

Arcata Christian School Site-Specific Protection Plan SSPP

Template Provided by the Humboldt County Office of Education and Humboldt County Health Department

Purpose of this Document

The purpose of this document is to provide each school site and/or district office with clear guidance for reopening in a manner that provides a safer and cleaner environment for students, school staff and any essential visitors. This COVID-19 School Site-Specific Protection Plan (SSPP) is based on the template Site-Specific Protection Plan provided by Humboldt County Office of Education and Humboldt County Public Health. They are also informed by the American Academy of Pediatrics "COVID-19 Planning Considerations: Guidance for School Re-entry." It incorporates past and current Humboldt County Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control & Prevention, the California Department of Public Health and the California Department of Education. It has been modified to meet specific guidance and requirements for schools and school offices and is intended to ensure schools and school/district offices have well developed and thorough plans in place and remain in compliance.

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

The (SSPP) template below combines state-level guidance published in the California State Resilience Road map and local Humboldt County public health policies. The State of California requires all schools to:

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

Additionally, this SSPP should be incorporated into the Comprehensive School Safety Plan.

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to individual schools' SSPPs may be needed in order to incorporate new requirements. The HCOE website will post and disseminate [updated information and tools for you to use in developing any needed amendments.](#)

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

1. Perform a risk assessment and school site walkthrough of your campus and office spaces and use the protocols, guidance and best practices detailed in the [Public Health 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.

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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 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 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	
ARCATA CHRISTIAN SCHOOL	
Facility Address	
1700 UNION STREET	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
AUGUST 12, 2020	
The person(s) responsible for implementation of this Plan is:	
Name: RONALD WUNNER	Title: PRINCIPAL
I, certify that all staff and parents have been provided a copy of this SSPP and that staff have received training as required and described in this SSPP.	
Signature: Ronald J. Wunner	Date: 8/12/2020

Specific Control Measures and Screenings

1. All activities are consistent with and will adjust to changing applicable state and local Public Health orders.
2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment. **Describe below:**

The Arcata Christian School will provide students with specific guidelines regarding proper handwashing, schedule regular hand washing throughout the day, and provide sanitizing resources as age and grade appropriate. Staff and students will be provided with face masks/ and safety shields as needed.

3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. **Describe below:** Staff in-service meetings have and will continue to be held to review, discuss, and practice all adopted guidelines. The staff will conduct in-class demonstrations for our students to assure that they are professionally trained and follow face mask, face shields, and social distancing in and out of the classroom.

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: Bonnie Acosta.

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. The school will only use EPA Level N disinfectants.

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6. The school expects parents to screen their child(ren) prior to arriving at school. All students will be screened when arriving at school. In the classroom, teachers are vigilant for signs of illness in students and follow school protocols when a child becomes ill. **Describe process below: Families will be provided with specific CDC and other appropriate documents relating to home disinfecting and screening questions for students prior to their leaving home. Students will be screened when arriving on campus. Teachers will all be equipped with thermometers and a check list of possible symptoms and protocols to be followed if symptoms are observed during the course of the school day.**

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

8. ACS will cooperate with Public Health to explore testing strategies to mitigate transmission of COVID-19, including surveillance testing for staff on an agreed upon schedule throughout the school year. This may include testing of students with appropriate parental permissions obtained in advance.

9. Protocols, actions and template communications are in place for the following COVID-19 related scenarios (link: [Humboldt County Public Health Protocols & Communication Templates](#) for each scenario):

- a. A student or staff member either exhibits COVID-19 symptoms, answers yes to multiple health screening questions or has a temp of 100.4 or above.
- b. A family member or someone in close contact with a student or staff member tests positive for COVID-19.
- c. A student or staff member tests positive for COVID-19.
- d. A student or staff member tests negative for COVID-19 after any of the reasons in scenarios a, b, or c.

Describe below: The above listed protocols and communication templates will be reviewed and utilized in the school program. Staff have been provided with Covid-19 specific binders which include communication templates.

10. Distance staff desks at least 6 feet from student desks. Where practicable, physical distancing of six feet is maintained between students within a classroom or instructional area (distance of 3-6 feet is acceptable if other safety precautions are in place as specified in this document). Maximize distancing between desks to the extent possible by redesigning classroom space and removing non-essential furnishings. Facial coverings and other measures are intended to support the effectiveness of all levels of distancing.

