



## **Purpose of this Document**

The purpose of this document is to provide Trinity Valley Elementary School 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	
Trinity Valley Elementary School	
Facility Address	
730 North Highway 96 Willow Creek, Ca 95573	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
10/26/2020	
The person(s) responsible for implementation of this Plan is:	
Name: Jacqueline McCullough	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.	
<b>Signature:</b>	<b>Date:</b>

### 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.

**Safety Protocol Students on Campuses  
KTJUSD**

TOP 3 PREVENTION MECHANISMS  
WEAR A FACIAL COVERING  
DISTANCE YOURSELF 6 FEET FROM OTHERS  
WASH YOUR HANDS/USE HAND SANITIZER

Students will only be permitted access to KTJUSD campuses/facilities by appointment only.

Students/Parents/Guardians entering any KTJUSD campus must have a daily health and safety check (temperature, symptoms review/health questionnaire) completed prior to entering any KTJUSD facility. Entry point at each campus is the front office, site designated employee will complete the health and safety check. You will be given a sticker to wear on your shirt and to show your child’s teacher so that staff knows that you completed the screening process. Please arrive 5 minutes prior to your appointment time with your child’s teacher to allow for the health screening process. Students must check in at the screening station, go straight to their classroom, and leave campus immediately after their scheduled appointment to accommodate the next students arriving on campus for their appointments. All areas including the playgrounds are closed, with the exception of bathrooms.

**HAND HYGIENE**

- Students are required to use hand sanitizer or wash their hands upon entering district facilities and leaving district facilities.
- It is recommended that good hand hygiene is practiced, wash your hands after touching your face, sneezing, coughing, touching surfaces.
- It is recommended to wash your hands for 20 seconds every two hours on a regular schedule to prevent the transmission of germs.
- Frequent use of hand sanitizer is recommended

**PHYSICAL DISTANCING**

- Physical distancing attempts will be implemented at the recommended six-foot distance from other individuals as practicable.

**FACE COVERINGS**

- Students/Parents/Guardians/Guests over the age of 2 years (unless otherwise deemed contraindicated by a healthcare provider) are always required to wear properly worn and fitting facial coverings when on KTJUSD campuses/facilities.
- Wearing a face covering does not eliminate the need to socially distance.
- If individuals choose to wear personal face coverings, they must be washed or changed out daily with clean face coverings.
- Masks are NOT to be worn by children under the age of 2, or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Individuals that are unable to wear a face covering due to a medical condition, must provide a written order from their medical provider.
- Masks with exhalation valves or vents are not allowed.
- Disposable face masks will be provided to those individuals that are unable to provide their own.

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

**Describe below:**

- Keenan COVID-19 training for all teachers and staff
- MSDS Sheets and training videos for cleaning supplies
- Expectation Stations for students
- Classroom instruction for students
- Mendes COVID-19 Sanitizing and Disinfecting Training.
- District COVID Training
- Blood Borne Pathogen Training
- COVID019 Health Screening Training
- COVID-19 Vaccine PowerPoint Training Emailed to all employees
- Return to Work Safely Training.
- Ongoing updates of the State and County guidelines for all teachers, staff, students, and families

4. A single point of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health and participate in the school's COVID-19 Task Force. **The name of this person is:**

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.

**CLEANING**

- All Staff will implement regular cleaning and disinfection procedures throughout the day.
- Staff are required to clean their work area in between each individual student or cohort of students.
- Janitorial staff will conduct their normal daily cleaning of district facilities, using FDS, EPA, Cal OSHA approved cleaning products.
- Staff will be provided FDS/EPA/Cal OSHA approved cleaning products for their work areas.
- Cleaning products are not to be used while students are present.

- Staff will be provided District issued Nitril gloves, face shields, and gowns to use during disinfecting procedures.
- Bathroom use will be available. Only one student will be allowed in the bathroom at a time. Regular cleaning of the bathrooms will occur throughout the day.

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.

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

**Describe process below:**

Prior to leaving your home do a self-assessment of you and your child's health check. If you are ill or answer yes to any of the questions below, do not come to any KTJUSD campus/facility.

