

Hummingbirds Collaborative School
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**Hummingbirds School Site-Specific
Protection Plan**

Pursuant to guidance in the California State Resilience Road map and local Marin County public health policies, Marin County Office of Public Health, Marin County Office of Education, we provide this Covid-19 Site-Specific Protection Plan (“SSPP” or “Plan”). This Plan has been updated several times as guidelines change, was last updated on August 21, 2020.

The individuals responsible for implementation of this Plan are:

1. Melinda Richard Owner/Director 2. Elizabeth Jones Administrator.
Hummingbirds Collaborative School, 1990 Novato Blvd, Novato, CA 94947
Lighthouse Christian Church, 1915 Novato Blvd, Novato, CA 94947
Melinda Richard – director@hummingbirdsschool.org
Elizabeth Jones – ejones67@comcast.net

Melinda and Elizabeth certify that all staff and parents have been provided a copy of this SSPP and that staff have received training as required and described in this SSPP. We would like to transition from Fall Camp to Fall Semester on September 7, 2020. We are a private independent school offering Kindergarten through 3rd grade in two different site locations.

Melinda Richard Signature:

Melinda Richard

Elizabeth Jones Signature:

Elizabeth Jones

Specific Control Measures and Screenings

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders (control measures unique to middle school, high school or schools with student lockers do not apply to our home-like environment and have not been included in these site-specific protocols.).
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, as described further herein.
3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols, including an initial staff training meeting, weekly meetings, and updates as needed.
4. Primary and secondary points of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health. The name of these contacts are Melinda Richard, Primary, or Elizabeth Jones, Secondary Contact.
5. We have adopted site-specific plans 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.
6. Health screening for students and staff are conducted daily for symptoms and history of exposure (links: [Daily Health Screening for Students](#) and [Daily Health Screening for Staff](#), and [QR Code Check-In System Instructions](#)). These procedures include visible posters throughout the school and a list of health screening questions that are asked to children and staff.
7. Staff and students who are sick are required to stay home; students, exhibiting symptoms are required to wait to be picked up in a separate area.
8. Our school will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19. This may include testing of faculty and 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 Protocols & Communication Templates](#) for each scenario):
 - a) A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100.4 or above.
 - b) A family member or someone in close contact with a student or staff member test 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 any of the reasons scenarios a, b or c.
10. Where practicable, physical distancing of six feet is maintained between adults and students; four to six feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
11. For elementary, 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. These include physically segregated spaces and, for outdoor areas, fencing.
12. Protocols for middle and high school not applicable.
13. Where applicable and practicable, desks are arranged facing forward to minimize face to face proximity.
14. School staff are permitted to visit and instruct more than one classroom cohort, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort. Our school has implemented clipboards to serve this tracking need.

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 have been strategically coordinated to prevent mixing of classroom cohorts, using staggered start times.
17. Congregate movement through hallways will be minimized as much as practicable. Describe below: Our home-like school environment does not have “hallways” like a larger school, although each classroom has a walkie talkie to avoid or minimize physical proximity while walking through the school, along with separate entrances and exits to the yards.
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. Specifically, we have divided the yard into sections to allow the children to all have their own space outdoors. Efforts are also made to maximize fresh air flow with open windows and doors. We have also added fans and air purifiers.
20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment is 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. Our home-like environment does not include a gymnasium.
22. Meals are served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.
23. Routines and schedules have been adopted to enable students and staff to regularly wash their hands at staggered intervals. At our school, we have provided sanitizers in each classroom and added an extra teacher so that one teacher can leave at any given time to facilitate cleaning and supervision. We have also added walkie talkies so that there is better communication. We have divided our playgrounds in order to offer more outdoor activities in each small group.
24. All staff are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contra-indication.
25. Training has been provided for staff on proper use of face coverings, which includes instruction to minimize touching of face coverings.
26. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited.
27. Sharing electronic devices, clothing, books and other games or learning aides will be avoided as much as practical.
28. Use of privacy boards or clear screens will be considered as much as practicable.
29. Non-essential visitors and parent volunteers are currently not allowed on campus during operational hours. All staff will be required to adhere to all health and safety guidelines.
30. This 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.



Types of protective equipment provided to employees at this school/office location include:
We have provided several fabric masks for the teachers and have disposable masks available, along with gloves.

Additional control measures our school is implementing at this school/office include:
Thorough cleaning on a daily basis and in between cohorts and staff usage, and as further described below.

Cleaning and Disinfecting Protocols

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



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

Classrooms: Are cleaned throughout the day, including all touch surfaces at least twice in the morning and thoroughly cleaned at the end of the day.

We wash tables after every use, we sweep and mop, and disinfect all surfaces and all toys.

Offices: The offices are cleaned on a daily basis, and also on an as-needed basis between lunch breaks and usage.

Telephones: Are all personal telephones and school telephone is only answered by Melinda and Elizabeth

Handrails / door handles / shelving: Handwashing facilities: Are cleaned in between cohorts and several assigned times during the day.

Copy Machines / Scanners / Faxes: Common Areas: Cleaned every day and after every usage.

Playground Structures: Outdoor Common Areas: Sprayed with Lysol 2X a day

Bathrooms: Cleaned and wiped down with Lysol wipes after every use. Also cleaned thoroughly at the middle of the day and at the end of the day.

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

We have increased our staff substantially in order to provide coverage and to allow for new procedures and new protocols given to us by the Health Department.

Physical Distancing Guidelines

*Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.

*Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs

directing

students to use the markings to maintain distance. Where practicable, physical distancing of five to six feet is maintained to the greatest extent

possible and distancing may be permissible down to four feet within a classroom or instructional area where requirements herein are in practice;

Protocols, actions and template communications are in place for COVID-19 related scenarios.

All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.

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

The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort;

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

- County of Marin Public Health is notified of all positive COVID-19 cases.
- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.
- If an student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

Training Staff have been trained on the following topics:

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

Compliance and Documentation

- This school site is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.
- This school site has created a Task Force to support SSPP activities. This group meets regularly. Melinda Richard and Elizabeth Jones are the current members of the Task Force.

Resource Documents:

- [May 15, 2020 Marin County Public Health Order](#)
- [Marin County Public Health and Human Services](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)

- California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

Site Specific Documents:

Document Adapted from Marin Recovers: <https://marinrecovers.com/>