

## Purpose of this Document

The purpose of this document is to provide each school site and/or district office with clear guidance for reopening in a manner that provides a safer and cleaner environment for students, school staff and any essential visitors. This COVID-19 School Site-Specific Protection Plan (SSPP) is based on the template Site-Specific Protection Plan provided by Humboldt County Office of Education and Humboldt County Public Health. They are also informed by the American Academy of Pediatrics "COVID-19 Planning Considerations: Guidance for School Re-entry." It incorporates past and current Humboldt County Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control & Prevention, the California Department of Public Health and the California Department of Education. It has been modified to meet specific guidance and requirements for schools and school offices and is intended to ensure schools and school/district offices have well developed and thorough plans in place and remain in compliance.

### Description of a COVID-19 School Site-Specific Protection Plan (SSPP)

The (SSPP) template below combines state-level guidance published in the California State Resilience Road map and local Humboldt County public health policies. The State of California requires all schools to:

1. Perform a detailed risk assessment (school site walkthrough) and implement a school site-specific protection plan (SSPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

Additionally, this SSPP should be incorporated into the Comprehensive School Safety Plan.

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to individual schools' SSPPs may be needed in order to incorporate new requirements. The HCOE website will post and disseminate [updated information and tools for you to use in developing any needed amendments.](#)

### Guidance for Developing Your School's COVID-19 School Site-Specific Protection Plan (SSPP)

1. Perform a risk assessment and school site walkthrough of your campus 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.
2. Use the template below to create your own SSPP by filling in the required details, based on your individual school site/school or district office, to mitigate the transmission of COVID-19, along with the accompanying guidance from Humboldt County Public Health.
3. To assist you in your process, Humboldt County Public Health will provide a nurse liaison to area schools for technical assistance should questions emerge as school plans are developed. You should post the plan on your web site and/or at your school or office at a visible location, near the entrance where students, staff and visitors can easily review it without touching the document.
4. Signage also needs to be posted at each public entrance of each site to inform all students, staff and visitors that they should:
  - Avoid entering or using the facility if you have COVID-19 symptoms;
  - 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 CDC at <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Audience=Schools>

### Tools for Developing Your School Site-Specific Protection Plan

#### 1. COVID-19 School Site-Specific Protection Plan (SSPP) Template

The Humboldt County Office of Education is providing this template that can be used by any school or district in Humboldt to create their own School Site-Specific Protection Plan (SSPP). 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 SSPP. The template has been reviewed and is supported by Humboldt County’s Public Health Officer.

#### 2. School Specific Best Practices

The HCOE is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Humboldt County Public Health to support and promote emerging best practices to share with the school community in Humboldt. These best practices are based on alignment with local, State and federal guidelines in coordination with the county’s Public Health Officer. There is a section in the Template document that instructs you to cut/paste best practices right into your SSPP.

School or District Site Name	
Freshwater School District	
Facility Address	
75 Greenwood Heights Drive, Eureka, CA. 95503	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
7/14/2020	
The person(s) responsible for implementation of this Plan is:	
Name: Si Talty	Title: Superintendent/Principal
I, 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.	
Signature:	Date:

## Specific Control Measures and Screenings

- ☒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, and access to essential protective equipment. **Please see attached Injury and Illness Prevention Program COVID-19 Addendum.**

- Face coverings shall be worn by all staff and students as recommended by the most recent guidance from Public Health except when eating. Information will be provided to all staff and families on proper use, removal and washing of cloth face coverings. Disposable face masks will be made available through the office for anyone in need.
- Signage stating “No Mask No Entry” shall be posted at school entrances
- Additional PPE such as face shields and sneeze guards will be made available for staff by request.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands.
- Students and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

- ☒3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.  
**Describe below:**

All Staff Will:

- Receive training on healthy hygiene practices which will include:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Proper use of face coverings and their importance
  - Screening practices and procedures
  - COVID-19 specific symptom identification
- Receive online training and webinars that address COVID-19 including:
  - CDC guidelines for using face coverings, cleaning and disinfecting the workplace, managing stress and anxiety, preparing your household, transitioning to a remote workplace, and IPM Training.

