

Board Policy #: 611 Adopted/Ratified: 08/13/2020

Revision Date: 1/2/2021

# **COVID-19 SCHOOL SITE-SPECIFIC PROTECTION PLAN**

### Purpose of the Covid-19 School Site-Specific Protection Plan

The purpose of this document is to reopen or reintegrate students back into the Nevada City School of the Arts in a manner that provides a safer and cleaner environment for students, school staff, and any essential visitors. This COVID-19 School Site-Specific Protection Plan (SSPP) is based on the template Site-Specific Protection Plan provided by Nevada County and incorporates past and current Nevada County Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control Prevention (CDC), the California Department of Public Health (CDPH), and the California Department of Education CDE). This document 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 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 <u>Comprehensive School Safety Plan.</u>

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 the NCSA's SSPP may be needed in order to incorporate new requirements

# Guidance for Developing the NCSA School's COVID-19 School Site-Specific Protection Plan (SSPP)

- 1. Perform a risk assessment and school site walkthrough of the NCSA School campus and office spaces and use the protocols, guidance and best practices detailed in the <u>California Department of Ed</u> and <u>CDPH School Guidance Documents</u> as a guide for conducting the assessment.
- 2. Use the template below to create the NCSA SSPP by filling in the required details, based on our individual public school site, to mitigate the transmission of COVID-19, under the guidance of the Public Health Officer.

- 3. Finalize this SSPP document and physically post it on the Nevada City School of the Arts web page and at the NCSA School office at a visible location, near the entrance where students, staff, and visitors can easily review it without touching the document.
- 4. Signage is also posted at the public entrance of the school 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 the NCSA School Site-Specific Protection Plan**

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

The Nevada County Office of Education provided 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 to re-open a school or school office with prompts to "fill in the blank" where unique information is required in order to complete the SSPP. The template has been reviewed and supported by Nevada County's Public Health Officer.

#### 2. School Specific Best Practices

The NCSOS is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Nevada County Public Health to support and promote emerging best practices to share with the school community at NCSA. These best practices are based on alignment with local, State, and federal guidelines in coordination with the county's Public Health Officer. There is a section in the Template document that instructs developers to cut/paste best practices right into their own SSPP.

Schoo	ol or District Site	· Name	
Neva	ada City Schoo	ol of the Arts	
Facili	ity Address		
1303	32 Bitney Spr	ings Rd, Nevada City, CA 95959	
This (	COVID-19 Schoo	l Site-Specific Protection Plan (SSPP) v	was most recently updated on:
July	30, 2020		
The p	person(s) respon	sible for implementation of this Plan i	IS:
Name	e:		Title:
Holl	y Pettitt		Director
I,		certify that all staff and parents hareceived training as required and	ave been provided a copy of this SSPP and that staff have described in this SSPP.

Name: Holly Pettitt 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:
		Classroom Health and Safety Kits
		Classroom Health and Safety Kits contain Essential Protective Equipment (EPE) supplies needed for a cohort/classroom. Each cohort/classroom will have a supply kit containing a supply of gloves, disposable gowns, safety glasses, touch-less thermometers, face coverings, hand sanitizer, and cleaning/sanitizing/disinfecting supplies. These kits are designed to support the safe delivery and learning of staff and students in the classroom setting, and to support the EPE needed for the NCSA Cleaning Schedule (Appendix I). Included with the cohorts Health and Safety Kit, each classroom/cohort will additionally have a station that contains commonly used EPE such as gloves, masks, and hand-sanitizer. Kits will be replenished by every two-weeks or more often if necessary.
	3.	Training is provided to all staff and students reinforcing the importance of health and satiety practices and protocols. Describe below:
		<u>Trainings</u>
		In accordance with the Healthy Schools Act, California Department of Pesticide Regulation (CDPR) guidance, and regulations from the Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA; staff training will be provided as recommended by state and local health standards. These trainings include, but are not limited to:
		<ul> <li>Proper use of protective equipment</li> <li>Cleaning and Disinfecting</li> <li>Cough and sneeze etiquette</li> <li>Keeping one's hands away from one's face, aka "Henry the Hand do not touch the T-zone"</li> <li>Frequent hand washing and proper technique</li> <li>Confidentiality around health recording and reporting</li> <li>Manifestations of COVID-19</li> <li>CDC transmission-based precautions.</li> </ul>
П	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:
		Holly Pettitt, and if unavailable, Angie Maxson
	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.

