

## 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) is based on the template Site-Specific Protection Plan provided by Humboldt County Office of Education and Humboldt County Public Health. They are also informed by the American Academy of Pediatrics “COVID-19 Planning Considerations: Guidance for School Re-entry.” It incorporates past and current Humboldt County Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control & Prevention, the California Department of Public Health and 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 Humboldt County public health policies. The State of California requires all 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. The HCOE website will post and disseminate [updated information and tools for you to use in developing any needed amendments.](#)

### 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, along with the accompanying guidance from Humboldt County Public Health.
3. To assist you in your process, Humboldt County Public Health will provide a nurse liaison to area schools for technical assistance should questions emerge as school plans are developed. You should post the plan 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.

Templates for signs can be downloaded for use from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Audience=Schools>

**Tools for Developing Your School Site-Specific Protection Plan**

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

The Humboldt County Office of Education is providing this template that can be used by any school or district in Humboldt 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 is supported by Humboldt County’s Public Health Officer.

**2. School Specific Best Practices**

The HCOE is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Humboldt County Public Health to support and promote emerging best practices to share with the school community in Humboldt. 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 you to cut/paste best practices right into your SSPP.

School or District Site Name	
Garfield School District	
Facility Address	
2200 Freshwater Road Eureka California	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
September 23rd, 2020	
The person(s) responsible for implementation of this Plan is:	
Name: Michael Quinlan	Title: Superintendent/Principal
I, 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.	
Signature:	Date: Wednesday, September 23 <sup>rd</sup> 2020

## 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.
- All students, staff, and others on campus will be required to wear appropriate face coverings
  - District will provide hand sanitizer, gloves, face coverings, face shields, and other appropriate PPE to staff
  - Students, staff and visitors will be directed to use the hand sanitizing station before entering campus
  - Handwashing will be scheduled into the day at specific times for students
  - Students and staff will use hand sanitizer when entering and exiting the classroom and other spaces campus
3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols..
- Keenan COVID-19 training for all teachers and staff
  - Expectation Stations for students
  - Classroom instruction for students
  - Ongoing updates of the State and County guidelines for all teachers, staff, students, and families
4. A single point of contact has been established and identified at Garfield School District to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health and participate in the school's COVID-19 Task Force. The name of this person is:
- Michael Quinlan Principal/Superintendent  
707-442-5471  
mquinlan@garfieldschool.org
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. Schools are directed to use EPA-approved disinfectants for COVID-19.
6. Health screening for each student is conducted daily prior to entering campus and includes symptoms and, history of exposure and temperature screening. In the classroom, teachers are vigilant for signs of illness in students and follow school protocols when a child becomes ill.
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 surveillance testing for staff at the beginning and on an agreed upon schedule throughout the school year. 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: [Humboldt County Public Health Protocols & Communication Templates](#) for each scenario):
- a. A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a fever.
    - a. Individuals will be sent home or stay home.
    - b. Contact health care provider/Public Health for testing
    - c. Return to campus with a doctor's note, a negative Covid-19 or after 14 days
    - d. Cohort OPEN

- b. A family member or someone in close contact with a student or staff member test positive for COVID-19.
  - a. The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health providers and/or Public Health for additional steps and to schedule testing.
  - b. The site administrator should gather any additional information regarding details of known contact and forward this information to Public Health.
  - c. Public Health will advise of any additional next steps including support of expedited testing.
  - d. Cohort Open
  
- c. A student or staff member tests positive for COVID-19.
  - a. Public Health Department will be contacted immediately at (707) 268-2182
  - b. The cohort will be closed for 14 days from last known exposure.
  - c. All families of students and staff members of the cohort should be notified with a phone call followed by a letter (Confirmed C19+ in Cohort) that a student or staff member in the cohort has tested positive.
  - d. Students and staff should be quarantined for 14 days from date of last known contact.
  - e. The entire cohort of staff and students should be tested working directly with their healthcare providers and/or Public Health.
  - f. Further testing of family members may be advised based on cohort test member results.
  
- d. A student or staff member tests negative for COVID-19 after any of the reasons in scenarios a, b or c.
  - a. The cohort remains open.
  - b. Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual who has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual.
  - c. All families of students and staff of the cohort should be notified that the student or staff member tested negative.
  - d. Contact Humboldt County Public Health (707) 268-2182
  - e. Template Communication Letter (Negative Test Cohort Member)

10. Distance staff desks at least 6 feet from student desks. Where practicable, physical distancing of six feet is maintained between students within a classroom or instructional area (distance of 3-6 feet is acceptable if other safety precautions are in place as specified in this document). Maximize distancing between desks to the extent possible by redesigning classroom space and removing non-essential furnishings. Facial coverings and other measures are intended to support the effectiveness of all levels of distancing.