- Teach and reinforce washing hands, create hand washing routines and schedules for their classrooms. For example in primary grades, use bathroom time as an opportunity to reinforce healthy habits and monitor proper hand washing. Instruct and model avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Teach and enforce a “foam in” and “foam out” practice for using hand sanitizer when entering and exiting the classroom

All Students Will:

- Receive direct instruction from teachers and staff on healthy hygiene.
- Have access to a sink, soap, and hand sanitizer.
- Practice a “foam in” and “foam out” procedure for using hand sanitizer when entering and exiting the classroom

☒4. A single point 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 and participate in the school's COVID-19 Task Force. **The name of this person is:**  
Si Talty, Superintendent

☒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. Schools are directed to use EPA-approved disinfectants for COVID-19.

### **Intensify Cleaning, Disinfection, and Ventilation**

- Staff should clean and disinfect frequently-touched surfaces within school at least daily and, as practicable, frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:
  - Door handles
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Tables
  - Student Desks
  - Chairs
- If playground equipment is allowed on a limited basis, clean and disinfect between uses.
- When choosing disinfectants, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.

- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize outside air, and filtration for HVAC systems.
- All drinking fountains will be closed.

### **Continuously monitor cleaning, disinfection, and ventilation efforts:**

- Students will be encouraged to bring water bottles from home.
- Teaching staff will have a supply of soap and water as well as cleaning wipes to use throughout the day in order to disinfect frequently touched surfaces mentioned above.
- Maintenance staff will clean bathrooms and surfaces in common areas at least daily and as needed throughout the day.
- Students will go out for recess only with their cohorts. Cohorts will stay in an assigned area of the school playground, and students will be instructed on how to stay safe while at recess (i.e. social distancing, appropriate games, and boundaries).
- Students will have their own tubs of basic school and art supplies. When they are using communal supplies, the teacher will make sure there is enough for one per child, and will sanitize the supplies after the lesson.
- Administration will work with maintenance staff to select appropriate cleaning supplies. The supplies will be kept out of reach of students. Classrooms will be disinfected between student shifts, and windows will be open as much as possible.
- HVAC filters will be checked for cleanliness regularly and replaced as needed.
- Signage will be posted to serve as reminders to all people on campus about healthy hygiene practices.

☒ 6. Health screening for each student is conducted daily prior to leaving home and includes symptoms and, history of exposure and temperature screening. In the classroom, teachers are vigilant for signs of illness in students and follow school protocols when a child becomes ill. **Describe process below:**

### **Check for signs and symptoms**

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19.
- Insist that staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

- Implement screening and other procedures for all staff and students before entering the facility.
  - Conduct visual wellness checks of all students and take students' temperature with a no-touch thermometer.
  - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Make available and encourage use of hand-washing stations and/or hand sanitizer when entering campus.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The staff liaison can serve a coordinating role to ensure prompt and responsible notification.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms.
- Policies should not penalize students and families for missing class.
- Any allergies and/or health history of students who are at risk of being exposed or who have temperatures above 100.4 will be communicated immediately to the front office.
- School staff will monitor students visually throughout the day to ensure that they do not develop fevers or other COVID-19 symptoms.
- Administration will work with CDPH and County Health Officers to notify families and staff of potential exposure.

☒ 7. Staff and students who are sick are expected to stay home.

### **Plan for when a staff member, child or visitor becomes sick**

- School staff will follow these protocols when a student/staff becomes ill:
  - The person is directed to continue to wear a mask and will be isolated to a room with adult supervision.
  - The parent/family is notified, and instructed to pick up the person from school immediately. Send student or staff member home and have them contact their family physician. If the student does not have a physician, they may call the public health department for medical service recommendations.
  - If the symptoms become severe, the person will be transported to the hospital. The school secretary or other staff member will report this to the County Health Officers and CDPH.
  - If student/staff member tests positive, see #3, if negative, see #4
  - School remains open
  - No Action needed

