



VICTOR/NORTH VALLEY SCHOOL
COVID-19 School Site-Specific Protection Plan

School Name	
Victor Treatment Centers/North Valley School (VTC/NVS)	updated 3-29-21
School Type (select one)	
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial	
School Task Force Members and Positions (ie teachers, custodians, secretaries, paras, parents, students, administration)	
Kelly Hernandez, Executive Director Kevin Baker, Principal Joy Passalacqua, Office Services Manager Lindsay Doss, Human Resources Ashleigh Wylie, Office Support Staff	
Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)	
Miriam Coates, Registered Nurse Disease Control and Surveillance 625 5 th St. Santa Rosa Office Phone: 707-565-8126 County Phone: 707-565-4566 Fax: 707-565-4565 Dr. Sundrai Mase, PH Officer Department of Health Services 625 5th St. Santa Rosa, CA 95404 Sundari.Mase@sonoma-county.org 707-565-4426 707-565-4599 Fax: 707-656-4565	
This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:	
Administrator	
Name: Kelly Hernandez	Title: Executive Director
Email: khernandez@victor.org	Phone Numbers: (707) 576-7218

I, Kelly Hernandez certify that this SSSPP is posted on our school/district website, and that staff will receive training as described in this SSSPP before site-based classroom instruction begins.

Signature: _____ **Date:** _____

Specific Control Measures and Screenings

1. All activities are consistent with and will adjust to changing applicable state and local Public Health Orders. North Valley School staff meets to monitor and adjust the plan based on input from County, State and Federal regulations and recommendations.

- North Valley School (NVS) Staff remain current on State and Local Public Health Orders. NVS Staff participate in frequent teleconferences with Local School Leaders. Victor Treatment Centers (VTC) and NVS also utilize Community Care Licensing PIN updates and The California Department of Health Care Services updates to inform agency protocol. Policies and Procedures are adjusted to meet new or changing orders, as received.
- When a Shelter in Place Order is mandated by Sonoma County Public Health Department, employees whose work duties can be conducted remotely may do so, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected.

2. Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment, and up to date student and staff attendance tracking.

Employees are provided with all required personal protective equipment (i.e. face coverings, gloves, etc.) and NVS monitors that this equipment is worn properly and at appropriate times.

All employees complete a health and temperature screening, upon entering the facility, at the beginning of their work shift. The individual(s) conducting the temperature/health screening avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening and touchless thermometers are used at check-in stations.

Face coverings are required on campus and when employees are in the vicinity of others. Face coverings are not shared with others.

Employees receive training in the proper use of PPE (face coverings, gloves and gowns) and safety practices.

Types of protective equipment provided to employees include:

- Gloves
- Face Coverings
- Face Shields
- Goggles, as needed for specific medical procedures and/or work with a student
- Isolation Area contains the following: gowns, goggles, and shoe coverings

Attendance Monitoring/Tracking:

- Employee attendance is tracked daily.
- Student attendance is tracked daily.

Additional control measures include:

- Signage is posted throughout the facility regarding COVID-19 symptoms, handwashing protocol, and physical distancing.

- Meeting and break rooms have occupancy signs indicating the maximum amount of people allowed in each room to promote physical distancing.
- Hand sanitizer stations are located throughout the facility to promote hand sanitizing upon entering the facility or a different room.
- Markings have been placed on walkways at facility entrances.
- Student work tables have been repositioned to maintain 4-6 feet physical distancing from other student work areas.
- Wellness check stations are positioned to check employees and students prior to entering the facility.
- Sanitizing and Disinfecting supplies are readily available to staff for cleaning classrooms and work areas.
- Office spaces have been reorganized to maintain physical distancing in office spaces.
- Daily classroom cleaning schedules have been developed and implemented throughout the day and at the end of each day.
- Custodial cleaning has been intensified to ensure adequate cleaning and disinfecting of classrooms and facility.

3. Training is provided to all staff and students reinforcing the importance of health and safety practices and protocols.

Employee Training:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19.
- Safe use of cleaning products.
- 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 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.
- The importance of physical distancing.

