

Redwood Preparatory Charter Site Protection Plan

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.

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|--|-------------------------|
| School or District Site Name | |
| Redwood Preparatory Charter | |
| Facility Address | |
| 1480 Ross Hill Road, Fortuna CA 95540 | |
| This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on: | |
| July 14, 2020 | |
| The person(s) responsible for implementation of this Plan is: | |
| Name: Krista Croteau | Title: Director |
| 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: 07/14/2020 |

Specific Control Measures and Screenings

We plan to return to school with 24 students in each classroom cohort in grades K-8 and have 6 students in our TK class cohort. We have one class per grade level.

- ☒1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
- ☒2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment. **Describe below:**
 - **Students & Staff will be screened for temperatures before they are allowed to enter the hallways.**
 - **Students and staff will be required to wear face masks/shields while inside the classrooms.**
 - **Students and staff will be required to wash hands upon arrival to school, after sneezing or coughing, after using the restroom and before/after recess/lunch/PE.**
 - **Masks will be provided for students who come to school without them.**
 - **All classrooms have sinks, disposable towels, soap, open trash receptacle and hand-sanitizer.**
- ☒3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. **Describe below:**
 - **Staff will complete two online trainings offered through our insurance, Charter Safe: Coronavirus Awareness and Coronavirus: Managing Stress and Anxiety.**
 - **Staff and students will be trained on handwashing, social-distancing, wearing masks/face-shields, coughing/sneezing and staying home when ill.**
 - **Students and staff will be trained on use of school & classroom equipment and the required cleaning and disinfection of shared spaces.**
- ☒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 and participate in the school's COVID-19 Task Force. **The name of this person is: Krista Croteau**
- ☒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 leaving home 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. **Describe process below:**
 - **Temperatures will be checked by staff before entry to the classroom and before lunch.**
 - **If a child has a temperature of 100 degrees or higher, they will be sent home.**
 - **If a child reports a sore throat, cough, diarrhea, headache, loss of smell/taste or body aches, they will be sent home.**
 - **Students will be kept in an isolated location until parents can pick them up.**
 - **If a student has a fever throughout the day, their sibling/s will be screened as well.**
- ☒ 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. **COVID-19 CASES INVOLVING SCHOOLS**

DEFINITIONS:

CASE MANAGER. Public Health Nurse assigned to manage complex cases and identify additional individuals at risk for contacting COVID-19 infection due to exposure to an active case. Contact tracers assist case managers.

CONTACT TRACER. Under the supervision of the Case Manager, contacts individuals suspected of being exposed to COVID-19 and provide information on appropriate action and resources available to minimize the spread of the infection.

SCHOOL POINT OF CONTACT. A designated individual at each school site who is authorized to receive and protect confidential health information on students or staff members isolated or quarantined with COVID-19 and to cooperate with the Public Health Department in identifying and sharing contact information for additional school individuals at risk of exposure.

CLOSE CONTACT. The baseline definition of a close contact is someone who has been within six feet of a confirmed case of COVID-19 within their infectious period for greater than 15 minutes, regardless of whether or not a face covering is worn. The following increase transmission risk and may warrant a more restrictive definition in some settings:

- o Very close proximity to the confirmed case, even for less than 15 minutes.
- o Absence of facial covering
- o Situations where the confirmed case was shouting, singing, laughing, coughing, or doing anything else that would increase their respiratory output while in the presence of the contact.
- o Contact with the confirmed case in a small enclosed space, or other situation with very limited airflow.
- o Exposure for several consecutive hours, even if greater than 6 feet away
- A close contact may be defined differently in a medical setting, in any setting where medical-grade PPE is worn, and in any setting at risk of higher than average disease spread or disease severity if exposed to COVID-19.
- Determination of a close contact should follow these general guidelines but is ultimately made based on assessment of the likelihood of the virus being able to get from the confirmed case into the eyes, nose, or mouth of the contact under the circumstances described to you.

ISOLATION = Protocol for those with evidence of Infection with COVID-19

QUARANTINE = Protocol for those who have been in close contact with someone who has COVID-19

SCENARIOS:

Please Note: In each of the scenarios below, the Case Manager may request the school's assistance in rapidly notifying families.