- Areas that have been used by the sick person are not to be used again until fully disinfected. Custodians will use proper disinfection procedures and PPE while cleaning the area.
  - Cohorts of students are given an alternative learning space if needed.
  - The parent/family is informed that the person may not return to school until CDC criteria has been met to discontinue home isolation, or they have been cleared by Public Health.
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications, a decrease in symptoms, and a minimum of 10 days since symptoms first appeared.
  - Cohorts exposed to a student/staff that tests positive are required to follow the County Health Officers guidance. This may require a 14-day quarantine.
  - Access to distance learning is made available to a student who is absent due to a COVID-19 related illness.
- Provide an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Notify local health officials.
- When cleaning and disinfecting areas used by sick person, ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

☒8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including surveillance testing for staff at the beginning and on an agreed upon schedule throughout the school year. 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: [Humboldt 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 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 any of the reasons in scenarios a, b or c.

**Describe below:**

**See Attachment from CDPH**

### **What is your plan to maintain healthy operations?**

- Freshwater School will monitor all types of illness and symptoms in students and staff to help isolate them. The District Secretary will monitor this data through daily attendance logs.
- The Superintendent/Principal will be the first person to respond to COVID-19-related questions and concerns. He will work with the District Secretary to analyze data, and will notify CDPH promptly in case of exposure. This team will work with the Public Health Department if necessary to notify families about potential exposure.
- Staff and families will be able to call the front office and speak with the District Secretary to confidentially report symptoms. Families can also use the daily check in survey to confidentiality report symptoms.
- Freshwater School will consult with CDPH if they plan to employ routine testing of staff.
- If students are at high risk for severe illness or cannot safely distance from household contacts at higher risk, Freshwater School will provide the option of continuing to learn from home.
- If staff is at high risk for severe illness or cannot safely distance from household contacts at higher risk, Freshwater School will work with them to try to find an appropriate alternative to their current position. This will be done on a case-by-case basis.

☒10. Distance staff desks at least 6 feet from student desks. Where practicable, physical distancing of six feet is maintained between students within a classroom or instructional area (distance of 3-6 feet is acceptable if other safety precautions are in place as specified in this document). Maximize distancing between desks to the extent possible by redesigning classroom space and removing non-essential furnishings. Facial coverings and other measures are intended to support the effectiveness of all levels of distancing.

☒11. For elementary students, 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. Prioritize stability of classroom cohorts over strict physical distancing.



## **Classroom Spaces**

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group/class, to the greatest extent practicable.
- Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day.
- Maximize space between desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, spacing out desks, putting partitions between desks, use markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact (students face forward).
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Implement procedures for turning in assignments to minimize contact.

## **What will you do to create and maintain social distancing in classrooms?**

- TK through eighth grade students will have their class cohort size reduced by 50% through a blended schedule.
- For families who request it, we may also offer a distance learning model separate from the Cohort class schedule. Families may elect to change the model in which they participate at the end of each trimester.
- Cohorts of students will stay with their teachers throughout the entirety of their day excluding when an aide supervises them at breaks and lunch. The students will stay in their cohort for outside breaks and the same aide will be assigned to their cohorts.
- Classrooms will be arranged with spaces between desks, and students will be instructed on how to be safe in their classroom environment.
- Teachers will arrange their lessons and choice time activities to facilitate space between students.
- Teachers will instruct students to turn assignments in as they leave the classroom.
- Face coverings are to be worn in order to adhere to state and county guidelines.

☒12. For middle and high schools, single classroom cohorts are used as practicable but 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. Space students at least six feet apart, if possible in existing facilities. Distancing of 3-6 feet is acceptable in classrooms if all other safety measures are in place as specified in

this document. Strict social distancing is prioritized in older children and when cohorting cannot be implemented. **Describe below:**

\*See Above

☒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, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort. **Describe below:**

Whenever possible, staff will interact with student cohorts through virtual means, e.g. music instruction, gifted services. Staff members will wash hands thoroughly and change face coverings between classroom cohorts.

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

Freshwater School has two points of entry. Students will be assigned one of the two entrance gates based on families/cohort. Due to staggered arrival times, congregation at entries will be minimized.

