



Valley Oak High School - COVID19 SCHOOL SITE SPECIFIC PROTECTION PLAN

EACH SITE - MAKE A COPY OF THIS GOOGLE DOC, TITLE DOCUMENT WITH VALLEY OAK - COVID 19 SCHOOL SITE SPECIFIC PROTECTION PLAN” and share with Mike Mansuy (mmansuy@nvusd.org) and Marie McMurray (memcmurray@nvusd.org)

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 visitors. This COVID-19 School Site Specific Protection Plan (SSPP) is based on 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. It is intended to ensure schools and school/district offices meet requirements for schools to be in compliance with the latest [Napa County Public Health Order](#) and [NCOE - Considerations for Reopening Schools During the COVID-19 Pandemic](#).

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 Roadmap and local Napa County public health policies. The State of California requires all businesses (including schools) to:

1. Perform a detailed risk assessment (school site walkthrough and implement a School Site-specific Protection Plan (SSPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement cleaning, sanitizing and disinfecting protocols
5. Implement physical distancing guidelines

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.


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

1. Perform a [Valley Oak- COVID 19 NVUSD School Site Walkthroughs](#) of your campus and office spaces and use the protocols, guidance and best practices detailed in the California Department of Public Health [COVID-19 Industry Guidance: Schools and School-Based Programs July 17, 2020](#) 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 or district office, to mitigate the transmission of COVID-19.
3. Finalize your SSPP and physically post it (pages 3-9 of this template) on your school web site and at your school or office in 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, and
 - Do not shake hands or engage in any unnecessary physical contact.

Signage can be downloaded for use from the [NVUSD COVID Signage Folder](#) (Signs will be added soon)

Tools for Developing Your School Site-Specific Protection Plan

1. **COVID-19 School Site-Specific Protection Plan (SSPP) Template** should be used by any school or district office/building 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.
2. **School Specific Best Practices:** NVUSD COVID-19 Task Force is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Napa County Public Health to support and promote emerging best practices to share with the school community within Napa Valley Unified School District. 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.

	Napa Valley Unified School District	
Site Name:		
Valley Oak High School		
Facility Address:		
1600 Myrtle Ave, Napa, CA 94558		
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:		
July 31, 2020		
The person(s) responsible for the implementation of this Plan is:		
Name(s)		Title(s)
Maria L. Cisneros, Brian Marchus		Principal, AP
I,	Maria L. Cisneros, Brian Marchus	, 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		

Name:	Signature and date:
Maria L. Cisneros, Brian Marchus	Maria L. Cisneros, Brian Marchus 10/22/2020

Specific Control Measures and Screenings

1. All activities are consistent with and will adjust to changing [NCOE - Considerations for Reopening Schools During the COVID-19 Pandemic](#).
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment (see #9 for definition of protective equipment).
3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.
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 work directly with the Director of Student Services regarding updates and concerns. 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.
5. [Health screening](#) via self-assessment for students and staff are conducted daily for symptoms and history of exposure.
6. Staff and students who are sick are expected to stay home (see #8 for definition of "sick").
7. Schools and districts will cooperate with Napa County Public Health to mitigate transmission of COVID-19.
8. Protocols, actions and template communications are in place for the following COVID-19 related scenarios [NCOE - Considerations for Reopening Schools During the COVID-19 Pandemic](#)
 - 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 scenarios a, b or c.
9. All staff members should use face coverings unless Cal/OSHA standards require respiratory protection. All students grades 3 - 12 are required to wear face coverings when on any campus. Face coverings are strongly recommended for students in TK - 2nd grade.
10. Where practicable, physical distancing of six feet is maintained between adults and students;
11. For elementary, stable classroom cohorts (up to standard class size at each respective grade level) are maintained throughout each school day, and through each trimester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.
12. For middle and high schools, 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.
13. Where practicable, desks are arranged facing forward to minimize face-to-face proximity between students. If feasible, desks should be placed 6 feet apart and arranged in a way that minimizes face-to-face contact. However, with cohorts in place, it is permissible to relax the 6-feet recommendation if it ensures all/more students receive in-class instruction. (e.g. if reducing to a minimum of 4 feet allows for more practicable cohort sizes).
14. School staff (at elementary level) 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.
15. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.
16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts.
17. Congregate movement through hallways will be minimized as much as practicable.
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.
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.