#### **Cleaning and Disinfecting**

The NCSA will meet cleanliness standards as outlined by the CDE and the CDPH prior to reopening and will maintain this high level of cleanliness throughout the school year. In accordance with CDC and CDPR guidance, and in consultation with local public health officials, staff will implement correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.

Disinfecting of surfaces between uses may include, but is not limited to: desks, tables, chairs, keyboards, headsets, and copy machines.

High touch surfaces will be disinfected frequently and at least daily. High-touch surfaces, may include, but are not limited to: door handles, rails, sink handles, restroom surfaces, games, art supplies, and instructional materials.

Use of shared materials will be limited as much as practicable. Students are assigned personal school materials and supplies, may include, but are not limited to: pencils, pens, colored pencils, markers, rulers, water bottles, and fidget items.

Selected disinfecting products will be approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2.

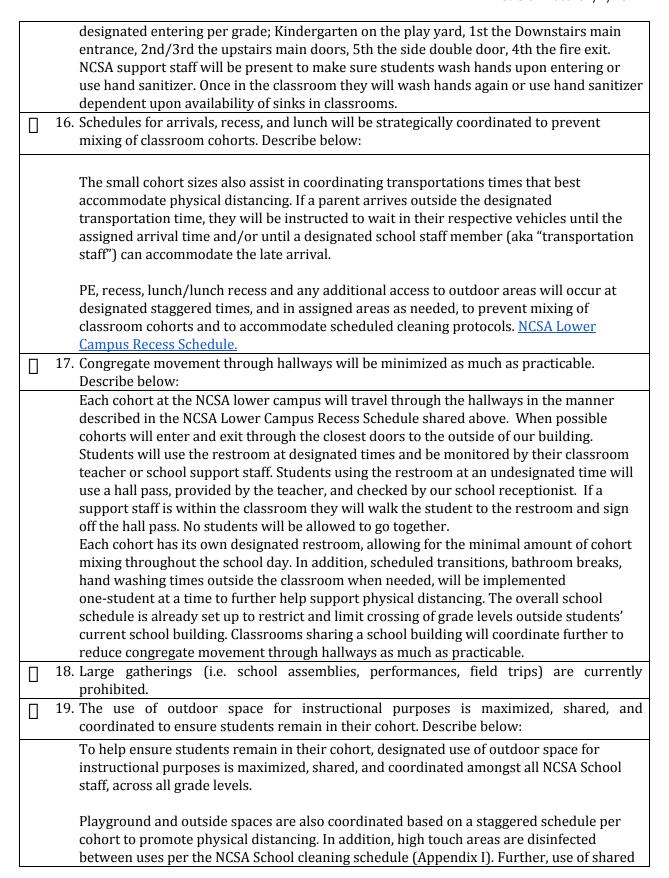
When using these disinfecting products, label directions for appropriate dilution rates and contact times will be followed. Disinfecting and airing out the space will occur before students arrive and after students leave. Thorough cleaning and disinfecting will occur when children are not present.

Areas used by any ill person will be closed off and not used before completion of cleaning and disinfection. To reduce risk of exposure, if possible, a wait time of 24 hours will be implemented before cleaning and disinfecting. When not possible to wait 24 hours, a wait time as long as practicable will be implemented.

П	6.	Health screening for students and staff are conducted daily for symptoms and history of
_		exposure (Links provided for NCSA Daily Health Screening for Students, Daily Health
		Screening for Staff. Staff will complete an online health screening each morning and
		arrive at the main offices for UC and LC to have their temperature taken. Support staff
		will meet parents in a school drop off line to collect the daily health screening forms
		including temperature reading. If a student in the car has a temperature or any
		symptoms, that student and any other student will not be allowed to exit the car and enter
		the school.
		Both staff and students will engage in daily wellness checks, health screening questions.
		Passive screening occurs before students and staff leave for school/work. Active
		screening occurs when staff and students arrive on school grounds.

