



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

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 reopen 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.



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School or District Site Name	
Grass Valley School District	
Facility Address	
10840 Gilmore Way, Grass Valley, CA 95945	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
8-7-2020	
The person(s) responsible for implementation of this Plan is:	
Name:	Title:
Brian Martinez	Assistant Superintendent
I, Brian Martinez , 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:

Signature:

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:
All front office staff are required to wear appropriate face coverings when any staff or public enter the building. Other staff wear face coverings when out of their respective offices whenever other staff or the public are present in the building. Additionally the front office staff has plexiglass shields. PPE available for use are: face masks, face shields, hand sanitizer, and gloves.
- ☒ 3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. Describe below:
All staff have been trained on safety practices and give updates as we get them from Public Health. All staff will complete Public Works Training on COVID-19
- ☒ 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: **Kathryn Boswell - District Office Administrative Assistant**
- ☒ 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:

All office staff have been instructed to stay home if they are feeling ill and have any symptoms of COVID-19. They will sign and complete the monthly symptoms checklist form and turn them into the district liaison monthly. Temperature screenings will be conducted daily by staff and families and can be checked or rechecked as needed onsite by office or administrative staff in alignment with health guidelines.



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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.
- ☒ 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:

Template letters have been created for each of the scenarios listed above. The district liaison will send out notifications as appropriate based on the NCPH 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. **N/A - This document is regarding the district office.**
- ☒ 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. **N/A - This document is regarding the district office.**
- ☒ 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. **N/A - This document is regarding the district office.**
- ☒ 13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students. **N/A at district office**
- ☒ 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: **This is a school site structure and will be conducted only on an as needed basis and will be extremely limited. We are committed to keeping stable 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: **N/A - This document is regarding the district office.**

- ☒ 16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
Describe below: **N/A - This document is regarding the district office.**



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- ☒ 17. Congregate movement through hallways will be minimized as much as practicable. Describe below: **Staff will be required to wear masks when they move through our shared spaces and they will be directed to maintain social distancing.**
- ☒ 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: **N/A - This document is regarding the district office.**
- ☐ 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 - This document is regarding the district office.**
- ☐ 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. **N/A - This document is regarding the district office.**
- ☐ 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. **N/A - This document is regarding the district office.**
- ☒ 23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals. Describe below:

The district office staff numbers are small enough to not necessitate staggering schedules. Staff are encouraged to wash their hands frequently.

- ☐ 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. **N/A - This document is regarding the district office.**
- ☒ 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.

Staff will take training on proper use of face covering.

- ☐ 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. **Staff will be asked to use their own materials as much as possible. In the event that items need to be shared, e.g. copier and paper cutter, items will be sanitized and staff will wash their hands.**

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- ☐ 27. Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as practicable. **N/A - This document is regarding the district office.**
- ☒ 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, Face Shields, Plexiglass shields, hand sanitizer, and gloves.

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

District digital trainings are provided as well as ongoing support and consultation to assist staff with questions or concerns that may arise.

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 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 type="checkbox"/> Hands-free devices have been installed, if possible, including motion sensor lights, contactless 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 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"

Classrooms:	Offices:
	Three times per week.
Restrooms:	Telephones:
Three times per week.	Three times per week.
Handrails / door handles / shelving:	Handwashing facilities:
Daily	
Copy Machines / Scanners / Faxes:	Common Areas:
Daily	Three times per week.
Playground Structures:	Outdoor Common Areas:
Indoor Common Areas:	Other:
Other:	Other:

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

No changes, current schedule is adequate.

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



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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 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 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 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 checked="" type="checkbox"/> County of Nevada Public Health is notified of all positive COVID-19 cases.	<input checked="" 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 checked="" type="checkbox"/> If an student or staff member is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.	<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:
<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).

<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 handwashing station, per CDC guidelines).	<input checked="" type="checkbox"/> The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
<input checked="" type="checkbox"/> Face coverings to be washed after each shift.	<input checked="" type="checkbox"/> Avoid touching eyes, nose, and mouth.

Other school or office site training measures being taken:

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:

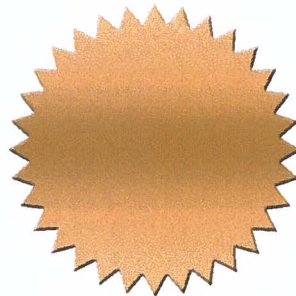
- [July 14, 2020 Nevada County Public Health Guided Return to Site-Based Classroom Instruction](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)

Site Specific Documents:



School Site-Specific Protection Plan

Certificate of Completion



Grass Valley School District Office

**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.**