11. For elementary students, stable classroom cohorts (up to standard class size at each respective grade level) 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 3-6 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: Six feet will be maintained when students are not in cohort groups. ACS will maintain Cohort group separation throughout the school day. If cohort groups are not possible due to an emergency of some kind the school will make every attempt to maintain social distancing.**

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:** These contacts are kept to a necessary minimum to protect our cohort groups. A record of any contacts (student or other person), staff or any person nor identified as part of the primary classroom cohort group.

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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:** The school will utilize all entry and exit strategies to route cohort groups to and from classrooms in a manner that maintains social distancing.

16. Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts. **Describe below:** Dismissal from vehicles on arrival will be monitored to assure social distancing. Students will observe social distancing and lunch in cohort groups. Recess will not mix cohort groups.

17. Congregate movement through hallways will be minimized as much as practicable. **Describe below:** Cohort group movement will be monitored and individual groups not allowed to mingle. Students will remain in class and released to parents on an individual basis to prevent cohort mixing at the end of each day.

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:** The school will schedule frequent breaks and schedule as many learning activities as possible outdoors for our students.

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. Cohort groups will remain in these groupings when at recess.

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. **Describe below:** Provisions have been made for in class soap dispensers and towels (non-touch controls) and sanitizing stations. All primary classrooms have sinks that allow washing of hands. Sanitizing will be available for staff and visitors.

24. **Face coverings must be used in accordance with CDPH guidelines** ([link to](#) b. ACS will adhere to CDPH guidelines as stated in the school plan.

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.

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- 27. Sharing of electronic devices, clothing, books, games or learning aides will be avoided 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.
- 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

<input type="checkbox"/>	Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.	<input type="checkbox"/>	Sanitizing supplies are provided to promote employees’ personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
<input type="checkbox"/>	All shared equipment and touchable surfaces are cleaned and sanitized between each use.	<input type="checkbox"/>	Cleaning products are used that meet the Environmental Protection Agency (EPA) N-list approved for use against COVID-19 list.
<input type="checkbox"/>	All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	<input type="checkbox"/>	School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
<input type="checkbox"/>	Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. Antimicrobial soaps are not required or recommended. Sanitizers containing methanol may not be used.	<input type="checkbox"/>	Hands-free devices have been installed, if possible and available for purchase to dispense sanitizing products. This includes towel dispensers, soap dispensers, etc. Antimicrobial hand sanitizers will not be used by students.
<input type="checkbox"/>	Hand sanitizer will be provided where indoor plumbing is not readily available.	<input type="checkbox"/>	Staff is provided adequate time to implement cleaning practices before and after shifts.

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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:
<ol style="list-style-type: none"> 1. All classrooms will be sprayed with a disinfectant a minimum of twice per month with EPA, N list approved kill Covid-19 sanitizer. 2. Teachers will be provided with both hand sprayers with approved disinfectant for classroom use. 3. A professional firm will conduct testing of all classrooms for microbial levels a minimum of 2x times per month and more often as requested. 4. The school will supplement scheduled outside disinfecting with a portable spray unit throughout the week prior to the arrival of students. 5. Disinfectant solutions will be available as age, grade appropriate. 	<ol style="list-style-type: none"> 1. The office secretary will disinfect the office counter after contact with students and other visitors/ parents. She will utilize approved Covid-19 N listed disinfectants. 2. The office will be sprayed with a disinfectant each week. 3. Hand sanitizer products and paper towels will be available to all office visitors. 4. A professional firm will test any designated site for contaminants and increased disinfecting will follow when necessary.
Restrooms:	Telephones:
<ol style="list-style-type: none"> 1. Restrooms will be disinfected with a Covid-19 N-approved spray at the end of each school day and more often as necessary. 2. Rest rooms will also be disinfected with spray and wiped down after each cohort use. 3. Teachers will advise the office when any student utilizes a restroom outside of their regular cohort use time. This will allow disinfecting of that particular bathroom. 	<ol style="list-style-type: none"> 1. Telephones and hand held radios will be disinfected at the start of each day and when use is transferred to another person. 2. The school secretary shall disinfect her phone at the start of each day and as often as necessary throughout the day.
Handrails / door handles / shelving:	Handwashing facilities:

<ol style="list-style-type: none"> 1. The school is installing safety handle microbial strips on a variety of handles and surfaces. Although this is not a Covid-19 specific disinfectant, the school is of the opinion that it will help prevent the spread of other microbes. 2. Handles , railings and door handles will also be sprayed on a regular basis through the day (or when a cohort group enters or leaves a specific area) using a Covid-19 specific sanitizer. 	<ol style="list-style-type: none"> 1. Non touch soap dispensers will be placed in each classroom (where sinks are not installed) and in other rooms when students and guests are likely to visit. 2. K-4 classrooms are equipped with hand washing sinks and non-touch towel dispensers. 3. 5-8 cohort groups will utilize handwashing stations disinfected after each cohort use.
<p>Copy Machines / Scanners / Faxes:</p>	<p>Common Areas:</p>
<p>All copy machines, scanners and technology devices used by staff will be sanitized before and after each use.</p>	<p>Appropriate sanitizers and soap dispensers will be provided at common locations.</p>
<p>Playground Structures:</p>	<p>Outdoor Common Areas:</p>
<p>Any playground structures used by students will be sanitized prior to the use by another cohort group.</p>	<p>Areas in which the different cohort groups use will have touch points and equipment sanitized between each scheduled cohort use.</p>
<p>Indoor Common Areas:</p>	<p>Other:</p>
<p>Lunchroom:</p> <ol style="list-style-type: none"> 1. The school will not be using a multi-use lunchroom (mixing of cohorts). Any space used for a lunchroom will require social distancing and disinfecting prior to and after a particular cohort use. 	<p>Playground: Separate playground balls will be assigned to each cohort group to assure that items are properly labeled , disinfected and sanitized.</p>
<p>Other:</p>	<p>Other:</p>

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Physical Distancing Guidelines

<input type="checkbox"/>	Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.	<input type="checkbox"/>	Tape or other markings have been placed at least six feet apart on sidewalks or other walkways near public entrances.
<input type="checkbox"/>	Staff desks are 6 feet from students. Where practicable, physical distancing of six feet is maintained to the greatest extent possible within a classroom or instructional area. Three to six feet is acceptable where requirements herein are in practice.	<input type="checkbox"/>	All desks or individual workstations within office settings are separated by at least six feet or employees otherwise maintain three feet if workspace is limited.
<input type="checkbox"/>	Meals will be served in classrooms or outside instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable;	<input type="checkbox"/>	The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort;

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

<input type="checkbox"/>	County of Humboldt Public Health is notified of all positive COVID-19 cases.	<input type="checkbox"/>	Employers and employees are aware that they can call Humboldt Public Health if a suspected exposure has occurred at 707-268-2182.
<input type="checkbox"/>	If a student or staff member is diagnosed with COVID-19, Humboldt County Public Health may ask for assistance in the assessment of potential worksite exposures, and will advise on any recommended testing, quarantine, or isolation instructions.	<input type="checkbox"/>	<p>Protocols, actions and template communications are in place for COVID-19 related scenarios:</p> <ul style="list-style-type: none"> • Student Symptom Checklist • Humboldt County Public Health Protocols on the onset of Symptoms

Training

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

<input type="checkbox"/>	Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	<input type="checkbox"/>	Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
<input type="checkbox"/>	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	<input type="checkbox"/>	The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
<input type="checkbox"/>	The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	<input type="checkbox"/>	Proper use of face coverings, including:
<input type="checkbox"/>	The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.	<input type="checkbox"/>	Face coverings do not protect the wearer and are not personal protective equipment (PPE).

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Compliance and Documentation

<input type="checkbox"/>	This school site / office is regularly inspected for compliance with this School Site-Specific Protection Plan (SSPP) and any deficiencies are documented and corrected.
<input 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. As of this date the school staff and school board serve as the task force.

Resource Documents:

- [The Road Ahead: Humboldt County Schools Reopening 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](#)

ADDENDUM

The following addendum is not part of the template provided by the HUMBOLDT COUNTY OFFICE OF EDUCATION IN CONJUNCTION WITH HUMBOLDT COUNTY DEPARTMENT OF PUBLIC HEALTH.

The Arcata Christian School trusts in God as our protector and believe in the promise of II Chronicles 7:14 which states, "If My people, who are called by my name, shall humble themselves and pray, and seek my face, and turn from their wicked ways: then I will hear from heaven and will forgive their sin and will heal their land."

We pray daily for the health of our students, staff and families according to James 5:14-16 and trusting that God will bring protection to all and healing to those that are sick."