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

#### ARRIVAL AND DEPARTURE

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Stagger arrival and drop off-times and use locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- There will be two points of arrival and departure:
  - TK-3: Gym parking lot
  - 4-8: Front of School
- Students will not be allowed on campus prior to their scheduled drop off time and must be picked up at their release time in the same designated area.
- There will be no before or after school program
- There will be no transportation provided by the school.
- Parents/Guardians will not walk their children to class.
- Face coverings are to be worn in order to adhere to state and county guidelines.

☒17. Congregate movement through hallways will be minimized as much as practicable. **Describe below:**

Cohorts will be on staggered arrival, dismissal, and break schedules. Hallways are marked for directionality and spacing between individuals.

☒ 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. Describe below:

### **Non-Classroom Spaces**

- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, and staggered passing times when necessary or when students cannot stay in one room.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or bagged meals.
- Avoid sharing of foods and utensils and buffet or family-style meals.
- Hold recess activities in separated areas designated by class.
- Freshwater School has suspended all outside Facilities Use Permits, even when these activities would take place after school hours.
- Freshwater School has suspended class and program volunteers, other than student teachers. University fieldwork students will be evaluated on a case by case basis to determine possible risk factors.
- Classes will have access to outdoor spaces during non-recess times. These areas can also be used as outdoor learning spaces.
- Play Structures will not be accessible.
- Hallways will have clear entry and exit spaces to encourage students to move through them in one direction where practicable.
- Students will spend break times with their teacher/aide and cohort.
- Students will enter and exit the campus through two different points, depending on their grade spans. Staggered times will be assigned to families for arrival and departure.
- If students are eating in their classrooms, staff will bring a prepackaged lunch to them, rather than having students go to the cafeteria. Outside tables will also be available for students to use in their cohorts.

- Schedules for arrival/dismissal and recess/lunch will be shared with staff and families. This plan also details what areas of the campus are available to cohorts at different times of the day.
- Face coverings are to be worn in order to adhere to state and county guidelines.

☒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.

### **Limit Sharing**

- Suspend or modify the use of site resources that necessitate sharing or touching items.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable.
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Suspend the use of drinking fountains and instead encourage the use of reusable water bottles.
- Keep each child's belongings separated and in individually labeled storage containers.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses if practicable.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.
- Each child will have a designated cubby/space for his/her belongings.
- Students will have personal supply tubs for classroom use. These will contain items such as pencils, crayons, glue, scissors, and basic math/ELA manipulatives. The tubs will be labeled with each child's name. Tubs will be stored at individual student desks if applicable, or in a designated space in the classroom.
- Art supplies will be provided to students, and teachers will sanitize them after each use.
- Students will have access to their own Chromebooks and headphones in order to limit sharing. Students will be instructed on how to wipe down their Chromebook.

☒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 in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

## **Mealtimes**

- Students will eat breakfast and lunch in their classrooms or outside and be spread out with assigned seats to ensure adequate spacing between children.
- Children and staff should practice proper hand washing before and after eating.
- Use paper goods and disposable utensils when possible and follow CDC and CDPH COVID-19 food handling guidelines.
- Avoid cafeteria-style meals and have staff handle utensils and keep food covered to avoid contamination. Immediately clean and disinfect trays and tables after each meal.

## **What will you do to ensure safe mealtimes and avoid contamination?**

- Students will wash hands before eating.
- All cafeteria/food service staff will be trained according to CDC and CDPH COVID-19 food handling guidelines.
- The district will continue providing grab and go lunches and eliminate food choice or sharing.
- Students will either eat in their classrooms with their cohort or outside where social distancing is practiced.
- If students are eating in their classrooms, lunches will be delivered to them by a staff person and paper goods and disposable utensils will be used.
- Students eating outside will be given a grab and go lunch.
- Limited utensils will be used to serve breakfast and lunch.
- If reusable utensils are used, they will be sanitized with an industrial sanitizer, according to ServeSafe standards.

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

Sinks are available in all classrooms. Students will wash hands upon arrival at school, and will wash again before snack, after recess, and before lunch. If a student puts their hands in their mouth or nose, they will be told to wash their hands immediately. Hand sanitizer will also be available in every classroom.

