

## 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 the template [COVID-19 Reopening Plan](#) provided by Lake County Department of Public Health and incorporates past and current Lake 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. It is intended to ensure schools and school/district offices meet requirements for schools to be in compliance with the most up-to-date state and local public health guidelines.

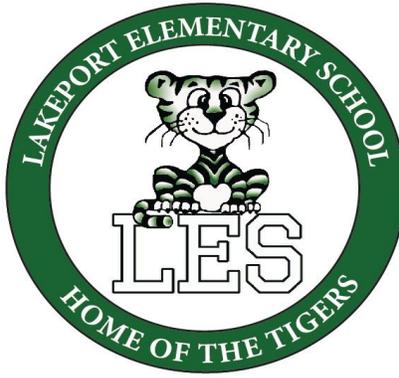
## Description of a COVID-19 School Site-Specific Protection Plan (SSPP)

The (SSPP) template below combines state-level guidance published in the California State Resilience Road map and local Lake 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 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 individual schools' SSPPs may be needed in order to incorporate new requirements. The Lake County Office of Education website will post and disseminate updated information and tools for you to use in developing any needed amendments. (link: [lakecoe.org/ReopeningSchools](https://lakecoe.org/ReopeningSchools))



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

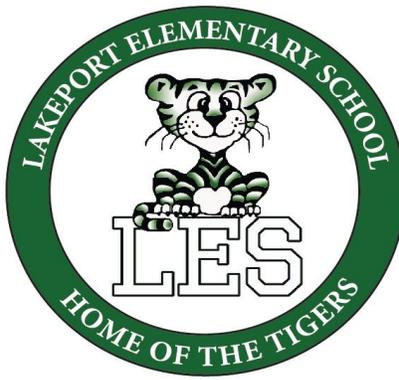
1. Perform a risk assessment and school site walkthrough of your campus and office spaces and use the protocols, guidance and best practices detailed in the [Public Health Guided Return to Site-Based Classroom Instruction](#) as a guide for conducting your assessment.
2. Use the template below to create 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, under the guidance of the Public Health Officer.
3. Finalize your SSPP and physically post it on your website 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:
  - a. Avoid entering or using the facility if you have COVID-19 symptoms;
  - b. Maintain a minimum six-foot distance from one another;
  - c. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - d. Wear face coverings, as appropriate; and
  - e. Do not shake hands or engage in any unnecessary physical contact.

## Tools for Developing Your School Site-Specific Protection Plan

1. **COVID-19 School Site-Specific Protection Plan (SSPP) Template**

The Lake County Office of Education is providing this template that can be used by any school or district to create their own School Site-Specific Protection Plan (SSPP). It contains all of the standard content already written for you to reopen 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 supported by Lake County's Public Health Officer.
2. **School Specific Best Practices**

The Lake County Office of Education is monitoring updated guidance from the Center for Disease Control, the California Department of Public Health, the California Department of Education, and Lake County Public Health to support and promote emerging best practices to share with the school community. 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.



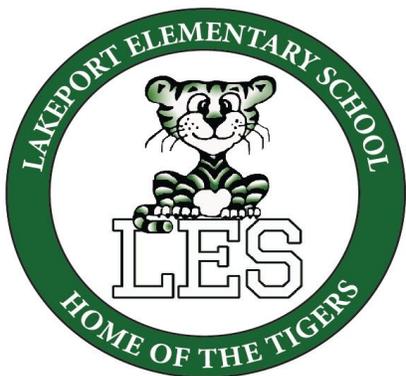
Lakeport Elementary School	
150 Lange St Lakeport, CA 95453	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on: Wednesday, August 15, 2020	
The person(s) responsible for implementation of this Plan is:	
Name: Talin Tamzarian	Title: Principal
I, Talin Tamzarian,	certify 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: **Talin Tamzarian**

