



## COVID-19 School Site-Specific Protection Plan

School Site Name	
Hoffer Elementary School	
Facility Address	
1115 E. Hoffer St., Banning, CA 92230	
This COVID-19 School Site-Specific Protection Plan (SSPP) was most recently updated on:	
January 28, 2021	
The person(s) responsible for the implementation of this Plan is:	
Name:	Title:
Matthew Beilstein	Principal
I, <b>Matthew Beilstein</b> , certify that all Staff and parents have been provided a copy of this SSPP and Staff have received training as required and described in this SSPP.	

**Name: Matthew Beilstein**

**Signature:** 

### Specific Control Measures and Screenings

- All activities are consistent with and adjust to changing applicable state and local Public Health orders.
- Health and safety practices and protocols are in place, including handwashing, appropriate face coverings, and access to essential protective equipment.
- Training was provided to all Staff and students, reinforcing the importance of health and safety practices and protocols.
- 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 the Assistant Agency Liaison in the site's Incident Command (Hour-Zero) positions and report to the District Agency Liaison, Dr. Barbara Wolford.  
The name of this person is **Matthew Beilstein, Principal**.
- 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.
- Daily health screening for students is conducted at the assigned entrance gate including taking student temperatures. Staff is to provide a daily health affirmation each workday by completing an online form managed by Site Secretary. See Daily Self-Screening Questions and Sample Daily Health Screening for Staff.
- Staff and students who are sick are expected to stay home.
- Schools and the district will cooperate with Public Health to support testing strategies to mitigate transmission of COVID-19 upon request.
- Protocols, actions, and template communications are in place for the following COVID-19 related scenarios with BUSD COVID-19 Point-of-Contact Dr. Barbara Wolford:
  - A student or staff member either exhibits COVID-19 symptoms, answers yes to a health-screening question, or has a temperature of 100.4 or above.
  - A family member or someone in close contact with a student or staff member test 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 reasons in the above scenarios.
- Where practicable, the physical distancing of six feet is maintained between adults and students; six feet distance is permissible between students within a classroom or instructional area where requirements herein are in practice.
- For elementary, stable classroom cohorts (up to standard class size at each grade level) are maintained throughout each school



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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.



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Types of protective equipment provided to employees at this school location include:
<ul style="list-style-type: none"> <li>● Students – face masks</li> <li>● General Staff - face masks, disposable gloves</li> <li>● Day Custodian – masks, disposable gloves, goggles</li> <li>● Health Clerk - face masks/shields, disposable gloves</li> <li>● Nutrition Services Staff - face masks/shields, disposable gloves</li> <li>● Special Ed Instructional Aides – face masks/shields, disposable</li> </ul>

Additional control measures implemented at this school include:
<ul style="list-style-type: none"> <li>● School has secured away all sports equipment, etc.</li> <li>● SPED classrooms may be equipped with additional protective screens/dividers.</li> </ul>

### Cleaning and Disinfecting Protocols

<input checked="" 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 checked="" type="checkbox"/> All shared equipment and touchable surfaces are cleaned and sanitized between each use, as much as practicable.	<input checked="" type="checkbox"/> Cleaning products that are used meet the Environmental Protection Agency (EPA) approved list for use against COVID-19.
<input checked="" type="checkbox"/> All entrances and exits are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.	<input checked="" 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 checked="" 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	<input checked="" type="checkbox"/> Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers.
<input checked="" type="checkbox"/> Hand sanitizer will be provided where indoor plumbing is not readily available.	<input checked="" type="checkbox"/> Staff is provided adequate time to implement cleaning practices before and after shifts.



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- ☒ Where practicable, desks are arranged facing forward to minimize face to face proximity between students.
- ