



COVID-19 School Site-Specific Protection Plan Guidance & Template

Bell Hill Academy

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) incorporates past and current Nevada County Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control & Prevention, the California Department of Public Health, 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 Nevada County public health policies. The State of California requires all businesses (including 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.



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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, under the guidance of the Public Health Officer.
3. Finalize your SSPP and physically post it 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.

Tools for Developing Your School Site-Specific Protection Plan

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

The Nevada County Superintendent of Schools is providing this template that can be used by any school or district in Nevada County 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 supported by Nevada County's Public Health Officer.



Grass Valley School District

School or District Site Name	
Bell Hill Academy	
Facility Address	
342 S. School Street Grass Valley, CA 95945	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
August 7, 2020	
The person(s) responsible for implementation of this Plan is:	
Name: Heather Graham	Title: Principal
I, Heather Graham , 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.	

Name: *Heather Graham*

Signature: *Heather Graham*

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. Describe below:

Staff have received training on the health and safety measures recommended by state and county guidance for re-opening schools. The site principal reviews these protocols with staff on a regular basis through the use of signage in common areas, reminders in the weekly bulletin, and verbal reminders during the workday via the PA system and in person conversations. All staff have daily access to face coverings and other necessary protective equipment, as recommended by state and local public health officials. Students will be required to wash hands upon arriving at school and again after each transition. Face coverings will be strongly suggested for TK-2 students and required for all 3-4 students while on campus.

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

Online training on health and safety measures was provided to all staff at the beginning of their return to work. The site principal ensures and documents that all staff successfully completed their training. Further, the district nurse is available to answer questions and work with staff who need further clarification on these practices and protocols.

Teaching of proactive hygiene practices such as hand-washing, covering a cough, etc. will be continually monitored and reinforced.

- 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. The name of this person is: **Janette Creamer, Bell Hill Academy Site Secretary**

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.

See Attached Cleaning Schedule: [BHA Cleaning Schedule](#)

The use of drinking fountains has been suspended, and students and staff are encouraged to bring their own water bottles.

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](#)). Describe below:

Prior to Arrival: Self-Assessment

- **Prior to each day, families and staff should review the following questions to make sure all students and staff are healthy enough to report to school. If any individual answers "yes" to any of the questions below, they should stay home.**
 - **Are you experiencing any of the following symptoms that you cannot attribute to another health condition?**
 - **Cough, shortness of breath, sore throat, muscle aches, new loss of smell or taste?**
 - **Fever - Do you have a fever of over 100.4°F or a sense of a fever?**
 - **Have you recently come into close contact with someone you know has tested positive for COVID-19?**

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 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.

The Grass Valley School District strongly encourages COVID-19 testing for all staff and students whenever symptoms are present. Although we cannot mandate it, we see great value in regular, ongoing testing regardless of symptoms. Our school district continues close communication with Public Health professionals to ensure the safety of our staff and students.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Nevada County Exposure Guide for Schools](#) for each scenario):

- 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.
- A family member or someone in close contact with a student or staff member test 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 any of the reasons scenarios a, b or c.

Describe below:

See attached CDPH Nevada County Exposure Guide for Schools.

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.

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 school-wide mixing of students and staff. Describe below:

Not applicable to Bell Hill Academy.

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:

A written record of teachers and staff who visit and instruct each cohort of students will be maintained by the door of each classroom. See attached form used to record these visits: BHA Classroom Visitation Record

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:

Students who arrive and depart by bus as well as kindergarten, first and second grade students will enter and exit campus at the front of the school on South School Street. Third grade students who are transported by car will enter and exit campus from the Dalton Street parking lot. Fourth grade students who are transported by car will enter and exit campus at the Temby Street gate.

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

In the hybrid model of instruction, half of the enrolled students (or fewer) will arrive for instruction at a time. Arrivals and departures will happen at each of the three entrances of the school, and students will be closely supervised by staff to ensure that safe physical distances are maintained.

A schedule for individual cohorts' recess and lunch time will be developed, posted and shared to prevent the mixing of classroom cohorts. Staff will closely supervise students to ensure there is no mixing.

Arrival:

- **School principal will communicate with families should there be a change in drop-off area(s) for 2020-2021.**
- **Parents/Guardians should drop their child(ren) at their designated entry/exit point. Children should not be escorted onto campus. Staff will be present to assist students as needed.**
- **Pedestrian traffic flow patterns for common spaces (hallways, etc) will be mapped out and shared with staff and families prior to the first day of school. Students will follow these patterns upon arrival at school.**
- **Upon arrival each staff member and student will wash or sanitize hands.**
- **Students should report to their class upon arrival.**

Recess/Lunch Recess:

- **Student recess may be limited to blacktop and grass areas only.**
- **Playground equipment may be closed dependent on the guidelines at the time.**
- **Recess and noon-duty supervisors will encourage students to practice social distancing.**
- **Students cannot bring personal items from home for use at recess.**
- **Recess protocols will be dependent on weather**

Lunch:

- **Lunch tables will be spaced as far apart as allowable given room and furniture size.**
- **During mild weather outdoor seating options will be provided.**
- **To the extent possible, line markers to assist with social-distancing will be added for student reference while waiting in the hot lunch line.**
- **Ingress and egress doors will be determined at each school site to allow a one-way traffic flow in and out of lunch rooms.**
- **When possible, hallway doors will be propped open to decrease surface contact and increase airflow.**
- **Staff will review and reinforce with students that food should not be shared.**
- **Common surfaces will be cleaned regularly during the lunch period.**

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

There is only one interior hallway on the Bell Hill Academy campus. Staff and students will move through the Kindergarten/First Grade building in a clockwise direction while maintaining six feet of distance from one another. In all other outdoor sidewalks and paths, movement of students and staff will be minimized and supervised to ensure that appropriate distances are maintained.

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:

Schedules will be established for the use of outdoor spaces and will only be used under the supervision of staff to ensure that students maintain appropriate distances from one another and do not mix among cohorts.

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.



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- 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:

Classroom teachers and site administration will collaborate to develop routines and schedules for student and staff hand-washing in classrooms, restrooms, and, if possible, at other outdoor hand-washing stations. Hand sanitizer will be available to all students and staff when hand-washing is not available or practicable.

- 24. All staff as well as all students TK-12th grade are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication.
- 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.

Individual supplies will be stored in a container (i.e., pencil box, ziplock bag, etc.) labeled with the child's name. Individual supply containers will be stored in a dedicated space within the classroom (i.e. desk or cubby). Students will be able to access their individual supplies as needed and will not share with other students.

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



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Types of protective equipment provided to employees at this school/office location include:

Face masks, gloves, disinfecting wipes, hand sanitizer and face shields.

Additional control measures you are implementing at this school/office include:

Signage regarding health and safety protocols prominently displayed in common areas.

Implementation of safety measures in the office: only one person at a time with visual and physical reminders for physical distancing.

Cleaning and Disinfecting Protocols

<input type="checkbox"/> Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	<input 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 type="checkbox"/> All shared equipment and touchable surfaces are cleaned and sanitized between each use.	<input type="checkbox"/> Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
<input type="checkbox"/> All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	<input 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 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 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 type="checkbox"/> Hand sanitizer will be provided where indoor plumbing is not readily available.	<input type="checkbox"/> Staff is provided adequate time to implement cleaning practices before and after shifts.



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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: 2 times/day, when possible	Offices: 3 times/day
Restrooms: 2 times/day	Telephones: Once a day
Handrails / door handles / shelving: 2 times/day	Handwashing facilities: 2 times/day
Copy Machines / Scanners / Faxes: 2 times/day	Common Areas: 3 times/day
Playground Structures: Not applicable--Structure is closed.	Outdoor Common Areas: Between uses: 2-3 times/day
Indoor Common Areas: 3 times/day	Other:
Other:	Other:

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:
 Non-critical custodial duties have been minimized so that custodians have sufficient time to carry out the necessary sanitation measures in the school.

Additional measures that have been taken at this school or office site:
 Staff trainings have been provided via Public School Works, and annual safety training will be provided through Nevada County.



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Physical Distancing Guidelines

<input 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 type="checkbox"/> 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.
<input type="checkbox"/> 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.	<input 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 type="checkbox"/> Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.	<input 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 type="checkbox"/> Nevada County Public Health is notified of all positive COVID-19 cases.	<input type="checkbox"/> Employers and employees are aware that they can call Nevada County Public Health if a suspected exposure has occurred at 530-265-1450.
<input type="checkbox"/> If a student or staff member is diagnosed with COVID-19, Nevada County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.	<input type="checkbox"/> Protocols, actions and template communications are in place for COVID-19 related scenarios (link: Nevada County Public Health Protocols & Communication Templates)

Training

Staff have been trained on the following topics:

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

<input type="checkbox"/> The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.	<input type="checkbox"/> Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
<input type="checkbox"/> 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).	<input type="checkbox"/> 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.

Other school or office site training measures being taken:

Staff trainings have been provided via Public School Works, and annual safety training will be provided through Nevada County.

Compliance and Documentation

<input 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 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. Title III which covers private business entities.
<input type="checkbox"/> This school site has created a Task Force to support SSSPP activities. This group meets regularly.

Resource Documents:

- [July 14, 2020 Nevada County Public Health Guided Return to Site-Based Classroom Instruction](#)
- [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](#)

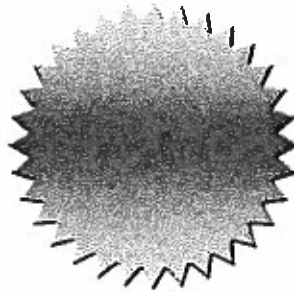
Site Specific Documents:

- [BHA Cleaning Schedule](#)
- [BHA Classroom Visitation Record](#)



School Site-Specific Protection Plan

Certificate of Completion



Bell Hill Academy 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:

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