Signature: *Talin Tamzarian*

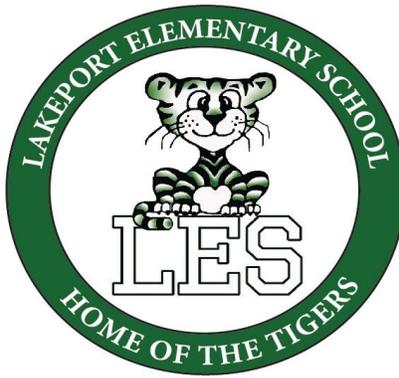
## Specific Control Measures and Screenings

- All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
- Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment.
- Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.
- A single point of contact - Nurse Diane Gunther - 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.
- 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.
- Health screening for students and staff are conducted daily for symptoms and history of exposure (links: [Daily Health Screening for Students](#) and [Daily Health Screening for Staff](#)).
- Staff and students who are sick are expected to stay home.
- Schools and districts will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19. Protocols, actions and template communications are in place for the following COVID-19 related scenarios ([Back to School Protocols](#))
  - o 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.
  - o A family member or someone in close contact with a student or staff member test positive for COVID-19.
  - o A student or staff member tests positive for COVID-19.
  - o A student or staff member tests negative for COVID-19 after any of the above scenarios.
- Where practicable, physical distancing of six feet is maintained between adults and students; four to six feet distance is permissible



between students within a classroom or instructional area where requirements herein are in practice.

- Stable classroom cohorts will be created (up to standard class size at each respective grade level) and maintained throughout each school day, and trimester, with an assigned primary cohort teacher, and systems are in place to minimize any mixing of students in cohorts.
- Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
- 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.
- Routes for entry and exit to the campus will be designated by site administration for each classroom cohort, using as many entrances/exits as feasible.
- Schedules for arrivals, recess and lunch will be strategically coordinated by site administration to prevent mixing of classroom cohorts.
- Congregate movement through hallways will be minimized as much as practicable as designed by site administration.
- Large gatherings (i.e., school assemblies) are currently prohibited.
- The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.
- 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.
- 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.
- Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated, boxed, or bagged meals as much as practicable.
- Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.
- All staff as well as all students TK-12th grade are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral contraindication.
- Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
- 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.
- Sharing of electronic devices, clothing, books and other games or learning aides will be avoided as much as practicable.
- Use of privacy boards or clear screens will be considered as much as practicable.
- Busses will be disinfected multiple times each day, as feasible. Seating will be limited to two students per seat, with masks and windows open. If a student is not able to wear a mask other means of social distancing will be implemented.
- Non-essential visitors, including parent volunteers will be limited and essential workers will be required to adhere to all health and safety guidelines.
- A 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:

Cloth and surgical masks, gloves, face shields, hand sanitizer, spray on cleaners (E23), cleaning wipes and fogging machines have been purchased and distributed to school sites to support the health and safety measures adopted by Lakeport Unified School District per guidance from the COVID-19 Industry Guidance: Schools and School-Based Programs from California Department of Public Health and CAL OSHA (July 17, 2020).

Additional control measures you are implementing at this school/office include:

All offices located in the district are following guidelines from the COVID-19 Industry Guidance: Schools and School-Based Programs from California Department of Public Health and CAL OSHA (July 17, 2020), including the request for only essential visitors to be on campus; staff, students grades 3rd-12th and visitors are required to wear face masks while in the school setting; office doors remain locked with a doorbell to be used to notify office staff when a visitor has arrived, and health screenings will be performed prior to entry.

Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible. The school site will utilize the cafeteria to filter students on to campus where temperatures will be taken upon arrival.

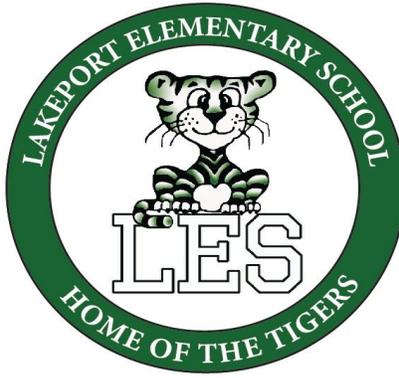
Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts. Outdoor recess will not be scheduled during this time.

