

## COVID-19 School Site-Specific Protection Plan

<b>School Name</b>
Lattice Educational Services
<b>School Type (select one)</b>
<input type="checkbox"/> Traditional/Alternative Public School <input type="checkbox"/> Charter School <input checked="" type="checkbox"/> Private, Independent or Parochial
<b>School Task Force Members and Positions</b> (ie teachers, custodians, secretaries, paras, parents, students, administration)
Nancy Alcott, Executive Director Jennifer Ingels, Director of School Services Cory Lucas, Director of Support Services Krystal Coleman, LEAP Director Mary Schirle, GBMP Director Cathy Franchetti, School Nurse Kate Tharler, School Nurse
<b>Public Health Liaisons and Contact Information (Primary and Secondary: Name, Email and Phone)</b>
Lindsey Totah, RN, PHN lindsey.totah@sonoma-county.org 707-565-4573  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
<b>This COVID-19 School Site-Specific Protection Plan (SSSPP) was most recently updated on:</b>
August 14, 2020
<b>Administrator</b>
<b>Name:</b> Nancy Jeanne Alcott <b>Title:</b> Executive Director
<b>Email:</b> n.alcott@latticeeducation.com <b>Phone Numbers:</b> 707-571-1234 (w)

I, *Nancy Jeanne Alcott*, 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. Lattice Education Services staff meet to monitor and adjust the plan based on input from County, State and Federal regulations and recommendations.

Lattice Educational Services Administrative Staff remain current on State and Local Public Health Orders through frequent teleconferences with Local School Leaders, North Bay Regional Center, and Community Care Licensing PIN updates. 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 Lattice Educational Services 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
- Exclusion rooms contain the following:
  - N-95 Masks
  - Gowns
  - Goggles
  - 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.
- Markers have been placed in classrooms 6' from student work tables to assist staff in maintaining physical distancing as much as practicable.
- Student work tables have been repositioned to maintain 6' 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.
- Sneeze guards are installed in multiple locations, as appropriate to different program and employee needs.

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 do not protect the wearer and are not personal protective equipment (PPE).
  2. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  3. The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
  4. Avoid touching eyes, nose, and mouth.
  5. 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).

Nancy Alcott, Executive Director: n.alcott@latticeeducation.com  
Jennifer Ingels, Director of School Services: j.ingels@latticeeducation.com  
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Cathy Franchetti School Nurse: c.franchetti@latticeeducation.com  
Kate Tharler, School Nurse: k.tharler@latticeeducation.com

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.
- Classrooms are equipped with indoor plumbing for handwashing.
- 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.

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 should conduct daily health screening self assessment, which is completed through an online survey. ([SoCo Wellness Check](#))

- Employees complete a daily health screening upon arrival at the facility. Screening includes completion of the SoCo Wellness Check (and/or equivalent questions) and a temperature check prior to entry into the facility.
- Students (or a parent on behalf of the child) completes a Daily Wellness Survey and a 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 Lattice 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 Lattice Student Exclusion letter with guidance on CDC requirements to return to program and CDC information flyer on managing COVID-19 symptoms at home.

8. Lattice Educational Services will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19.

- Employees will have access to testing as provided by Sonoma County Public Health Department or Kaiser Permanente.
- Employees received notice (08/11/20) of how to obtain antibody testing for school personnel.

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

Protocols, actions and template communications are in place for the following 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 six (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 6' apart within the classrooms.
- Preschool classrooms are arranged to reduce child congregation in close areas.

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.
- School programs and afternoon behavioral services are coordinated to maintain the same student cohorts, as much as possible, throughout the entire day.
- Preschool cohorts are established to have siblings remain in the same cohort as much as possible.

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)
- Occupational 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 interactions.
- Designated parking lots are assigned for student/child drop off and pick up.

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

- Classroom cohorts have scheduled use of outside playground areas.
- Classroom cohorts have scheduled use of the OT area and incorporate specific cleaning protocols between use.
- Preschool and LIFT programs have coordinated outside time to prevent mixing of cohorts.
- Physical barriers are used to divide outside space during shared periods.

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.
- Scheduled walks are scheduled at staggered times to reduce 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 walks , as appropriate to individual students, are included into student's instructional day.
- Ongoing fresh air is distributed throughout the facility through the heating and air 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. Meals will be served outside as much as possible or in classrooms instead of cafeterias or dining rooms with individually plated or bagged meals as much as practicable.

- Meals/snacks are eaten in classrooms or outside areas.
- Preschool children are spaced at tables to provide distance between children during meal/snack periods
- Meals and snacks are brought from home.
- School age students 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.

- Handwashing facilities are available within the classroom.
- Students have regular hand washing routines built into their daily schedule.
- Hand sanitizer stations are available throughout the facility.

23. All staff as well as all students in grades 3 - 12 are required to wear face coverings while in the classroom and on campus unless there is a medical or behavioral contraindication. Students from Preschool - 2 are strongly encouraged to wear face coverings and should be supported and taught how to wear them properly.

- All Employees are provided face coverings to be worn on campus.
- All children and students are required to wear masks, as appropriate to their age and disability.
- Children and students, due to age and/or disability, who do not tolerate face covering have a plan for introducing and teaching tolerance for wearing a face covering.

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, as appropriate to their development ability, 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 and each student will have separate individually labeled boxes or cubbies.

- Each classroom has a bin for holding toys, manipulatives and other learning materials to be sanitized between uses by multiple children/students.
- Each child/student has individual cubbies for storing clothing and materials.
- Whenever possible individual containers of supplies (crayons, pencils, pens, etc.) are provided to children/students to minimize sharing of materials.
- Individual student work spaces have been developed for school age programs.



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 clear screens will be considered as much as practicable.

- Clear screens are used at employee and child/student check-in stations.
- Privacy screens are used by students in the LIFT school-age program.
- Privacy screens and face shields are available for use as appropriate. (i.e. speech therapy sessions, etc.)

28. Non-essential visitors, including parent volunteers 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 children/students to outside the facility.

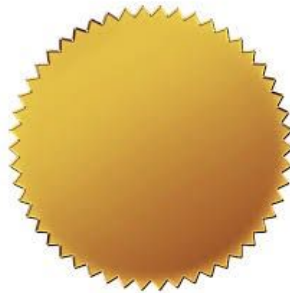
29. A [School Site-Specific Protection Plan](#) outlining the above measures is completed, posted and shared with all stakeholders and updated as state and local Public Health guidance dictates.

Lattice Educational Services 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 SSSPP.***

# **School Site-Specific Protection Plan Certificate of Completion**



## **Lattice Educational Services**

**has 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.latticeeducation.com](http://www.latticeeducation.com)**

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