



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

Margaret G. Scotten Elementary

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
Margaret G. Scotten Elementary
Facility Address
10821 Squirrel Creek Road, 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: Ashley Vette
Title: Principal
I, Ashley Vette , 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:
Ashley Vette

Signature:

Specific Control Measures and Screenings

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.

Recommendations from the Center for Disease Control, the Nevada County Health Department, the California Department of Education’s Stronger Together, and the California Department of Public Health’s COVID-19 Guidance: School and School-based Programs were considered in the development of the Grass Valley School District’s reopening plan.

Margaret G. Scotten Elementary will follow and comply with all Public Health orders and district directives.

2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment. Describe below:

GVSD is implementing several strategies to encourage behaviors that reduce the spread of COVID-19

- Stay home when appropriate
- A student or staff member must stay home if he/she experiences:
 - Positive COVID test
 - COVID symptoms
 - Close contact with someone who has COVID-19 (close contact=within less than six feet for 15 minutes or more)
- Staff and students are encouraged to go to a local testing site if they’re sick
- School admin will work with staff or families to develop a plan if a staff member or student is required to stay home
- A note from a physician will be required in order to return to the school.
- Students and staff will be able to regularly wash their hands with soap and water for at least 20 seconds multiple times a day.
- There will be increased monitoring of students’ handwashing
- Hand sanitizer that contains at least 60% alcohol can be used by adults and students who can safely do so
- Children under age 9 should use hand sanitizer under adult supervision. If hand sanitizer is consumed, call Poison Control at 1-800-222-1222
- When necessary, remind staff and students to cough/sneeze into a tissue. Afterwards, one must properly wash his/her hands immediately with soap and water for 20 seconds or use hand sanitizer
- Cough/sneeze into your elbow if you do not have a tissue

- Avoid touching your face (particularly eyes, nose, mouth)
- Face coverings/shields
- Required of all staff and students when six feet distance cannot be maintained as well as in transit on campus and within common areas (such as restrooms, offices, hallways)
- Everyone should be reminded frequently not to touch face coverings and to wash hands properly
- Teach and reinforce the use of face coverings
- Information on the use, removal, and washing/cleaning of face coverings will be provided
- Face coverings should not be placed on children younger than 2 years old, anyone with trouble breathing/unconscious, or anyone incapacitated/unable to remove the covering
- Staff, while physically interacting with the public, should use gloves and facial coverings (for example, checking in/out Chromebooks, exchanging paperwork, etc.)
- District to provide “adequate supplies”
 - Soap
 - Paper towels
 - Tissues
 - Hand sanitizer (with at least 60% alcohol)
 - Disinfectant wipes
 - Gloves
 - Face coverings (as feasible)

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

School will regularly post/disseminate messages to staff, students, families about behaviors that will reduce the spread of COVID-19:

- COVID-19 information shall be posted in highly visible locations (e.g., school entrances, restrooms, bulletin boards, cafeteria/serving areas, main/attendance office, etc.)
- Regular announcements on reducing the spread of COVID-19 will be broadcast on PA systems/during daily announcements with consideration given to minimizing disruptions to class instruction.
- Videos/messages regarding COVID-19 will be included on school websites, in emails, on school social media accounts
- Free print and digital resources can be found on the CDC’s communications resources page and will be as reference for families.

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:

School secretary, Karen Diebold.

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.

- Reduce risk of COVID-19 exposure by cleaning and disinfecting areas used by staff and students—special focus on frequently touched surfaces which will be cleaned at least daily and between uses
- Frequently touched surfaces include (but are not limited to):
 - Door handles
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Tables
 - Student desks
 - Chairs
- Staff will have access to cleaning/disinfecting supplies
- Use of shared objects should be limited and/or cleaned between uses
- Use of playground equipment will be based on county health officer guidance

- Custodians will follow a schedule for increased cleaning
- Cleaning/disinfecting products must be used/stored safely and correctly

Shared objects

- Do not share items that are difficult to clean or disinfect
- Keep student's belongings separated from that of other students
- Minimize sharing "high touch materials" (art supplies, PE equipment, etc.) or clean and disinfect between uses
- Avoid sharing Chromebooks/electronic devices, books, learning manipulatives, toys, games

Ventilation

- Ensure ventilation systems are cleaned, work properly, and maintained appropriately (i.e. filters changed monthly)
- Increase circulation of outdoor air—open doors and windows as much as possible if safe to do so. (Unsealing windows, clearing brush)

Water Systems

- Drinking fountains/hydration stations to be cleaned/sanitized frequently—but staff and students encouraged to bring their own water bottles

Modified Layouts

- Desks/seating at least six feet apart
- Students all face one direction, spaced apart

Physical Barriers and Guides

- District may install plexi-barriers in front offices, reception desks, classrooms where social distancing is difficult
- Visual guides like tape on floors/signs on walls/ physical barriers will remind people to maintain six feet social distance

Communal (or Shared) Spaces

- Use of shared spaces such as cafeterias must be staggered and must be cleaned/disinfected after each use

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?



