes of transmission, most vulnerable, best practices to keep yourself and others safe

Personal Health

Daily Health Survey:

- When to stay home (symptom list)
- When to see the Doctor
- Scenarios (chart)

Integrated Pest Management Training

IPM and chemical safety training

- Clean, Sanitize, Disinfect
- When to Clean, Sanitize and Disinfect (chart)
- How to Clean, Sanitize and Disinfect
- What cleansers and disinfectants are we using?
- Hand Sanitizer is for humans-therefore a topical antiseptic and FDA not EPA
- PPE
- Labels
 - *Signal word: Caution, Warning, Danger
 - *Ingredients
 - *Precautionary statements
 - *Storage and Disposal
 - *First Aid
 - *Directions for use (what you are using it for should be listed)



HEARTWOOD

CHARTER SCHOOL

SANITATION PROTOCOL FOR OUTDOOR CLASSROOMS

- Handwashing stations have been installed by every outdoor classroom.
- Soap and cleaning supplies are provided at every handwashing station.
- Hands will be washed often for at least 20 seconds with soap.
- Teachers will supervise handwashing at the beginning of the day, before and after mealtimes, after sneezing, after using the restroom, and as needed.
- FDA approved hand sanitizers with at least 60% ethanol or 70% isopropanol will be used when there is not access to water
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list.
- Shared materials are limited, as every student brings their own camp chair and backpack of supplies and sets them in the designated space in their outdoor classroom.
- If items are shared, they are cleaned before and after use.
- Bathrooms and indoor spaces are cleaned daily, and frequently touched surfaces are cleaned and sanitized 3 times per day.
- All meals will be eaten outdoors, preceded and followed by hand washing.
- School hours and/or other procedures have been modified to provide adequate time for a regular, thorough cleaning, product stocking, or other measures.
- Staff is provided adequate time to implement cleaning practices before and after shifts.

PHYSICAL DISTANCING PROTOCOL

- All outdoor classrooms are designed for physical distancing while seated in camp chairs or other available seats, marked 6 feet apart.
- Each cohort has designated outdoor recess and play spaces to avoid co mingling with others.
- Signs are posted as reminders to maintain social distancing, wear mask coverings, and hand wash often
- Tape or other markings have been placed at least six feet apart on walkways with signs directing students to use the markings to maintain distance
- Each cohort uses only its own designated bathroom and handwashing station
- Face coverings are required to be worn when entering Bothin campus, and all Marin Public Health requirements for outdoor activities will be followed at all times.
- All meals will be eaten outdoors
- Employees have been reassigned workspaces to maximize physical distancing



HEARTWOOD

CHARTER SCHOOL

PROTOCOL FOR ILL STUDENTS OR STAFF

- All staff and families must self-check for symptoms of COVID19 or other illnesses prior to arriving at school, and complete the required self check before coming to the resource center site.
- Staff and families will notify the school if they are ill.
- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191
- If a student falls ill during the school day, they will go to the designated Health tent set up on campus and wait to be picked up.
- Marin County Public Health will be notified immediately at 415-473-7191 of any cases of COVID19 in the Heartwood community and the Marin County Public Health Protocols & Communication Template will be followed.
- If a student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

HEALTH ADDENDUM TO THE HEARTWOOD CHARTER SCHOOL PARENT HANDBOOK FOR FAMILIES USING THE MARIN RESOURCE CENTER

Parents agree to abide by all Marin Public Health guidelines

Parents agree to check their family members' health daily.

Parents agree to keep their child(ren) home when showing signs of illness.

Parents agree to have a backup plan for pickup and child care if their child becomes ill at school, and to be reachable by phone.

Parents will wait in the car until the child(ren) being dropped off has/have been checked in by Heartwood faculty or staff.

Parents will wait in the car while picking up children.

Each family will keep a social contact diary to make tracing easy if a community member becomes infected.

Schedule for Cleaning and Disinfecting

Classrooms: Disinfected daily after use, additional cleaning as needed	Offices: Cleaned and disinfected daily after use, additional cleaning as needed
Restrooms: Disinfected daily; additional cleaning as needed	Telephones: Cleaned and disinfected before and after each use.
Handrails/door handles/shelving: Cleaned and disinfected daily after use	Handwashing facilities: Cleaned and disinfected daily after use
Copy Machines / Scanners / Faxes / Postage Machine: Cleaned and disinfected after each use.	Common Areas: NA (common areas are closed)
Playground Structures: Cleaned and disinfected after use.	Outdoor Common Areas: NA (outdoor common areas closed)
Indoor Common Areas: Disinfected daily after use (although they are currently closed)	



Attachment 2: Faculty/Staff Daily Health Screening

Faculty/Staff Full Name:

I affirm that I have been without fever for 24 hours without the use of fever-reducing medications and that I have not had symptoms of respiratory illness (cough, shortness of breath, or runny nose) in the past 24 hours?

Yes or No

Are you showing any of the following symptoms: fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, nausea or vomiting, Diarrhea

Yes or No

Have you been in close contact with anyone who has tested positive for COVID within the last 14 days?

Yes or No



Attachment 3: Student Daily Health Screening

Parent/Guardian Full Name:

Student Full Name:

Has your child had a temperature of 100.4 and higher over the past 24 hours?

Yes or No

Is your child showing any of the following symptoms: fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, nausea or vomiting, Diarrhea

Yes or no

Has your child been in close contact with anyone who has tested positive for COVID within the last 14 days?

Yes or No



Attachment 4: Scenarios and Template Communications

Scenario	Action	Communication
A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4	<ul style="list-style-type: none">• Report information to administrator, send home• Contact Healthcare provider/Public Health for testing (recommend testing)• If positive, see Scenario #3; If negative, see Scenario #4 School/Classroom OPEN	No Action is needed.
A family member or someone in close contact with a student or staff member test positive for COVID-19.	<ul style="list-style-type: none">• Report information to administrator, send home, quarantine for 14 days• Contact Healthcare provider/Public Health for testing (recommend testing)• School/Classroom OPEN	To: Student Families and Staff Template Letter Household Member or contact w/ C19+ . .
A student or staff member tests positive for COVID-19.	<ul style="list-style-type: none">• Report information to administrator, send home, isolate as per Public Health• Families of Students and Staff: quarantine and contact Healthcare provider/ Public Health for testing• Classroom CLOSED for 14 days from last exposure• School Remains OPEN	To: Student Families and Staff -Phone call and -Template Letter. Confirmed C19+ in Cohort.
A student or staff member tests negative for COVID-19 after any of the reasons scenarios a, b or c.	<ul style="list-style-type: none">• May return to school 24 hours after symptoms resolve• 14 day quarantine required for close contact with COVID-19 positive case <ul style="list-style-type: none">• School/Classroom OPEN	Consider notification to families and staff if prior awareness of testing. -Template Letter Negative Test Cohort Member.

Link: 06-15-20 Marin County Protocols Summary English/Spanish Combined