Training has been provided to all staff, and will be provided to students reinforcing the importance of health and safety practices and protocols, including proper handwashing procedures, use of hand sanitizer, proper use of face masks, etc.

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. Any materials used will be properly cleaned and sanitized.

Busses will be disinfected after each route. Seating will be limited to two students per seat, with masks and windows open. If a student is not able to wear a mask other means of social distancing will be implemented. Bus routes will run to bring students onto school grounds and take home at dismissal time.

This School Site-Specific Protection Plan outlining all measures is completed, posted at each school site and shared with all stakeholders, and will be updated as state, COVID-19 Industry Guidance: Schools and School-Based Programs from California Department of Public Health and CAL OSHA and local Public Health guidance dictates.



## Cleaning and Disinfecting Protocols

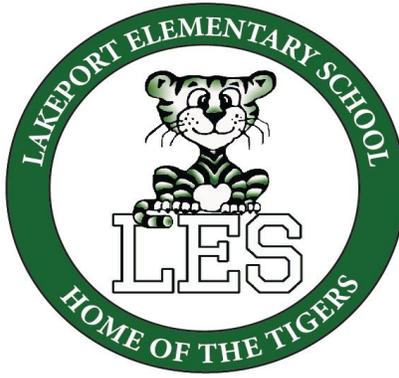
<ul style="list-style-type: none"> <li>o Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.</li> </ul>	<ul style="list-style-type: none"> <li>o Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.</li> </ul>
<ul style="list-style-type: none"> <li>o All shared equipment and touchable surfaces are cleaned and sanitized between each use.</li> </ul>	<ul style="list-style-type: none"> <li>o Cleaning products are used that meet the <a href="#">Environmental Protection Agency (EPA)'s</a>- approved for use against COVID-19 list.</li> </ul>
<ul style="list-style-type: none"> <li>o All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.</li> </ul>	<ul style="list-style-type: none"> <li>o School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.</li> </ul>
<ul style="list-style-type: none"> <li>o 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.</li> </ul>	<ul style="list-style-type: none"> <li>o Hands-free devices have been installed, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.</li> </ul>
<ul style="list-style-type: none"> <li>o Hand sanitizer will be provided where indoor plumbing is not readily available.</li> </ul>	<ul style="list-style-type: none"> <li>o Staff is provided adequate time to implement cleaning practices before and after shifts.</li> </ul>

## 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:
Monday-Friday, 6-8 AM; 2:30-10:30 PM	Monday-Friday, 6-8 AM; 2:30-10:30 PM
Restrooms:	Telephones:
Monday-Friday, 6-8 AM; 2:30-10:30 PM	Monday-Friday, end of each school day
Handrails / door handles / shelving:	Handwashing facilities:
Monday-Friday, 6-8 AM; 2:30-10:30 PM	Monday-Friday, 6-8 AM; 2:30-10:30 PM
Copy Machines / Scanners / Faxes:	Common Areas:
Monday-Friday, end of each school	Monday-Friday, 6-8 AM; 2:30-10:30 PM and as needed



Playground Structures:	Outdoor Common Areas:
Not in use at this time	After each use
Indoor Common Areas:	Other:

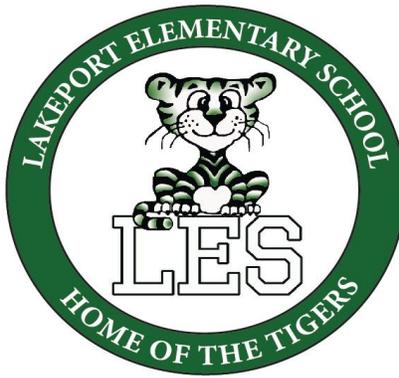
Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Lakeport Elementary School has coordinated with the Director of Maintenance Operations and Transportation related to cleaning schedules before and after instructional time where students may be on campus during the scheduled school day. Signage is displayed outside common spaces with reminders for required face masks, social distancing, and proper hand washing and sanitizing.