- Temperature Check (100.4 oral thermometer, 99.1 no touch thermometer)
- Symptoms Review (fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, runny nose, congestion, nausea, vomiting, or diarrhea).
- Have you or your child tested positive for COVID-19 in the last 14 days?
- Have you or your child been exposed to anyone that has tested positive for COVID-19 in the past 14 days?

**TEMPERATURE**

- 100.4 with an oral temperature constitutes a fever
- 99.1 with a no touch temperature constitutes a fever
- Any individual with a fever will be denied access to KTJUSD campuses/facilities.

**SYMPTOMS REVIEW**

- Symptoms Review (Individuals with symptoms will be sent home and not allowed to enter any KTJUSD facilities)
- Fever or Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**QUESTIONS REVIEW**

Screening Questions

1. Are you, your child or anyone living with your child been diagnosed positive for the COVID-19 virus in the last 14 days?
2. Are you or your child currently awaiting the results of a COVID-19 test?
3. Have you, your child, or anyone living with your child been exposed to anyone who has been diagnosed with COVID-19 in the past 14 days?

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. TBD Currently, testing is available weekly through OptumServe in Hoopa, CA

Schools and districts will cooperate with State, County, and local Tribal Public Health authorities to remain in compliance with health requirements to support testing strategies to mitigate transmission of COVID-19. State, County, and Local requirements will be followed pursuant to COVID-19 mitigations strategies including surveillance testing for staff. This may include testing of students with appropriate parental permissions obtained in advance, if required by State, County, or Local governances. **Currently testing of staff and students is not required by state or local authorities**

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 temp of 100.4 or above.
  - a. Individuals will be sent home or stay home.
  - b. Contact health care provider/Public Health for testing
  - c. Cohort OPEN
- b. A family member or someone in close contact with a student or staff member test positive for COVID-19.
  - a. The cohort remains open.
  - b. 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.
  - c. The site administrator should gather any additional information regarding details of known contact and forward this information to Public Health.
  - d. Public Health will advise of any additional next steps including support of expedited testing.
  - e. If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and Public Health contacted to assess exposure risk and determine disposition (e.g. exclude from cohort). Public Health infectious disease exposure notice letter has been requested.
  - f. All families of students and staff members of the cohort should be notified that a student or staff member has a household member that has tested positive for COVID-19.
  - g. Humboldt County Public Health (707) 268-2182
  - h. Template Communication Letter (Household member w/ C19+)
- c. A student or staff member tests positive for COVID-19.
  - a. The cohort will be closed for 14 days from last known exposure.
  - b. All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact.
  - c. The entire cohort of staff and students should be tested working directly with their healthcare providers and/or Public Health.
  - d. Further testing of family members may be advised based on cohort test member results.
  - e. Humboldt County Public Health (707) 268-2182
  - f. Template Communication Letter (Confirmed C19+ in Cohort)
- 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)

#### **Emergency Guidance for Symptomatic Students**

Anyone displaying COVID-19 symptoms at school will be referred to an isolation room and their parent/guardian will be contacted for immediate pick-up. We ask that families prepare for a possible contact during the day in order to have their child

picked up quickly. COVID-19 testing and medical follow-up will be encouraged and the student will not be permitted to return to school until:

**When can an ill Student or Staff member Return to School:**

- **Symptom-based strategy.** Exclude from school/ work until:
  - At least 24 hours have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  - At least 14 days have passed *since symptoms first appeared*
  
- **Test-based strategy.** Exclude from school/work until:
  - At least 24 hours resolution of fever without the use of fever-reducing medications and
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
  - At least 14 days have passed *since symptoms first appeared*
  - Negative COVID test results

**Employee/Student Tests Positive for COVID-19**

If an student/employee tests positive for COVID-19

- **Symptomatic:** (Student/Employee may not return to work until)
  - Student/Employee has been in isolation at least 10 days after symptoms first appeared or date of COVID-19 test
  - Student/Employee has been released from isolation by Public Health or their Medical Provider
  - Symptom free for 24 hours
  
- **Asymptomatic:** (Student/Employee may not return to work until)
  - Student/Employee has isolated for 10 days after the date they tested for COVID-19, and test result was positive.
  - Symptom Free for 24 hours
  - Student/Employee has been released from isolation by Public Health or their Medical Provider

**STUDENT/EMPLOYEE DEEMED A CLOSE CONTACT TO A COVID-19 POSITIVE CASE**

It is recommended that if you are deemed a close contact of a COVID-19 positive case and are asymptomatic that you wait at least 7 days to be tested.

