

COVID-19 School Site-Specific Safety Plan

Purpose of this Document

The purpose of this document is to provide the Bitney Prep staff 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 Bitney Prep Site-Specific Protection Plan (SSPP) is developed with guidance from the American Academy of Pediatrics “COVID-19 Planning Considerations: Guidance for School Re-entry.” It incorporates past and current Nevada 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 guidelines and requirements for our unique population.

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 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 (SSSP)
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 will 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 Bitney’s SSSP may be needed in order to incorporate new requirements.

I, Jonathan Molnar, 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:

Specific Control Measures and Screenings

- All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
- Health & Safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment.
- Health and Safety Practices listed below will be in place for the start of the school year and will apply to students and staff participating in the Technology Learning Center Program. Specific practices, procedures, and expectations relevant to the Technology Learning Center are delineated in the Technology Learning Center Agreement Document

<https://drive.google.com/file/d/1S5DYJQTa7ZBlgIsNQwyLFCsOgmwbhHrj/view?usp=sharing>

1. **Specific Health & Safety Practices and Protocols Include:**

- All Bitney Prep student programs will adhere to the following health and safety protocols:
 - Essential Protective Equipment (EPE) will be stocked, inventoried, and replenished as needed.
 - Daily health and safety checks (temperatures, health screening questionnaire) will be conducted by site staff.
 - Site administrators and teachers will coordinate and schedule outdoor activities to ensure that cohorts are not mixed.
 - Use of specific facilities will be defined for each cohort (entrances, restrooms, paths of travel to ensure no mixing of cohorts).
 - All staff will implement regular cleaning and disinfecting procedures throughout the day.

- Should a staff member or student exhibit symptoms of COVID-19, follow the protocol on the backside of the Daily Symptom Checklist and notify the school health aide immediately. The health aide or designee will notify Public Health to expedite steps necessary for the involved cohort.

2. **Staff Essential Personal Protective Equipment (PPE):**

- All Bitney staff will be trained to implement best practices in the use of Essential Protective Equipment (EPE), including, but not limited to:
 - Wearing a face covering at all times (see additional information below).
 - Wearing gloves when cleaning and disinfecting copy machines, light switches, thermostats, etc.
 - Using disinfectant cleaner regularly to clean and wipe surfaces and high touch areas.
 - Setting and following a hand washing schedule for staff and students upon arrival, before and after meals or snack time, before and after going to the restroom, and regular intervals throughout the day.
 - Working with students using physical barriers (i.e., face shield and partitions) if needed.
 - Students and staff working in the Technology Learning Center will use clear partitions for increased social distancing.

3. **Face Coverings for Staff and Students**

- In accordance with the April 17, 2020 Public Health Order and revised June 29, 2020, which went into effect on April 22, 2020, persons over the age of 2 must wear face coverings.
- Bitney Prep will have a supply of disposable face coverings for anyone who is unable to provide their own.
- Students who are participating in the Technology Learning Center Program will be required to wear a mask while on campus.

4. **Cleaning:**

- Bitney Prep will be equipped with cleaning and sanitation supplies (i.e., hand sanitizer, gloves, disinfecting wipes, disinfectant/bleach solutions).
- All staff will be trained to regularly clean and disinfect high touch areas and surfaces in their work areas in accordance with the [Centers for Disease Control \(CDC\) guidance for schools and childcare centers.](#)

5. **Daily Practices:**

- **Before opening in the morning:**

- **Staff will assume each parent/child is a carrier of the virus**
- Wear gloves and mask, have on before open time
- Stop parents at the door, conduct health checks outside
- Check for fever upon arrival, do a health check
- Have students wash hands upon arrival, or sanitize with hand sanitizer
- Use paper towels for hand drying in the bathroom
- Keep to current Covid ratios

6. Handwashing

- Staff and students practice routine hand washing: on arriving, before and after eating, after coughing or sneezing, after using restroom, before and after providing student care.
- Hand sanitizing when hand washing is not available.
- Post hand washing signs in high-traffic areas.