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

This expectation is clearly communicated to all staff, students, and families.

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 GVSD strongly encourages covid-19 testing for all staff and students when symptoms are present. Although we cannot mandate it, we see great value in regular ongoing testing regardless of symptoms. GVSD will continue to work closely with health professionals to ensure the safety of 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.

Classroom spaces

- Keep students/staff in same small groups and in the same space as much as practicable
- Minimize student/staff movement
- Maximize space between seating (at least six feet)
- Redesign activities/directions for small groups and rearrange play spaces
- Staff should develop instructions for maximizing spacing/minimizing movement that are developmentally appropriate to students
- Staff should implement procedures for turning in assignments that minimize contact (i.e. possibly electronically)
- Social distancing will be observed during Fire/Safety Drills

Non-classroom spaces

- Limit non-essential visitors, volunteers, and external groups/organizations
- When groups share spaces, stagger use, socially distance people, and clean/disinfect afterward each use
- Non-classroom spaces might be used for instruction
- Minimize the gathering of groups ("traffic jams") in halls by having multiple, one-way

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.

Scotten Elementary will identify student groups and keep them together unless a need is identified.

Ensure student/staff groups are kept the same as much as possible—limit mixing between student groups

Students shall remain in the classroom to which they are rostered (i.e. no "visiting" or delivering items to another classroom, no "timeouts" or make-up testing in other classrooms, etc.)

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 for Scotten

13. Where practicable, desks are arranged facing forward to minimize face to face proximity between students.

Desks will be arranged forward facing and distanced in the classroom. Classrooms with tables will ensure students are distanced as much as possible and/or barriers will separate 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 visitor teacher sign in sheet to document and record visits. Health protocols will be observed by all visitors to the classroom or who interact with the student cohort. Support staff who serve students in multiple classes will keep record of who they serve and when.

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:

Implementing social distancing inside and outside the classroom

- Arrival/Departure
- Minimize contact with others
- Stagger arrival times and locations as much as or if possible
- Use multiple routes/locations as entry and exit points to avoid gathering in groups and to maintain social distancing
- Use plexiglass/clear screens to avoid exposure when applicable

Scotten Entrances/Exits:

- Entry: main entrance/MPR
- Entry: drop-off (west side)
- Exit: pick-up area (west side)
- Exit: main entrance/ MPR
- Exit: MPR, playground

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

Arrival:

- Site principal and teachers will communicate with families regarding the identified pick-up drop off routines for the 2020-2021 school year
- 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 and all health and safety protocols will be observed.
- 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.
- Hand sanitizer will be available upon entry and exit of the school cafeteria

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 and will be accompanied by a staff member at all times.

18. Large gatherings (i.e., school assemblies) are currently prohibited.

- Events & meetings should be virtual or socially distanced in a small group
- Limit nonessential visitors, volunteers, external groups/organizations
- Field trips, assemblies, performances, school-wide parent meetings, etc. should be virtual

19. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort. Describe below:

Under the supervision of the teacher, outdoor spaces will be utilized for academic purposes. Areas will include cemented spaces in front of classrooms, the field area, the quad area, and the garden.

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.

Equipment will be properly disinfected when possible between uses. If proper disinfecting is not feasible in accordance with health guidelines, playground structures and equipment will be off limits to students.

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.

The MPR may be used for meetings, academic activities, parent meetings, and will be cleaned and sanitized by the school custodian between use.

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.

Meals will be served to students in the safest manor possible. Classrooms and outdoor eating areas will be utilized when feasible, and meals will be individually plated or bagged to keep food service and meal time as safe as possible.

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

Students and staff are able to wash hands in the classroom and staff will utilize staff restrooms and staffroom 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.

This expectation is clearly communicated to all staff, students, and families. Communication will be often and ongoing and signage is posted on the school campus.

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.

Explicit and direct training will be provided for all staff, students, and families. Information will be provided in the form of lessons, written communication, and the school nurse and administration will ensure the latest protocols

are disseminated to all.

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.

Each classroom at Scotten is equipped with individual cubby space for students. Chromebooks will be assigned to students and will not be shared. Teachers will provide individual materials and supplies and items will not be shared.



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

Students will be assigned chromebooks. Learning materials will be disinfected when possible between uses. Students will keep all personal items put away in the classroom cubbies.

28. Use of privacy boards or clear screens will be considered as much as practicable.

29. Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.

30. This School Site-Specific Protection Plan outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.



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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

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:	Other:

3 times/day	
Other:	Other:



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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](#):

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 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.
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:

<input type="checkbox"/> County of Marin Public Health is notified of all positive COVID-19 cases.	<input 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 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 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:
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).

<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 handwashing 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

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 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 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.