



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

Grass Valley 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) 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.



Grass Valley School District

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
Grass Valley Charter School
Facility Address
225 South Auburn St. Grass Valley, CA 95945
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:
August 6th, 2020
The person(s) responsible for implementation of this Plan is:
Name: Scott Maddock
Title: Principal
I, Scott Maddock, 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: *Scott Maddock*

Signature: *Scott Maddock*

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:
Students will be required to wash hands upon arriving at school and again after each transition. Every classroom is equipped with a sink, handsoap, and a paper towel dispenser. Appropriate hand washing techniques will be addressed. Face coverings will be strongly suggested for TK-2 students and required for all 3-8 students while on campus. Essential protective equipment has been supplied by the school district and will be distributed.
- 3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. Describe below:
All staff will be supported utilizing training School Works or in-person training supplied by Grass Valley School District. All K-8 students will be required to follow safety practices and protocols (handwashing, face coverings, physical distancing).
- 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:
Grass Valley Charter site secretary Valerie Bringolf.
- 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.
- 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°F or a sense of a fever?**
- **Have you recently come into close contact with someone you know has tested positive for COVID-19?**



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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 Public Health Protocols & Communication Templates](#) 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 [COVID-19 Exposure Guide for Schools from Nevada County Health](#).

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:

6th through 8th grade students at GVCS will have three separate teachers at various times during their school day. Students will be grouped in cohorts approximately ½ of the size of a typical class. Cohorts will attend school on different days with deep cleaning between transition days. Students will remain in their “home room” with teachers transitioning as needed.

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:
Each classroom will have a Non-Core teacher sign in sheet to document and record visits. See sample sign in sheet [here](#).
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:

Entrances/Exits:

- north entry by Crew 6: students in Crews 3, 4, 5, 6
- north entry by Crew 5: X
- north/east entry by Crew 1: students in Crews 1, 2
- east entry by Crew 10: students in Crews 7, 8, 9, 10
- east entry by Counselor office: students in Crews 17, 18, 19, 20, 21, 23
- east entry by boys bathroom & south entry by Crew 17: students in Crews 12, 14, 15, 16:
- west entry by Crew 15: X
- Main entry by office: utilized on for drop off

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

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 the curb. Children should not be escorted onto campus (except for TK, K, or new families during the first two days of school). 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, lunch room 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:

- Students will have designated times and paths to travel when transitioning through

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:
GVCS will utilize the outdoor amphitheater on the southeast corner of the playground, outdoor tables, the field area, and the garden for use as outdoor classroom space. Schedules are developed on the google calendar to arrange use of these spaces.
- 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.
- 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:
Each classroom is equipped with a handwashing sink. In addition, staff will utilize staff restrooms and staff kitchen sink to regularly wash hands.
- 24. All staff as well as all students K-8th 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.



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- 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:

PPE has been distributed from NCSOS to the Grass Valley School District office. Supplies will be sent from the district office to individual school sites. These supplies include: face masks, gloves, hand sanitizer, face shields, and disinfecting wipes.

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

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

Implementation of safety measures in the office (social distancing, masks required, limited number of people at a time).

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.



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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"

See cleaning schedule [here](#):

Classrooms: 2 times/day when possible	Offices: 3 times/day (touch surfaces)
Restrooms: 2 times/day	Telephones: 1 daily
Handrails / door handles / shelving: 2 times/day	Handwashing facilities: 2 times/day
Copy Machines / Scanners / Faxes: 2 times/day	Common Areas: 2 times/day
Playground Structures: N/A	Outdoor Common Areas: Between uses 2-3 times/day
Indoor Common Areas: 3 times/day (touch surfaces)	Other:
Other:	Other:

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

Students will be divided into cohorts attending two days a week. Attendance at school will be half days. This provides sufficient time to clean each day with an additional no-student day between the cohorts providing time for a deep clean.

Additional measures that have been taken at this school or office site:

Staff are trained through GVSD via Public School Works trainings. Additional training may be provided by NCSoS.



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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 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 checked="" 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 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 or dining rooms 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 Marin Public Health is notified of all positive COVID-19 cases.	<input checked="" type="checkbox"/> Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.
<input checked="" type="checkbox"/> If an 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 checked="" 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 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, including: masks, face shields, etc.

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).
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<input checked="" 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 checked="" type="checkbox"/> Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
<input checked="" 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 checked="" 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 are trained through GVSD via Public School Works trainings. Additional training may be provided by NCSoS.

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. Title III which covers private business entities.
<input checked="" 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:

See attached

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An EL Education Credentialed School

School Reopening Custodial Intensified Cleaning Schedule

Task	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Cleaning & Disinfecting of ALL Surfaces						
Hallways/ Common Areas Door Handles, Light Switches, Sink, Common Surfaces (3x per day)	Schedule when students are inside classrooms or in designated areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms Desk(s), Tables, Door Handles, Faucet/drinking fountain, Handrails, Light Switches, restrooms within the classrooms (2x per day)	Schedule when students are out of the classroom (P.E., Library, Recess, Lunch etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Tables, Door Handles, Light Switches, Common Surfaces (1x per day)	After last scheduled class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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An EL Education Credentialed School

Lunch Tables (2x per day)	After each lunch rotation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Office & Staff Room Door Handles, Light Switches, Tables/Counters, Common Surfaces (3x per day)	10:30am 12:00pm 1:30pm	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Restrooms Door Handles, Light Switches, Sinks, Toilets, Stall Doors, Paper Towel/Soap Dispensers (7x per day)	After each passing period	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

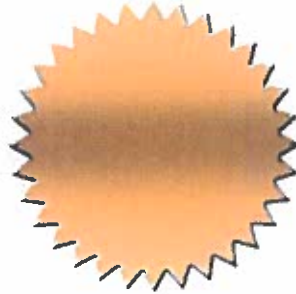
Note:

- > If there is additional usage of a space outside of the normal schedule, additional cleanings will be necessary.
- > Intensified cleaning will take place in all the areas listed above at the conclusion of each school day.



School Site-Specific Protection Plan

Certificate of Completion



Grass Valley Charter 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.