☐ **Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols as described below:**

Training for Staff and Students

- Basic understanding of prevention of COVID
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
- Symptoms of COVID 19 and when to seek emergency medical attention
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Do's & Don'ts of PPE:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
- Directions on No-touch thermometer: Follow insert in box for thermometer. Note; staff may have to wait 10 minutes after cleaning if forehead area is covered in hair, sweat or dirt, a hat
- Cleaning, sanitation, disinfection
- Physical distancing
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Handwashing <https://www.youtube.com/watch?v=d914EnpU4Fo>

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: Jonathan Molnar**

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.

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.

Process Described below:

1. Health and Safety Protocols:

Bitney Prep student programs will adhere to the following health and safety protocols:

- Essential Protective Equipment (EPE) will be stocked, inventoried and replenished as needed.
- PPE including facemasks and sanitizer will be provided to all students and staff.
- Daily health and safety checks developed by the school nurses (based upon NCPHD directions) will be provided to families. Each family will be asked to conduct the health check before students come to campus each day.
- Health checks will be conducted by school personnel before students are permitted to enter office or classroom spaces.
- Students and Staff who exhibit symptoms of possible COVID-19 infection will be required to follow one of the four scenarios included with the daily health check before they can return to campus. The designated School Health Aide will work with families to determine which scenario is appropriate.
- The designated Health Aide will follow the protocols for notifying the NCDPH of potential exposure incidents.
- The Health Aide will receive training by the School Nurse for conducting health checks, documentation and follow-up.

Health Questionnaire and Health Check Protocols:

- Parents of all students participating in the Technology Learning Center Program, (as well as students who may eventually participate in the Hybrid Cohort Model) will be provided with the Daily Health Check form that has been developed by the School Nurse Group in coordination with the NCDPH.
- Parents will be asked to conduct daily health checks before students come to school. Further they will be asked to contact the school if they are keeping their child home because they are exhibiting COVID-19 related symptoms.

- The School Health Aide will conduct the same health checks for each student before they can enter the TLC or the office.
- A record of Daily Health Checks will be kept for all students who are participating in the TLC Program.
- Staff and students who are sick are expected to stay home and follow the guidelines that are provided with the Health Check Document.
- Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19.
- Staff or students with symptoms will be encouraged to be tested on an ongoing basis.
- Protocols, actions, and template communications are in place for the following COVID-19 related scenarios: (As provided by school nurses in collaboration with NCPH, a copy of this form is included in the attachments to this document.)
 - A student or staff member:
 - a. Exhibits COVID-19 symptoms or
 - b. Answers yes to a health screening question or
 - c. Has a temp of 100.4 or above.
 - A family member or someone in close contact with a student or staff member test positive for COVID-19.
 - A student or staff member tests positive for COVID-19.
 - A student or staff member tests negative for COVID-19 after any of the reasons in scenarios a, b or c.

Social Distancing Protocols

- The Technology Learning Center is set up to support social distancing for students and staff.
- Distance staff desks at least 6 feet from student desks. All desks are facing the same direction and additional space is provided for major pathways around the classroom.
- The Technology Learning Center is made up of a stable cohort of 13 students and two staff members. Each student, along with their parent, has signed an agreement that outlines all safety measures, including social distancing. Students will also be in contact with three members of the office staff.
- Content area teachers do not have direct contact with students on campus.
- The Resource Specialist Teacher will meet with some of the students participating in the Technology Learning Center. This teacher will follow all of the social distancing

and PPE and other safety protocols that are in place for the TLC. A record of direct student interactions will be kept by the RSP teacher.

- Individual service providers are not coming on campus or meeting in person with students.

Entry and Exit of Campus and Movement of Students and Staff on Campus

- A specific route for entry onto campus has been identified. Everyone entering campus will first check in at the office. All entering students, staff, and visitors will participate in health screening outside the office before they enter any school buildings.
- Students and staff participating in the TLC Program will be able to exit Room 8 or the Office Building directly into the school parking lot. They will be able to participate in Safety Drills using appropriate social distancing.
- Staff members who are using the Back Building will be able to use established emergency exits and routes
- After daily health screening has taken place, students will proceed directly to Room 8.
- Students are limited to the use of the restroom in Room 8. Upon request, they may also be permitted to use the student restroom on the second floor of the Office Building.
- There is a designated outside break area for students participating in the TLC program. This area will have seating that provides appropriate social distancing.
- Students will eat lunch inside at their own desk or in the outside break area.
- Staff members will be using their assigned classroom to present their synchronous online classes. They will be the only individuals accessing these rooms.
- Students leaving before the end of the school day will check out directly from Room 8.

