

School Site Protection Plan: Alder Grove Charter School

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	
Alder Grove Charter School	
Facility Address	
714 F St., Eureka, CA 95501	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
07/29/20	
The person(s) responsible for implementation of this Plan is:	
Name: Tim Warner	Title: Director
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

- √ 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. **Describe below:**

Hand sanitizing and hand washing stations are available in multiple locations around the building. Face coverings are mandatory within the building for students, parents, and staff (unless excused because of medical condition), and masks are available for issue if an individual doesn't have one or forgets. In addition to masks, additional essential PPE includes gloves, face shields, antimicrobial wipes, and hand sanitizer. Each common working station will be wiped down and sanitized after each usage. Small rooms and offices with poor ventilation used for meeting students will also contain a HEPA air filter.

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

The building will be used as a resource center, including special education services, tutoring, academic support services (such as math/writing lab), and teachers meeting with students. All staff will be trained through both online trainings (through SafeSchools) and in person by administration. Students who come into the building for services will be trained one-on-one by a staff member. Signage will be prominent in all working areas, and entrances/exits will be marked one way only. Narrow hallways will be also marked one way.

- √ 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:** Tim Warner, Director
- √ 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.
- √ 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:**

Classes will be distance-only for at least the Fall semester, but students who access services on campus will be screened upon entering the building, and all staff will be trained to recognize signs of illness. Families will be asked to screen students before coming into our building, and screening will happen upon entering the building, too.

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

- √ 8. Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19, including surveillance testing for staff 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 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 in scenarios a, b or c.

Describe below:

Student or Staff with:

1. COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)
Symptom Screening: Per CA School Sector Specific Guidelines
 - 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.
 - Disinfection and cleaning of room and/or spaces where person spent significant time
 - If student/staff member tests positive, see #3, if negative, see #4
 - School remains open
2. Close contact (†) with a confirmed COVID-19 case
 - Send student or staff member home
 - Quarantine for 14 days from last exposure
 - Recommend testing (testing will not shorten 14-day quarantine)
 - School remains open
 - Consider school community notification of a known contact (following FERPA for privacy)
3. Confirmed COVID-19 case infection
 - Notify the local public health department
 - Isolate case and exclude from school for 10 days from symptom onset or test date
 - Identify contacts (†), quarantine & exclude exposed contacts (††) for 14 days after the last date the case was present at school while infectious
 - Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)
 - Disinfection and cleaning of room and/or primary spaces where case spent significant time
 - School remains open
 - School community notification of a known case
4. Tests negative after symptoms
 - May return to school 3 days after symptoms resolve
 - School/classroom remain open
 - Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

- √ 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. *(Due to distance learning, classroom instruction will not take place on campus for fall semester.)*
- √ 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:**

For fall semester, no classes will happen on campus. Distancing and safety protocols will be followed for services on campus.

- √ 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:**

Not applicable. But visitors and staff will be tracked by a master schedule detailing where people were in the building. This will limit the quantity of people in the building and make contact tracing easier should a visitor happen to be sick.

- √ 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:**

The main entrance will be an “enter only” zone, with 6 foot distanced X marks on the floor for lines of people entering the building. Both side exits will be utilized for “exit only.” Arrows will direct traffic in and out of the building, and through narrower hallways.

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

There will be no recess, but arrivals and breakfast will be tracked and scheduled for maximum distancing and limiting people in the building. Breakfast will be bagged, pick-up and go. Limited, and distanced spaces for eating will be located in the covered breakfast room and the picnic table area outside for students scheduled to be on campus.

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

Without classes on campus, traffic in hallways will be minimal. One way signage will limit visitors passing in narrow hallways.

- √ 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:**

Picnic tables located outside will be utilized for meals, and weather permitting, one-on-one meetings (such as independent study meeting with teacher and student, tutoring, etc.). We have no other usable outdoor space. Tables will be sanitized after each usage.

- √ 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.

N/A (no playground or playground equipment)

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

Students/visitors will be sent to a handwashing station after being screened at the front door. Handwashing breaks will be built into labs (math/writing), special education service time, and before/after tutoring sessions.

- √ 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.
- √ 27. Sharing of electronic devices, clothing, books, and other games or learning aides will be avoided as much as possible.
- √ 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

√	Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	√	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.
√	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. Antimicrobial soaps are not required or recommended. Sanitizers containing methanol may not be used.	√	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.
√	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.

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"

Classrooms/Offices/Meeting Rooms:	Offices:
After each usage (for student meetings), before each staff member is finished with the space and leaves. Custodial cleaning and sanitizing each evening.	Common space will be sanitized after each usage. Each staff member will sanitize their own space before and after working. Custodial cleaning and sanitizing each evening.
Restrooms:	Telephones:
Custodial cleaning and sanitizing at least twice a school day, and every evening. If custodial cleaning midday can't happen, we will close the bathrooms on one side and open them on the other side of the building, thus, alternating bathrooms in the middle of the day.	All common telephones sanitized after usage. Each staff member will sanitize their own phones before and after working.
Handrails / door handles / shelving:	Handwashing facilities:
All common, high-usage surfaces will be wiped down with sanitizing wipes hourly. Custodial cleaning will happen nightly.	All common, high-usage surfaces will be wiped down with sanitizing wipes hourly. Custodial cleaning will happen nightly.
Copy Machines / Scanners / Faxes:	Common Areas:
Each staff member will wipe down equipment after use. Custodial cleaning will happen nightly.	All common, high-usage surfaces will be wiped down with sanitizing wipes hourly. Custodial cleaning will happen nightly.
Playground Structures:	Outdoor Common Areas:
NA	All common, high-usage surfaces (picnic tables) will be wiped down with sanitizing wipes after meals. Staff members will clean before finishing use (if used for instruction or meetings). Custodial cleaning will happen nightly.
Indoor Common Areas:	Other: Resource Rooms
All common, high-usage surfaces will be wiped down with sanitizing wipes hourly or as needed. Custodial cleaning will happen nightly.	All common, high-usage surfaces will be wiped down with sanitizing wipes hourly. Custodial cleaning will happen nightly. Usage will be limited to one parent or staff member at a time, with mandatory gloves and masks.
Other:	Other:

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.
√	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;	√	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 Humboldt Public Health is notified of all positive COVID-19 cases.	√	Employers and employees are aware that they can call Humboldt Public Health if a suspected exposure has occurred at 707-268-2182.
√	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.	√	Protocols, actions and template communications are in place for COVID-19 related scenarios: <ul style="list-style-type: none"> • Student Symptom Checklist • Humboldt County Public Health Protocols on the onset of Symptoms

Training

Staff have been or will be 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:
√	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).

Compliance and Documentation

√	This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.
√	All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act. Title III which covers private business entities.
√	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](#)