- **Positive Test Result** (Student/Employee may not return to school facilities until)
  - Student/Employee must isolate for 10 days after symptoms first appeared or the date tested for COVID-19, and the result was positive
  - Student/Employee is symptom free for 24 hours.
  - Student/Employee has been released from isolation by Public Health or their Medical Provider
  
- **Negative Test Result** (Student/Employee may not return to school facilities until)
  1. Student/Employee must quarantine for 14 days after last contact with known COVID-19 positive case
  2. Symptom Free 24 hours
  3. Student/Employee has been released by Public Health or Medical Provider.

10. Space will be maximized between seating and desks. Teacher and other staff desks will be placed at least 6 feet away from students and other staff desks. Student' desk and chairs will be placed 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Under no circumstances will the distance between students' desks/chairs be less than 4 feet. If 6 feet of distance is not possible, ventilation will be optimized, as well as other separation techniques such as student desk shields, and desks will be arranged to minimize face to face contact. Classrooms will be modified to maximize space by removing all non-essential furniture. Facial coverings, stated directional flow within the classroom, and student desk barriers 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.

☒ 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. 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:**

☒ 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:**

Special education teachers, intervention teachers, the librarian, middle school teachers, and art teachers will push into 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 as many entrances/exits as feasible. **Describe below: SITE SPECIFIC**

Three Screening Stations will be set up by the front school entrance.

- As students/family member(s) arrive they will have their temperatures taken and be asked the COVID- 19 Screening Questions.
- Temperatures will be logged using a confidential form.
- If students or family member(s) are found to have a fever 99.1 or above with a no touch thermometer, they will be denied access to KTJUSD campuses/facilities.
- If students/families answer yes to any of the screening questions they will be denied access to KTJUSD campuses/facilities.
- All individuals entering campus will be required to use hand sanitizer before entering.
- All individuals entering campus must wear a mask or provided one before entering.
- After completing a successful screening student will receive a health clearance ticket to be admitted into your appointment with your teacher.
- Upon completion of the screening process, students will be provided a health screening bracelet to indicate to the staff that they have permission to be on campus.
- There will be an employee standing by the bus drop-off entry way to check for health screening bracelets as students enter the school.

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

**Describe below: SITE SPECIFIC**

**Arrival and Breakfast –**

Meals are delivered or picked up on campus. No meals will be served/consumed on the school site.

Cohort Model

Students and guests will enter school grounds only at their scheduled time. Students arrive between 8:15 am and 8:30am. The procedures will be as follows:

- The students get screened before entering the school.
- After they are screened, they get a bracelet as proof.
- Students will then go directly to their assigned classroom for their two-hour block
- Breakfast and lunch will be delivered to each classroom.
- Recess will be staggered for all grades.
- Teachers will remain with their students during breakfast, lunch and all instruction time.



17. Congregate movement through hallways will be minimized as much as practicable. **Describe below: SITE SPECIFIC**
- One-way traffic for arrival and departure
  - Limited restroom use
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: **Describe below: SITE SPECIFIC**
- **1 on 1 Appointments**
    - Student/parents/teachers may participate in sessions outside of the immediate classroom provided the air quality/weather permits.
    - A desk or a table from the classroom may be moved outdoors to facilitate 1 on 1 sessions.
  - **Pods and Cohorts**
    - When weather allows, picnic tables and outside learning spaces will be utilized when appropriate
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. **Describe below: SITE SPECIFIC**
- One-on-one in-person appointments and distance learning: Meals will be delivered to student homes and available for pick-up
  - Pods of 4 students for in-person instruction: Meals will be delivered to student homes or bagged meals will be distributed for eating at home or in classrooms
  - Cohorts of 50% of classrooms or approximately 9 students, alternating days for in-person instruction: Classroom tables will be utilized. Students will sit at least six feet apart and will face in the same direction. No mixing of cohorts will occur.
  - Meals are delivered or picked up on campus. No meals will be served/consumed on the school site.
23. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals. **Describe below:**
- Each classroom has a sink and soap for hand washing.
  - Additional exterior hand sanitation 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.
24. **Face coverings must be used in accordance with CDPH guidelines ([link to document](#)).**
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.
29. Non-essential visitors will not be allowed on campus. Essential workers and visitors 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