Additional Safety Considerations

- There are currently no large gatherings planned for the campus of Bitney Prep. The maximum group size for students is 12.
- No equipment or supplies will be shared between students or staff.
- School visitors will not be allowed in the instructional spaces or in the TLC.
- All visitors coming into the Administration Building or other buildings on campus will be required to wear facemasks and have their temperature checked.

Cleaning and Disinfecting Protocols

- ❑ Thorough cleaning and disinfecting of all high traffic areas is performed on a daily basis. This includes the Administrative building and Room 8

- All shared equipment and touchable surfaces are sanitized between each use. This includes the copier, restroom, and the kitchen.
- All entry and exit doors are equipped with proper sanitation products including hand sanitizer and sanitizing wipes.
- Staff will sanitize entry and exit touch areas three times a day.
- Hand washing facilities will be made available and will stay operational and stocked at all times. Additional soap, paper towels, and sanitizer will be available when needed (Antimicrobial soap and methanol based sanitizers will not be used).
- Students and staff will be supplied with personal hand sanitizer containers.
- Sanitizing supplies are provided to promote employee's personal hygiene.
- Cleaning products are used that meet the Environmental Protection Agency approval for use against COVID-19.
- Adequate time is available during the day and after hours for regular cleaning and product stocking.
- Staff is provided with time and supplies to implement cleaning practices before and after shifts.

Schedule for Cleaning and Disinfecting High traffic Areas

- Classrooms are cleaned and disinfected each day. This includes high contact areas. At midday, staff will sanitize high contact areas.
- Restrooms are cleaned and sanitized each day. Sanitizer will be available for individuals to use after leaving restrooms.
- Handrails, door handles, and shelving will be sanitized before the start of the school day, at midday, and in the evening.
- Copy machine will be sanitized between use
- Offices and teacher spaces will be cleaned and sanitized in the evening. Office staff and teachers will sanitize personal areas at the end of each day.
- Telephones - use will be limited to one staff member and will be sanitized at a minimum of once per day.
- Handwashing Facilities will be cleaned and disinfected each evening.
- The outside break area will be cleaned and sanitized on a daily basis

Physical Distancing Guidelines

- Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.
- 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
- Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable
- 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.

- ❑ 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.
- ❑ 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:

- ❑ The Nevada County Department of Public Health is notified of all positive COVID-19 cases.
- ❑ Employers and employees are aware that they can call Nevada County Public Health if a suspected exposure has occurred at 530 265-1627.
- ❑ If a student or staff member is diagnosed with COVID-19, Nevada County Public Health will provide assistance in the assessment of potential worksite exposures and any recommended testing, quarantine, or isolation instructions.

Training

Staff have been trained on the following topics:

- ❑ 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.
- ❑ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- ❑ 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.
- ❑ The importance of seeking medical attention if an employee's 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.
- ❑ The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- ❑ 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.
- ❑ Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- ❑ The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- ❑ Proper use of face coverings, including:
 - ❑ Face coverings do not protect the wearer and are not personal protective equipment (PPE)
 - ❑ Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing

- ❑ The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.

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.
This school site has created a Task Force to support SSSPP activities. This group meets regularly.

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.

Resource Documents:

- [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](#)

Site Specific Documents:

- Technology Learning Center Agreement
- Daily Health Check form

Certificate of Completion

Bitney Prep High School staff have completed the School Site-Specific Protection Plan with current information related to COVID-19 Protocols and Procedures. The full SSSPP is available for viewing or download here:

www.bitneyprep.net

This certificate should be displayed in the site's main office and the full SSSPP should be available online at the above web address.