11. For elementary students, stable classroom cohorts 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. Prioritize stability of classroom cohorts over strict physical distancing.

- Students will remain in one classroom with their cohort.
- Class cohorts of 10-12 students is optimal, but not to exceed 15

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.

- Special education teachers, support staff, the librarian, the music teacher and PE teacher may visit classrooms for instruction.
- They will follow physical distancing protocols, wear facial coverings, and follow hygiene protocols.
- They will have a set schedule and document their visits.

15. Routes for entry and exit to the campus will be designated for each classroom cohort, using staggered start and ending times for the school day.

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

- Schedules for arrivals, recesses, and departures will be coordinated and practiced to prevent mixing of cohorts.

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

- The use of hallways and courtyards will be planned and practiced to prevent mixing of cohorts.
- Markings for directions and physical distancing will be clearly marked.
- Adult supervision will be key to ensuring physical 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.

- Teachers will utilize designated outdoor spaces/classrooms for instructional purposes.
- Outdoor instruction will be encouraged.

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 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.

- Each classroom has a sink and soap for hand washing.
- Two additional exterior hand sanitizing stations will be located at each school entrance point.
- Hand sanitizer will be available to all students and staff at all times.
- Students and staff will be encouraged to wash their hands or use hand sanitizer when exiting and entering all rooms.
- Each classroom will establish their own regular hand washing routines.

24. All staff as well as all students TK-12th grade must wear a face covering while in the classroom and on campus, unless there is an exemption. Individuals exempted from face covering requirements include:

- Students who are outside and able to maintain social distancing requirements
- Anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the covering without assistance
- Students with special needs who are unable to tolerate a face covering or with developmental, behavioral or medical contraindications and
- Staff that require respiratory protection according to Cal/OSHA standards.

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.

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

- Plexiglas screens will be installed in the office.
- Plexiglas screens will be available for each adult who is instructing students one on one in an outside classroom.

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.

### 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 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.

**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:
Monday- Friday 4:30 – 7:00 PM	Monday- Friday 4:30 – 7:00 PM
Restrooms:	Telephones:
Monday- Friday 4:30 – 7:00 PM	Monday- Friday 4:30 – 7:00 PM
Handrails / door handles / shelving:	Handwashing facilities:
Monday- Friday 4:30 – 7:00 PM	Monday- Friday 4:30 – 7:00 PM
Copy Machines / Scanners / Faxes:	Common Areas:
Monday- Friday 4:30 – 7:00 PM and after individual use.	Monday- Friday 4:30 – 7:00 PM and after individual use.
Playground Structures:	Outdoor Common Areas:
	Monday- Friday 4:30 – 7:00 PM
Indoor Common Areas:	Other:
Monday- Friday 4:30 – 7:00 PM	
Other:	Other:

### Physical Distancing Guidelines

☒	Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	☒	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.
☒	Where practicable, physical distancing of six feet is maintained to the greatest extent possible within a classroom or instructional area. Three to six feet is acceptable where requirements herein are in practice;	☒	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

☒	County of Humboldt Public Health is notified of all positive COVID-19 cases.	☒	Employers and employees are aware that they can call Humboldt Public Health if a suspected exposure has occurred at 707-268-2182.
☒	If a student or staff member is diagnosed with COVID-19, Humboldt County Public Health may ask for assistance in the assessment of potential worksite exposures, and will advise on any recommended testing, quarantine, or isolation instructions.	☒	<p>Protocols, actions and template communications are in place for COVID-19 related scenarios:</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Symptom Checklist</a></li> <li>• <a href="#">Humboldt County Public Health Protocols on the onset of Symptoms</a></li> </ul>

### Training

Staff have been or will be trained on the following topics:



GARFIELD SCHOOL DISTRICT

<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
<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).

**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"/>	Garfield School 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 utilizes our Parent Advisory Council to support SSPP activities. This group meets regularly.

**Resource Documents:**

- [The Road Ahead: Humboldt County Schools Re-Opening Framework](#)
- [Humboldt County Public Health and Human Services](#)
- [Humboldt County Public Health Local Orders](#)
- [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](#)