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, currently including testing for staff at the beginning of the school year, and then no less than once every month unless otherwise indicated.  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 provided for the Nevada County Public Health Protocols & Communication Templates for each scenario):
<ul> <li>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.</li> </ul>
<ul> <li>A family member or someone in close contact with a student or staff member test positive for COVID-19.</li> </ul>
<ul> <li>A student or staff member tests positive for COVID-19.</li> </ul>
<ul> <li>A student or staff member tests negative for COVID-19 after any of the reasons/ scenarios a, b, or c.</li> </ul>
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 school, 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:
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 coverings protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort. Describe below:
School staff are assigned to a classroom/cohort to prevent mixing of cohorts. Following strict physical distancing and face coverings protocols, and mandatory documentation, any staff entering or visiting a classroom that is not identified as their primary classroom cohort will record each visit to that cohort using a shared google drive. This google document is accessible by school supervisors and the identified liaison to Public Health as needed.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible. Describe below:
The NCSA Middle School has six classroom/cohorts and each classroom cohort designated entry/exit is the door nearest to that classroom/cohort, which requires no sharing of an entry/exit. In addition, routes for entry and exit to the campus are designated for each classroom cohort, using staggered timing and as many entrances/exits as feasible.  The NCSA K-5 School has six classrooms creating twelve cohorts in the hybrid model with



structures and playground equipment will be limited in favor of physical activities that require less contact with surfaces. Increased supervision will be provided to ensure physical distancing and to support facilitation of these activities.
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 outside 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:
Routine hand washing, will occur more frequently with scheduled times throughout the day for both staff and students. Student hand washing will be implemented one-student at a time to help support physical distancing.
Students and staff will wash hands upon arrival and exit transitions on campus/within the classroom, as well as, scheduled times posted throughout the day, often coordinated with transitions times in/out of the classroom, such as, PE, recess, or lunch times.
24. All staff as well as all students TK-8 <sup>th</sup> 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.
<u>Trainings</u>
In accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations, staff training will be provided as recommended by state and local health standards. These trainings include, but are not limited to:
<ul> <li>Proper use of protective equipment</li> <li>Teaching staff will provide students training on the proper use of face coverings which will include instruction to minimize touching of face coverings, proper placement and removal, cleaning, and how to avoid the potential cross contamination</li> </ul>
<ul> <li>Keeping one's hands away from one's face, aka "Henry the Hand do not touch the T-Zone"</li> <li>Teaching staff will provide students training on keeping hands away from touching</li> </ul>
the "T-Zone"
<ul> <li>Cough and sneeze etiquette</li> <li>Teaching staff will provide students training on proper cough and sneeze etiquette</li> </ul>
<ul> <li>Frequent hand washing and proper technique</li> </ul>
<ul> <li>Teaching staff will provide students training on proper hand washing technique</li> <li>Cleaning and Disinfecting</li> </ul>
<ul> <li>Confidentiality around health recording and reporting</li> </ul>
Manifestations of COVID-19 CDC transmission-based precautions

26. Sharing of supplies manipulatives, toys, sports equipment, and other learning and recreational materials will be limited and each student will have separate individually labeled boxes or cubbies.
27. Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as 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.
The NCSA School Site-Specific Protection Plan is shared with all parents/guardians with the published annual school forms, posting with hands-free viewing by the school office, published to all stakeholders, and on the agency/school website. This NCSA School Site-Specific Protection Plan is updated as state and local Public Health guidance dictates.

Types of protective equipment provided to employees at this school/office location include:
Classroom Health and Safety Kits
Classroom/Building Health and Safety Kits contain Essential Protective Equipment (EPE) supplies needed for a cohort/classroom/building. These kits are designed to support the safe delivery and learning of staff and students in the classroom setting.
Each classroom building will have a supply kit containing a supply of gloves, disposable gowns, safety glasses, touchless thermometers, face coverings, hand sanitizer, and cleaning/sanitizing/disinfecting supplies. Included within the cohort Health and Safety Kit, each classroom/cohort will additionally have a station that contains commonly used EPE, such as gloves, masks, and hand-sanitizer.
Kits will be replenished every two-weeks or more often if necessary.