Scenario 1: Positive Case in student/staff is identified by Public Health:

- I. Coordinating Public Health Nurse assigns a Case Manager to the case.
 - A. Case Manager reaches out to the Point of Contact for the school.
 - B. Case Manager sends an email to the Point of Contact containing the name and contact information of the Case Manager. Most communication regarding the case will be between the School Point of Contact and the Case Manager. Occasionally, in the absence of the Case Manager, the Contract Tracer will be involved.
 - C. The email will also include:
 1. The name(s) and date(s) of birth of the student or staff involved
 2. The status of the individual – Isolation v. Quarantine
 3. If on Isolation, the dates of potential infectiousness
 4. If on Quarantine, the dates that the Quarantine begins and expected duration
- II. All identifying information on isolated or quarantined individuals is confidential and may not be disclosed, except to specific school personnel, on a strict need to know basis, as required to protect health and safety in that setting.
- III. The School Point of Contact acknowledges receipt of information from the Case Manager

IV. For an individual who is in Isolation, the Point of Contact helps to determine who at school may have been a “Close Contact” (See above definition). It is not expected that the Point of Contact will determine the exact nature of the exposure, but only to identify and provide the Case Manager with contact information on individuals who may have had “close contact” with an infected individual.

- A. Contact the Case Manager with information relevant to the exposure.**
- B. Discuss plan of action with the Case Manager who will decide to what extent, if any, there is a need for action at the school level. This should be done before notifying anyone else.**
- C. If directed by the Case Manager, provide parents and staff with the appropriate form letter as specified in the School Site Specific Protection Plan.**
- D. Additional courses of action will be determined by the Case Manager in coordination with the school Point of Contact.**
- E. Contact Tracers will be responsible for providing individuals needing to Quarantine or Isolate with all information necessary to maintain a successful quarantine and return to school in the shortest possible time frame.**
- F. Contact Tracers will maintain regular communication with individuals on Quarantine or Isolation to monitor for illness and prevent further spread of COVID-19.**

Scenario 2: Parent or Staff member informs School of Quarantine or Isolation status

- I. School Point of Contact calls the continuously monitored CD Hotline at 707-268-2182 with the name of the individual involved.**
- II. The CD Hotline Public Health Nurse will convey the information to the assigned Case Manager. The Case Manager will intervene as indicated above by contacting the school Point of Contact to determine the most appropriate course of action.**

Scenario 3: Individual is on isolation or quarantine due an exposure unrelated to school setting

- I. Public Health will notify the school Point of Contact for the individual**
- II. The Point of Contact will notify appropriate staff member to ensure that the individual does not return to the school campus until released from quarantine**
- III. No letters to parents or staff are needed in this scenario. Contact Tracer will maintain regular communications with the individual**
- IV. Case Manager will provide school Point of Contact with evidence of release to return to school as soon as appropriate**

☒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 (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. Prioritize stability of classroom cohorts over strict physical distancing. **We plan to return to school with up to 24 students in each classroom cohort. The students will stay within their class group for recess, lunch & PE in assigned areas that will switch each week. Each class will visit our STEAM Lab two days a week in groups of 12 or less. We’ve scheduled time for cleaning between classes.**

☒12. For middle and high schools, single classroom cohorts are used as practicable but 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. Space students at least six feet apart, if possible, in existing facilities. Social Distancing of 4-6 feet is acceptable in classrooms if all other safety measures are in place as specified in this document. Strict social distancing is prioritized in older children and when cohorting cannot be implemented

Describe below:

7th & 8th grade students share two classrooms: Math/Science/7th grade homeroom and Language Arts/Social Studies/8th grade homeroom. The classes will switch once after morning break and the classroom will be cleaned during this time. At lunch, the classes will be cleaned again before the students return to their homerooms for the rest of the day. During the afternoon, they will take PE, Civics, Health & Electives within their classroom with the teachers switching as needed.

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

☒14. School staff are permitted to visit and instruct more than one classroom cohort, strictly following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort. **Describe below:**

Each classroom will have a log. When visiting staff enters the class, they will make an entry into the log.

☒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:**

Our site has one main open-air hallway that all classrooms in grades K-8 open onto. Students will wear masks while in the hallway. We've staggered recesses and lunches so there will be no more than 3 classes in the hallway at any given time. Our TK class is located just off the playground and they will be on their own recess schedule. We will assign routes by grade level to minimize class interaction.

