

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 Guidance for K-12 Schools](#) 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 three-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.

Zane Middle School	
2155 S Street, Eureka, CA 95501	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on: 8/20/21	
The person(s) responsible for implementation of this Plan is:	
Name: Tammi Wagner	Title: 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: 08/20/21

Specific Control Measures and Screenings

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

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

All students in all grade levels are required to wear face masks.

All staff are required to wear face masks

All visitors are required to check into the office

Face masks will be provided for anyone who does not have one.

All classrooms with sinks have soap and paper towels to encourage frequent hand washing.

All classrooms without sinks will have hand sanitizer.

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

Describe below:

This training will happen for all staff during the month of September. The training will include an overview of this plan and our practices and policies around COVID-19 prevention.

All staff will be trained in the proper use of sanitization products.

All staff will be trained in how to look for symptoms of people who may have COVID-19.

All staff will be trained in how to procure PPE and sanitization supplies.

☒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:**

Tammi Wagner - Principal ZMS

☒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 [COVID-19 Self-Screening Form](#) 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:**

Any student who shows any signs of illness will be immediately isolated and their parent/guardian will be contacted to pick them up. Weather permitting, the child will be isolated and supervised with safe social distancing outside in a clean, comfortable area until the parent is able to pick them up. If the weather is not conducive to outside isolation, the child will be isolated and supervised by an adult in a room designated for isolation until their parent can pick them up. Students will not be allowed to return to school until they have been at least 24 hours symptom free.

Quarantine procedures will vary depending on variables such as proximity, vaccination status and mask utilization at the time of suspected COVID exposure. For more information related to quarantine and modified quarantine, please see the following information from the California Department of Public Health:

[COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#)

☒ 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 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: [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) for each scenario):

- a. 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.
- b. A family member or someone in close contact with a student or staff member test positive for COVID-19.

- c. A student or staff member tests positive for COVID-19.
- d. A student or staff member tests negative for COVID-19 after any of the reasons in scenarios a, b or c.

Describe below:

We will follow the template protocol as set forth by Humboldt County Department of Health and the Humboldt County Office of Education as broken down on the link and scenarios above.

☒10. Where practicable, physical distancing of three feet is maintained between students within a classroom or instructional area. Facial coverings and other measures are intended to support the effectiveness of all levels of distancing.

Describe below:

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

☒12. School staff are permitted to visit and instruct more than one classroom cohort, strictly following face covering protocols.

☒13. Routes for entry and exit to the campus are below and as many entrances/exits as feasible will be open to allow for additional airflow. **Describe below:**

Please see attached map designating entry and exit points for the site.



☒14. Arrival will happen at various locations to help spread out students and traffic.

Describe below:

Please see bell schedule on school website

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

Follow the rules of the road and stay to the right. Do not congregate in the hallways.

☒16. Large gatherings (i.e., school assemblies) will utilize social distancing as much as practicable.

☒17. The use of outdoor space for instructional purposes is maximized as much as practicable.

☒18.

☒19. Meals will be served outside and in cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

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

☒21. Students and staff will wash or sanitize their hands upon entering the building.

☒22. Face coverings must be used in accordance with CDPH guidelines ([link to document](#)).

☒23. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

☒24. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited.

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

☒26. Protocol for Visitors: COVID-19 - Proof of Vaccination or Negative Test Prior to initial volunteer assignment, a volunteer shall provide a record to the school showing that the volunteer has been fully vaccinated for COVID-19, meaning the volunteer has had all doses required by the manufacturer to be effective, and the final dose over two weeks prior. Alternatively, the volunteer may provide proof of a negative COVID-19 test administered within the past 24 hours.

☒27. 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 frequently.	<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 classrooms and offices are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	<input checked="" type="checkbox"/>	Cleaning and restocking of supplies will occur throughout the day. Cleaning guidelines and protocols have been established to ensure thorough sanitization of all common area
<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:
Frequently touched surfaces such as doorknobs, light switches, faucet handles, pencil sharpeners and commonly used surfaces will be disinfected regularly.	Frequently touched surfaces such as doorknobs, light switches, faucet handles, pencil sharpeners and commonly used surfaces will be disinfected regularly
Restrooms:	Telephones:
All restrooms will be checked for hand soap/sanitizer, paper towels, and tissue twice daily. Faucets, toilets, sinks and urinals, will be sanitized at least twice daily or as needed. Floors will be sanitized at least daily or as needed.	Commonly used telephones will be disinfected between users.

Handrails / door handles / shelving:	Handwashing facilities:
Handrails, door handles, door knobs and panic bars shall be disinfected regularly.	Handwashing facilities shall be checked, resupplied and disinfected regularly as time and staffing allows.
Copy Machines / Scanners / Faxes:	Common Areas:
Copy machine key pads and frequently touched areas shall be disinfected regularly.	All common areas shall be disinfected regularly.
Playground Structures:	Outdoor Common Areas:
	Outside tables shall be disinfected daily.
Indoor Common Areas:	Other:
Indoor common areas shall be disinfected daily, but often more as time and staffing allows.	
Other:	Other:

Physical Distancing Guidelines

<input checked="" type="checkbox"/>	Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 3 feet apart.	<input checked="" type="checkbox"/>	Signs have been posted encouraging social distancing.
<input checked="" type="checkbox"/>	The use of outdoor space for instructional purposes is maximized as much as practicable.	<input checked="" type="checkbox"/>	All desks or individual workstations within office settings are separated by at least three feet or employees otherwise maintain three feet if workspace is limited.
<input checked="" type="checkbox"/>	Meals will be served outside and in cafeterias or dining rooms with individually plated or bagged meals as much as practicable.		

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

<input checked="" type="checkbox"/>	County of Humboldt Public Health is notified of all positive COVID-19 cases.	<input checked="" type="checkbox"/>	Employers and employees are aware that they can call Humboldt Public Health at 707-268-2182 if a suspected exposure has occurred.
<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<p>Protocols, actions and template communications are in place for COVID-19 related scenarios:</p> <ul style="list-style-type: none"> • Student Symptom Checklist • HCOE COVID-19 Positive Test Flow Chart

Training

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

<input checked="" type="checkbox"/>	Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how/ to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	<input checked="" type="checkbox"/>	Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
<input checked="" type="checkbox"/>	Self-screening at home, including temperature and/or symptom checks using CDC guidelines. Student Symptom Checklist	<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"/>	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](#)
- [Cal OSHA Update](#)
- [Center for Disease Control - Guidance for COVID-19 Prevention in K-12 Schools](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)