X	Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	X	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.
X	All shared equipment and touchable surfaces are cleaned and sanitized between each use.	X	Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approved for use against COVID-19 list.
X	All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	X	School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
X	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. <b>Antimicrobial soaps are not required or recommended. Sanitizers containing methanol may not be used.</b>	X	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.
X	Hand sanitizer will be provided where indoor plumbing is not readily available.	X	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:
Janitorial staff will conduct their normal daily cleaning routine. Employees will implement regular cleaning and disinfection procedures throughout the day and between individual students or cohorts.	Janitorial staff will conduct their normal daily cleaning routine. Employees will implement regular cleaning and disinfection procedures throughout the day and between individual students or cohorts.
Restrooms:	Telephones:
2 to 3 times daily by custodians depending on use	To be wiped down daily and after each use if used by a different staff member than the one working at that station.
Handrails / door handles / shelving:	Handwashing facilities:
Janitorial staff will conduct their normal daily cleaning routine. Employees will implement regular cleaning and disinfection procedures throughout the day and between individual students or cohorts.	Daily by custodians As needed by school staff
Copy Machines / Scanners / Faxes:	Common Areas:
Employees will use FDS/EPA/Cal OSHA approved cleaning products to wipe down the copy machine after each use.	
Playground Structures:	Outdoor Common Areas:

	<p>Janitorial staff will conduct their normal daily cleaning routine. Employees will implement regular cleaning and disinfection procedures throughout the day and between individual students or cohorts. Outdoor tables will be cleaned according to protocol in between student/staff use.</p>
<p>Indoor Common Areas:</p>	<p>Other:</p>
<p>Janitorial staff will conduct their normal daily cleaning routine. Employees will implement regular cleaning and disinfection procedures throughout the day and between individual students or cohorts. Outdoor tables will be cleaned according to protocol in between student/staff use.</p>	
<p>Other:</p>	<p>Other:</p>

**Physical Distancing Guidelines**

X	Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	X	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.
X	Space will be maximized between seating and desks. Teacher and other staff desks will be placed at least 6 feet away from students and other staff desks. Student' desk and chairs will be placed 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Under no circumstances will the distance between students' desks/chairs be less than 4 feet. If 6 feet of distance is not possible, ventilation will be optimized, as well as other separation techniques such as student desk shields, and desks will be arranged to minimize face to face contact. Classrooms will be modified to maximize space by removing all non-essential furniture. Facial coverings, stated directional flow within the classroom, and student desk barriers are intended to support the effectiveness of all levels of distancing.	X	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.
X	Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable;	X	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**

X	County of Humboldt Public Health is notified of all positive COVID-19 cases.	X	Employers and employees are aware that they can call Humboldt Public Health if a suspected exposure has occurred at 707-268-2182.
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X	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.	X	<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>
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### Training

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

X	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.	X	Manufacturer’s directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
X	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	X	The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
X	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.	X	Proper use of face coverings, including:
X	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.	X	Face coverings do not protect the wearer and are not personal protective equipment (PPE).

### Compliance and Documentation

<input checked="" type="checkbox"/>	The Health & Safety Advisory Team will conduct regular site inspections to ensure compliance with the Health & Safety Protocols and the School Site Specific Protection Plan (SSPP). The KTJUSD Facilities Checklist will be used to document inspections and note deficiencies and correction required
<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 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](#)