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

Describe below:

Arrival – As students arrive staff will take temperatures and excuse students to class one at a time.

Recess/ Lunch – We have three different groups who will be out during their allotted time slot;

K-2 - 9:30/11:30

3-5 - 10:00/12:00

6-8 – 10:30/12:45

Each class within the same allotted time will have a designated area to eat and play. When the weather is poor, students will remain in their classroom. Groups will remain in one play area for a week and then rotate to the next. We have staff designated to clean/disinfect the areas between each use by a class. The zones are: a) Back basketball courts b) Blacktop on the main playground c) Woodchip area on the main playground.

☒17. Congregate movement through hallways will be minimized as much as practicable. **Describe below:**

Arrows will be placed and routes designated to each class to minimize contact in the hallway.

☒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:

Most of our outdoor spaces will be used for recess, lunch and PE from 9:30 to 3 pm. Unfortunately, this does not leave zones that will accommodate a class of students open during the majority of the instructional day.

☒20. Use of shared playground equipment will be limited in favor of physical activities that require less contact with surfaces, and shared equipment will be cleaned between uses.

☒21. Use of non-classroom space for instruction such as gymnasiums and multi-use rooms should be considered to support physical distancing with cleaning between uses.

☒22. Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

☒23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals. **Describe below:**
Each classroom is equipped with a sink for frequent handwashing. Each class will wash hands upon arrival in class, before and after breaks and after each trip to the restroom.

☒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. 4. Face coverings must be used in accordance with CDPH guidelines. **Individuals may be exempted from wearing facial coverings at the discretion of the Director.**
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

☒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.

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.

Cleaning and Disinfecting Protocols

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| ☒ | 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. |

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| <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. Antimicrobial soaps are not required or recommended. Sanitizers containing methanol may not be used. | <input checked="" type="checkbox"/> | Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems. |
| <input checked="" type="checkbox"/> | Hand sanitizer will be provided where indoor plumbing is not readily available. | <input checked="" type="checkbox"/> | Staff is provided adequate time to implement cleaning practices before and after shifts. |

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: |
| Classes will be cleaned nightly and surfaces used by students will be wiped down during recess and lunch breaks. | Nightly and after each visitor. |
| Restrooms: | Telephones: |
| 11:00 a.m. 1:10 p.m. Nightly | Classroom Phones - Nightly and after use by a student or adult Individual Office Phones - nightly |
| Handrails / door handles / shelving: | Handwashing facilities: |
| Handrails N/A Door Handles & Shelving: Three times daily. | Restrooms: 11:00 am, 1:10 pm, nightly Classroom sink: One time daily and each night |
| Copy Machines / Scanners / Faxes: | Playground Structures: |
| After each use | Structures will be designated for use by 1 class for a week. The structures will be wiped at the end of each day and deeply cleaned each Friday. |
| Indoor Common Areas: | Outdoor Common Areas: |

| | |
|----------------------------------|----------------------------------|
| After each use by a class cohort | After each use by a class cohort |
| Other: | Other: |
| | |
| Other: | Other: |
| | |

Physical Distancing Guidelines

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| <input checked="" type="checkbox"/> | Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart. | <input checked="" type="checkbox"/> | Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances with signs directing students to use the markings to maintain distance. |
| <input checked="" type="checkbox"/> | Staff desks are 6 feet from students. 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. | <input checked="" type="checkbox"/> | All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. |
| <input checked="" type="checkbox"/> | Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable; | <input checked="" type="checkbox"/> | The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort; |

Notification of COVID-19 Positive Case at School or Office Site

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| ☒ | 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"> ● Student Symptom Checklist ● Humboldt County Public Health Protocols on the onset of Symptoms |

Training

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

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|---|--|---|---|
| ☒ | 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. | ☒ | The importance of physical distancing, both at work and off work time (see Physical Distancing section above). |
| ☒ | 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: We will provide shields for all our staff & students. We'll train staff/students how to wear and clean these items. |
| ☒ | 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). |

Compliance and Documentation

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| <input checked="" type="checkbox"/> | This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected. |
| <input checked="" type="checkbox"/> | All school sites and offices operations will continue to be accessible to students and staff with disabilities, complying with the Americans with Disabilities Act. Title III which covers private business entities. |
| <input checked="" type="checkbox"/> | This school site has created a Task Force to support 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](#)