



COVID-19 School Site-Specific Protection Plan and Guidance

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 Riverside Recovers and incorporates past and current Riverside University Health System- Public Health Orders and requirements, in addition to updated guidance from the Centers for Disease Control & Prevention, the California Department of Public Health, 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 Riverside 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 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.

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



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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 [Riverside University Health System- Public Health COVID-19 Guidance for Schools](#) 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 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.

School or District Site Name	
Palo Verde Head Start	
Facility Address	
295 E. Chanslorway., Blythe, CA 92225	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
November 3, 2020	
The person(s) responsible for implementation of this Plan is:	
Name: Cindy Floyd	Title: Coordinator, Head Start
I, Cindy Floyd, 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: Cindy Floyd

Signature:

Specific Control Measures and Screenings



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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:
 - a. Hand-Washing
 - b. Access to essential personal protective equipment
 - c. Frequent disinfection of high-touch surfaces
 - d. Wearing face coverings
 - e. Social distancing (staying 6' from others)
3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols. The school site trains all staff on the District Injury and Illness Prevention Program COVID-19 Addendum. The school site will also review the District IIPP plan periodically to all staff members. Teachers will train students on COVID-19 Health and Safety Protocols and review them periodically.
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. The name of this person is: Coordinator, Cindy Floyd.
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.
6. Daily health screening for staff are conducted in accordance with the ***PVUSD Employee Daily Self Screening Protocol*** to check for symptoms and history of exposure. In addition, PVUSD will:
 - a. All PVUSD employees will self-screen prior to entering the campus.
 - b. Staff with a history of exposure to COVID-19, particularly if they are on quarantine, must not be allowed on campus until medically cleared.
 - c. Staff with possible symptoms of COVID-19 must not be allowed on campus at minimum until they have resolved, and must be sent home if symptoms develop during school hours.
 - d. Keep staff who are waiting to be picked up in a designated isolation room.
7. Students and families shall conduct daily self-screenings prior to leaving their homes and/or boarding school buses. I:
 - a. Screen all students and families prior to entering campus.
 - b. Ask all persons entering the building or campus about symptoms and exposure to COVID-19, including students, parents, caregivers, contractors, visitors and government officials. Emergency personnel responding to a 9-1-1 call are exempted.
 - c. Students and adults with a history of exposure to COVID-19, particularly if they are on quarantine, must not be allowed on campus until medically cleared.



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- d. Students and adults with possible symptoms of COVID-19 must not be allowed on campus at minimum until they have resolved, and must be sent home if symptoms develop during school hours.
 - e. Keep students who are waiting to be picked up in a designated isolation room.
8. Staff and students who are sick are expected to stay home.
 9. Schools and districts will cooperate with Riverside County Public Health to support testing strategies to mitigate transmission of COVID-19, including testing for staff at the beginning of the school year, and then no less than once every two months. This may include testing of students with appropriate parental permissions obtained in advance.
 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 quarter or semester, with an assigned primary cohort teacher, and systems are in place to prevent the mixing of classroom cohorts.
 12. For 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.
 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.
 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.



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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 are required to wear face coverings while in the classroom and on campus, unless there is a medical or accommodation, see: [Riverside County Department of Public Health Guidance- MEDICAL EXEMPTIONS FOR USE OF FACIAL COVERINGS](#)
25. All students 3rd – 12th grade are required to wear face coverings while in the classroom and on campus, unless there is a medical or behavioral accommodation. On school grounds, the CDPH guidance requires that children grades 3 and up, and recommends that students aged 2 and up, wear a face covering both indoors and outdoors regardless of social distancing. The covering may be removed for meals, snacks, naptime and outdoor recreation, but should be used at all other times unless there is a medical exemption, see: [Riverside County Department of Public Health Guidance- MEDICAL EXEMPTIONS FOR USE OF FACIAL COVERINGS](#).

Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Either reusable or disposable masks are acceptable. Parents should be encouraged to provide a reusable mask for their children. Schools are prepared to provide masks to ensure safety and continuity of education.
26. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.
27. 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. Sharing of electronic devices, clothing, books and other games or learning aides will be avoided 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.



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

- Hand Sanitizer
- Masks
- Face Shields
- Plexi-Glass Shields for office staff
- Gloves
- Medical Gowns
- Goggles
- Cleaning Supplies

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

The school site will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans. The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time). The school site also utilizes:

- Thermometers in all work stations
- Disinfectant in all work stations
- Sanitizing carts
- Sanitizing wipes
- Set sanitization schedule for classrooms and work stations
- Adequate supply of suitable cleansing agents, water, and single use towels

Cleaning and Disinfecting Protocols

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.
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	<ul style="list-style-type: none"> • Hands-free devices have been installed, if



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and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed	possible, including motion sensor lights, contact-less payment systems, hand dryers, and paperless timecard systems.
Hand sanitizer will be provided where indoor plumbing is not readily available.	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.

Classrooms: 1-3 times daily depending on level of utilization.	Offices: 3 times per day by custodial staff. In addition, office staff provides immediate cleaning for high touch surfaces.
Restrooms: 3 times per day by custodial staff	Telephones: Immediate cleaning after each use of community telephones.
Handrails / door handles / shelving: Immediate cleaning after each use and 3 times per day by custodial staff.	Handwashing facilities: 3 times per day by custodial staff.
Copy Machines / Scanners / Faxes: Immediate cleaning after each use of communication equipment.	Common Areas: 3 times per day by custodial staff. In addition, appropriate staff provides immediate cleaning for high touch surfaces.
Playground Structures: Closed until further notice.	Outdoor Common Areas: 1-3 times daily depending on level of utilization.
Indoor Common Areas: 3 times per day by custodial staff. In addition, appropriate staff provides immediate cleaning for high touch surfaces.	Electronics: Immediate disinfection after each use of electronic equipment.
Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting: <ul style="list-style-type: none"> • Close off areas used by the sick person. • Open outside doors and windows to increase air circulation in the area. 	



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- Wait 24 hours before you clean or disinfect.
- If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

Physical Distancing Guidelines

Staff breaks and break rooms are managed to ensure that employees 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.
Where practicable, physical distancing of six feet is maintained.	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.
Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.	Close or limit access to common areas where employees are likely to congregate and interact.
Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.	Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.

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

County of Riverside Public Health is notified of all positive COVID-19 cases.	Employers and employees are aware that they can call Riverside Public Health if a suspected exposure has occurred at (951) 955-6483.
If an student or staff member is diagnosed	Protocols, actions and template



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with COVID-19, Riverside County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

communications are in place for COVID-19 related scenarios (link: [Riverside County Public Health Protocols & Communication Templates](#))

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.	PVUSD Injury and Illness Prevention Program COVID-19 Addendum training.
Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	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: Reusable masks and face coverings may be washed by hand or with a washing machine; see https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html
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.	Training on the COVID-19 School Site Specific Protection Plan.
The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.	Face coverings do not replace the need for physical distancing and frequent handwashing.
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 handwashing station, per CDC guidelines).	The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.



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Face coverings to be washed after each shift.

Avoid touching eyes, nose, and mouth.

Compliance and Documentation

This plan will be reviewed regularly according to federal, state, and local requirements. The guidelines are subject to change as information is updated. The school site 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.

School site administration is part of a Task Force to support SSSPP activities and is part of the District COVID-19 Health and Safety Team. These groups meet regularly.

Resource Documents:

- [Riverside County Public Health and Human Services](#)
- [Cal/OSHA Industry Guidance](#)
- [Palo Verde Unified School District Injury and Illness Prevention Program COVID-19 Addendum](#)
- [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](#)