Proper use of face coverings, including:

1. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
2. The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
3. Avoid touching eyes, nose, and mouth.
4. Face coverings to be washed after each shift.

Student Training:

- Handwashing techniques
- Use of masks, as applicable to individual student abilities
- Coughing and sneezing practices

4. A primary and secondary point of contact are established, identified, and trained at the school site to direct questions or concerns around practices, protocols, or potential exposure. These points of contact will also serve as a liaison to Public Health and contact information is identified in the School Site-Specific Protection Plan. (Points of Contact listed above).

Kelly Hernandez, Executive Director: khernandez@victor.org

Kevin Baker, Principal: kevin.baker@victor.org

Joy Passalacqua, Office Services Manager: joy.passalacqua@victor.org

Lindsay Doss, Human Resource Manager: ldoss@victor.org

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.

- Intensified cleaning and disinfecting procedures are in place for the facility.
- Entrances, Exits, classrooms, hallways and shared areas are equipped with hand sanitizer stations.
- Sanitizing and disinfection supplies are available to employees and back up stock has been secured.
- Program and school hours have been modified to provide adequate time for regular, thorough cleaning of classrooms, offices, and common areas.
- Bathrooms are designated for stable group and are separate from staff bathrooms.

6. Health screening for students and staff are conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention provided updated guidance on screening K-12 students emphasizing that parents and caregivers must monitor their children for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. Staff will complete a daily health screening prior being allowed in the facility.

- Employees complete a daily health screening before being permitted in the facility. Screening includes completion of a specific Covid-19 symptom questionnaire and a touchless temperature check prior to entry into the facility.
- Students (or a staff on behalf of the child) completes a Covid-19 symptom questionnaire and a touchless temperature check prior to entry into the facility.

7. Staff and students who are sick are expected to stay home and an isolation area is identified for students who begin to exhibit symptoms during the school day, until they can be picked up. Describe placement of designated Isolation Area:

EMPLOYEES:

- Employees who are sick or exhibiting symptoms of COVID-19, prior to their work shift, are expected to stay home and follow CDC guidelines for when that employee can return to work.
- Employees who exhibit symptoms of COVID-19, while at work, are released to go home immediately and follow CDC guidelines for returning to work.
- Employees are provided a Victor Employee Exclusion letter with guidance on CDC requirements to return to work and CDC information flyer on managing COVID-19 symptoms at home.

STUDENTS:

- Students who are sick or exhibiting symptoms of COVID-19, prior to school, are expected to stay home and follow CDC guidelines for when that child can return to school.
- Students who exhibit symptoms of COVID-19, while at school, are taken to an isolation room while their parent is notified that their child is required to go home immediately and follow CDC guidelines for returning to school.
- Isolation Rooms are "Closed" for 24 hours. Thorough disinfecting of the room is completed prior to use.
- Parents are provided a North Valley School template letter with guidance on CDC requirements to return to program and CDC information flyer on managing COVID-19 symptoms at home.

8. North Valley School will cooperate with Public Health to support testing strategies to mitigate transmission of COVID -19.

- Employees will have access to testing as provided by PMH Laboratory, Inc.
- 80% of Victor/North Valley School employees have been fully vaccinated.
- Surveillance testing for Victor/North Valley School employees and residential students is conducted once per month at a minimum.

9. Protocols, actions and template communications are in place for COVID-19 related scenarios.

- 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.
- A family member or someone in close contact with a student or staff member tests 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 1, 2 or 3.
- A student or staff member is in close contact with someone, who was in contact with someone, who tested positive for COVID-19.

10. Where practicable, physical distancing of six feet is maintained between adults and adults and students.

- Physical distancing of 4-6 feet is maintained between student work areas and where practicable, physical distancing of six (6) feet is practiced between adults and students, as much as possible.
- Student desks are arranged 4-6 feet apart within the classrooms.

11. Stable classroom cohorts are maintained throughout each school day. An assigned primary cohort teacher and instructional support staff and systems are in place to prevent the mixing of classroom cohorts.

- Stable cohorts of students/staff are assigned classrooms for their school day.
- Cohorts are assigned to specific bathrooms and areas to avoid mixing of groups.