Cleaning and Disinfecting

NCSA will meet cleanliness standards as outlined by the CDE and the CDPH prior to reopening and will maintain this high level of cleanliness throughout the school year.

Classrooms: In accordance with guidelines from the CDC, CDPH, and Nevada County Public Health Department, desks are spaced a minimum of 4-6 feet apart and arranged in a way that minimizes face-to-face contact.

#### **Physical Distancing**

The NCSA School will actively work to honor physical distancing recommendations while balancing students' individual medical, behavioral, learning, and support needs.

## **Cleaning and Disinfecting Protocols**

Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
All shared equipment and touchable surfaces are cleaned and sanitized between each use.	Cleaning products are used that meet the Environmental Protection Agency (EPA)'s approved for use against COVID-19 list.

All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed	Staff is provided adequate time to implement cleaning practices before and after shifts.
Hand sanitizer will be provided where indoor plumbing is not readily available.	

# 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:
End/Start of Day	End/Start of Day
Restrooms:	Telephones:
Disinfect higher frequency (midmorning,	Disinfect higher frequency (midmorning,
midafternoon, evening)	midafternoon, evening)
Handrails / door handles / shelving:	Handwashing facilities:
Disinfect higher frequency (midmorning,	Disinfect higher frequency (midmorning,
midafternoon, evening)	midafternoon, evening)
Copy Machines / Scanners / Faxes:	Common Areas:
Disinfect higher frequency (midmorning,	Disinfect higher frequency (midmorning,
midafternoon, evening)	midafternoon, evening)
Playground Structures:	Outdoor Common Areas:
Between Student use	Between each use, frequently touched surfaces
Indoor Common Areas:	Other:
Disinfect higher frequency (midmorning,	N/A
midafternoon, evening)	
Other:	Other:
N/A	N/A
Description of specific operational procedures being impl	emented to ensure there is adequate time for cleaning /
disinfecting:	d to moot fooility alocaling as musto calc, why sign
	d to meet facility cleanliness protocols, physical
distancing, student learning, behavioral and the	erapeutic needs, including health and safety
requirements.	

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Physical Distancing Guidelines					
Breaks and break rooms are managed to allow employees to eat on premises in designated areas or outside where they can remain 6 feet apart.  When practicable, physical distancing of five to six is maintained to the greatest extent possible and distancing may be permissible down to four feet within classroom or instructional area where	Line Markings have been placed at least six part on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance.  desks or individual workstations within office settings separated by at least six feet or employees wise maintain six feet if workspace is limited.				
requirements are in practice; Lunches will be served outside with individually plated or bagged meals as much as practicable;	Use of outdoor space for instructional purposes is utilized, shared, and coordinated to ensure students stay in their cohort;				
County of Nevada Public Health is notified of all positive COVID-19 cases.	Employers and employees are aware that they can call Nevada County Public Health if a suspected exposure has occurred at 530-265-1450.				
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.	Protocols actions and template communications are in place or related scenarios (link: Nevada County Public Health Protocols & Communication Templates)				
<b>Training</b> Staff have been trained on the following topics:					
Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.				
Self-screening at home, including temperature and/or symptom checks using CDC guidelines	I LI				

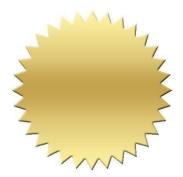
	The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.		Proper use of face coverings, including: Instruction to minimize touching of face covering.	
	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).	
	The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.		Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.	
	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).		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.	
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 and office 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.			
П	This school site has created a task force to support SSSPP activities. This group meets regularly			

#### **Resource Documents:**

- <u>California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs</u>
- Covid 19 Exposure Guide for Schools
- <u>California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools</u>



# **Certificate of Completion**



# **Nevada City School of the Arts**

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 on our website

www.ncsota.org