☒ 24. Face coverings must be used in accordance with CDPH guidelines ([link to document](#)).

☒ 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.

☒ 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. 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.

### **Cleaning and Disinfecting Protocols**

<input checked="" type="checkbox"/>	Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	<input checked="" type="checkbox"/>	Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
<input checked="" type="checkbox"/>	All shared equipment and touchable surfaces are cleaned and sanitized between each use.	<input checked="" type="checkbox"/>	Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
<input checked="" type="checkbox"/>	All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	<input checked="" type="checkbox"/>	School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
<input checked="" type="checkbox"/>	Hand sanitizer will be provided where indoor plumbing is not readily available.	<input checked="" type="checkbox"/>	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.

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

<b>Classrooms:</b>	<b>Offices:</b>
Daily, and/or between cohort use.	Daily
<b>Restrooms:</b>	<b>Telephones:</b>
Once per hour or as practicable. Adult restrooms will be equipped with a disinfectant to be used after each use.	Disinfected before and after use if the telephone is used by someone other than whom it has been assigned.
<b>Handrails / door handles / shelving:</b>	<b>Handwashing facilities:</b>
Bathroom and classroom doors will be left open as much as possible to avoid touching door handles. Otherwise, door handles will be cleaned hourly or as practicable. Shelving will be cleaned as necessary, depending on level of use.	Sink handles in classrooms will be cleaned after each use, or as often as practicable.
<b>Copy Machines / Scanners / Faxes:</b>	<b>Common Areas:</b>
After each use.	See below.
<b>Playground Structures:</b>	<b>Outdoor Common Areas:</b>
Remain closed and when reopened CDC guidelines will be followed.	CDC guidelines will be followed.
<b>Indoor Common Areas:</b>	<b>Other:</b>
Common areas will be disinfected daily. Note: Entry into school offices will be minimized, except by the staff member assigned to the area.	
<b>Other:</b>	<b>Other:</b>

### Physical Distancing Guidelines

<input checked="" type="checkbox"/>	Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	<input checked="" type="checkbox"/>	Tape or other markings may be 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.
<input checked="" type="checkbox"/>	Staff desks are 6 feet from students. Where practicable, physical distancing of six feet is maintained to the greatest extent possible within a classroom or instructional area. Three to six feet is acceptable where requirements herein are in practice.	<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Meals will be served in classrooms or outside instead of cafeterias with individually plated or bagged meals as much as practicable.	<input checked="" type="checkbox"/>	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

<input checked="" type="checkbox"/>	County of Humboldt Public Health is notified of all positive COVID-19 cases.	<input checked="" type="checkbox"/>	Employers and employees are aware that they can call Humboldt Public Health if a suspected exposure has occurred at 707-268-2182.
<input checked="" type="checkbox"/>	If a student or staff member is diagnosed with COVID-19, Humboldt County Public Health may ask for assistance in the assessment of potential worksite exposures, and will advise on any recommended testing, quarantine, or isolation instructions.	<input checked="" type="checkbox"/>	<p>Protocols, actions and template communications are in place for COVID-19 related scenarios:</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Symptom Checklist</a></li> <li>• <a href="#">Humboldt County Public Health Protocols on the onset of Symptoms</a></li> </ul>



## Training

Staff have been or will be trained on the following topics:

<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
<input checked="" type="checkbox"/>	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	<input checked="" type="checkbox"/>	The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	Proper use of face coverings.
<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	Face coverings do not protect the wearer and are not personal protective equipment (PPE).

## Compliance and Documentation

<input checked="" type="checkbox"/>	This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.
<input checked="" type="checkbox"/>	All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act and Title III.
<input checked="" type="checkbox"/>	This school site has created a Task Force to support SSPP activities. This group meets regularly.

## Resource Documents:

- [The Road Ahead: Humboldt County Schools Re-Opening Framework](#)
- [Humboldt County Public Health and Human Services](#)
- [Humboldt County Public Health Local Orders](#)
- [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](#)



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