12. Where practicable, desks are arranged to minimize face to face proximity between students.

- Classroom desks are arranged to minimize face to face proximity between students.
- Excess furniture and materials has been removed from classrooms.
- Transition walking patterns are developed to reduce face to face proximity between students.

13. School staff are permitted to visit and instruct more than one classroom cohort, following physical distancing and face covering protocols, and must document/record visits to classrooms that are not identified as their primary classroom cohort.

Some school staff are permitted to visit and/or instruct more than one classroom cohort, strictly following physical distancing and face covering protocols, and document visits to classroom cohorts when the visit exceeds a 15 minute contact period. Staff authorized to enter multiple cohorts include:

Administrative Staff
Program Director(s)
School Nurse(s)
Speech Therapist(s)
Behavior Specialist(s)
Education Specialists serving students in multiple cohorts.

14. Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible.

- Entry and exit routes for students are assigned to reduce face to face interaction.
- Signage will be posted for separate areas of entry and exits on campus to eliminate mixture of cohorts.

15. Scheduled breaks and shared space will be strategically coordinated to prevent mixing of classroom cohorts.

- Classroom cohorts have scheduled and designated use of outside playground and outdoor areas.
- Classroom cohorts have scheduled use of other necessary areas and will incorporate specific cleaning protocols between uses.

16. Congregate movement through hallways will be minimized as much as practicable.

- Entry and exit routes for students are identified to reduce congregate movement through hallways.

17. Large gatherings (i.e., school assemblies) are currently prohibited.

- Large school activities, music, dance are discontinued at this time.
- School potlucks and shared meals are discontinued at this time.

18. The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.

- Outdoor social skills breaks, as appropriate to individual students, are included into student's instructional day.
- Ongoing fresh air is distributed throughout the facility through the air purifiers, and our air/heat conditioning system.

19. 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.

High touch areas on outside equipment are cleaned after use after each cohort.

20. 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.

- Areas throughout the campus have been organized and structured to provide physical distance of cohorts of children/students.
- Cleaning procedures are in place to ensure proper sanitizing and disinfecting of the entire facility including non-classroom space.

21. Snacks will be served outside as much as possible or in classrooms instead of the cafeteria with individually wrapped snacks.

- Snacks are eaten in classrooms or outside areas.
- Students may eat at their individual desks.

22. Routines and schedules will be developed to enable students and staff to regularly wash their hands at staggered intervals.

- Students will be prompted to participate in routine handwashing throughout the day.
- Hand sanitizer stations are available throughout the facility

23. All staff as well as all students are required to wear a face covering while in the classroom and on campus.

- All employees and students will be provided with appropriate facial coverings, as needed.
- All students are required to wear masks.

24. Training will be provided for staff and students on proper use of face coverings which will include instruction to minimize touching of face coverings.

- Employees are provided online and written information on proper use of face coverings.
- Students receive training on proper use of face coverings.

25. Sharing of supplies, manipulatives, toys, sports equipment, and other learning and recreational materials will be limited.

- All supplies, equipment, etc., that may be shared by students will be sanitized between uses.
- Whenever possible students will be provided their own materials to minimize sharing of materials.

26. Sharing of electronic devices, clothing, books and other games or learning aids will be avoided as much as practicable.

- Multiple sets of learning aids have been secured to minimize the sharing of classroom and student materials.
- Shared items are sanitized and/or disinfected between uses.

27. Use of privacy boards or face shields will be considered as much as practicable.

- Clear partitions and face shields are used at employee and student check-in stations.
- Face shields are available for use as appropriate.
- Each room used by students will have clear partitions.

28. Non-essential visitors, will be limited and essential workers will be required to adhere to all health and safety guidelines.

- Non-essential visitors are not permitted on campus at this time.
- Essential workers are permitted in the facility after wearing a face covering and completing a health check.
- Parent drop off/pick up procedures are in place and limit the transfer of students to outside the facility.

29. 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.

- North Valley School's Site-Specific Protection Plan has been posted on the website.
- The plan will be updated with requirements and recommendations from State and Local Public Health Authorities.

****Attach any supporting documents or additional information for each Guideline to the back of the SSSP**