School meals while students are on campus are available for grab and go. This will occur at the end of day as students are leaving campus. There will be chromebooks on campus for the limited number of students that will be on campus. These devices will be cleaned and sanitized after student use.

Additional measures that have been taken at this school or office site:

Lakeport Elementary School has coordinated with other school sites, Director of Maintenance Operations and Transportation and with the District Nurse and LVN related to training staff and students, and procedures to be followed during the instructional day.



## Physical Distancing Guidelines

<ul style="list-style-type: none"> <li>o Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.</li> </ul>	<ul style="list-style-type: none"> <li>o 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.</li> </ul>
<ul style="list-style-type: none"> <li>o 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.</li> </ul>	<ul style="list-style-type: none"> <li>o 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.</li> </ul>
<ul style="list-style-type: none"> <li>o Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.</li> </ul>	<ul style="list-style-type: none"> <li>o The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.</li> </ul>

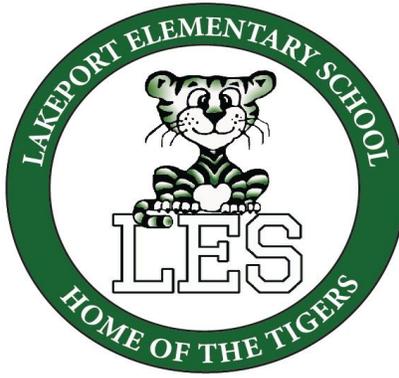
## Notification of COVID-19 Positive Case at School or Office Site:

<ul style="list-style-type: none"> <li>o County of Lake Public Health is notified of all positive COVID-19 cases.</li> </ul>	<ul style="list-style-type: none"> <li>o Employers and employees are aware that they can call Lake Public Health if a suspected exposure has occurred at ( 707) 263-1090.</li> </ul>
<ul style="list-style-type: none"> <li>o If a student or staff member is diagnosed with COVID-19, Lake County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.</li> </ul>	<ul style="list-style-type: none"> <li>o Protocols, actions and template communications are in place for COVID-19 related scenarios.</li> </ul>

## Training

Staff have been trained on the following topics:

<ul style="list-style-type: none"> <li>o 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.</li> </ul>	<ul style="list-style-type: none"> <li>o Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.</li> </ul>
<ul style="list-style-type: none"> <li>o Self-screening at home, including temperature and/or symptom checks using CDC guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>o The importance of physical distancing, both at work and off work time (see Physical Distancing section above).</li> </ul>
<ul style="list-style-type: none"> <li>o 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.</li> </ul>	<ul style="list-style-type: none"> <li>o Proper use of face coverings, including:</li> </ul>



<ul style="list-style-type: none"> <li>o 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.</li> </ul>	<ul style="list-style-type: none"> <li>o Face coverings do not protect the wearer and are not personal protective equipment (PPE).</li> </ul>
<ul style="list-style-type: none"> <li>o The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.</li> </ul>	<ul style="list-style-type: none"> <li>o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.</li> </ul>
<ul style="list-style-type: none"> <li>o 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).</li> </ul>	<ul style="list-style-type: none"> <li>o The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.</li> </ul>
<ul style="list-style-type: none"> <li>o Face coverings to be washed after each shift.</li> </ul>	<ul style="list-style-type: none"> <li>o Avoid touching eyes, nose, and mouth.</li> </ul>

## Compliance and Documentation

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

## Resource Documents:

- [Lake County Public Health and Human Services: Coronavirus Hub](#)
- [Lake County Office of Education: Reopening Schools](#)
- [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 School](#)