24. All staff as well as all students 3-12th grade (strongly recommended for those TK-2nd grade), and adult education are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication.
25. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
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. Each site must establish a check in location at the school site.
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.

Types of protective equipment provided to employees at this school/office location include:

- Disposable masks
- Cloth masks
- N95 masks
- Face shields
- Hand sanitiser
- Cleaning and disinfecting wipes
- Plexiglass barriers

Cleaning and Disinfecting Protocols:

Place a checkmark (✓) before each box of the protocols that are being followed by the site/office:

✓	Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	✓	Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
✓	All shared equipment and touchable surfaces are cleaned and sanitized between each use.	✓	Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
✓	All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	✓	School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
✓	Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed	✓	Staff is provided adequate time to implement cleaning practices before and after shifts.
✓	Hand sanitizer will be provided where indoor plumbing is not readily available.		Definition of Cleaning, Sanitizing and Disinfecting PreK - 5th Grade Cleaning Schedule 6th - 12th Grade Cleaning Schedule Office Space Cleaning Schedule

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:
Daily	Daily
Restrooms:	Telephones:
Daily	After each use
Handrails / Door Handles / Shelving:	Handwashing Facilities:
After each use/often	Daily
Copy Machines / Scanners / Fax:	Common Areas:
After each use	Daily
Playground Structures:	Outdoor Common Areas:
NA	NA
Indoor Common Areas:	Other:
Daily (multi purpose room)	
Other:	Other:

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:
Per NVUSD School Site Specific Protection Plan

Additional measures that have been taken at this school or office site:
<p style="text-align: center;"><u>Valley Oak- Site Specific Risk Assessment</u></p> <p style="text-align: center;"><u>Valley Oak- School Site Readiness Form - Covid 19 Phase 2</u></p>

Physical Distancing Guidelines:

Place a checkmark (✓) before each box of the guidelines that are being followed by the site/office:

✓	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 (classrooms, buildings, etc).
✓	Where practicable, physical distancing of five to six feet is maintained to the greatest extent possible and distancing may be permissible down to four feet within a classroom or instructional area 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 School District Office Site:

<p>Napa Valley Unified School District Human Resources is notified of all positive COVID-19 cases by Napa County Public Health.</p> <p>NVUSD Human Resources is notified of all employee or student exposure to an individual who has tested positive to COVID-19.</p>	<p>NVUSD employees need to contact NVUSD Human Resources 707-253-3571 before contacting Napa County Public Health if a suspected exposure has occurred at 707-253-4540.</p>
<p>If a student or staff member is diagnosed with COVID-19, Napa County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.</p>	<p>Protocols, actions and template communications are in place for COVID-19 related scenarios NVUSD Healthy Workplace plan</p>

Training:

Staff have been trained on the following topics (Check (✓) before each training)

✓	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. See NVUSD screening document.	✓	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
✓	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 can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
✓	The vulnerability of older adults and people with	✓	The importance of washing and/or sanitizing hands

	chronic medical conditions, and the need to practice particular caution to protect these groups.		before and after using or adjusting face coverings.
✓	The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand washing station, per CDC guidelines).	✓	Face coverings to be washed after each shift.
✓	Use of disinfecting wipes or hdqC2 cleaner	✓	Avoid touching eyes, nose, and mouth.
✓	Integrated Pest Management training - NBSIA	✓	Valley Oak- Site Specific Risk Assessment

Other school or office site training measures being taken:

[Valley Oak- Site Specific Risk Assessment](#)

[Valley Oak- School Site Readiness Form - Covid 19 Phase 2](#)

Compliance and Documentation:

This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.

All school 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.

Resource Documents:

- [NCOE COVID-19 School Reopening Considerations](#) - July 13, 2020 ([Spanish](#))
- [Napa County Public Health Road to Recovery](#)
- California Department of Public Health [COVID-19 Industry Guidance: Schools and School-Based Programs July 17, 2020](#)
- [Center for Disease Control - Schools Decision Tree](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)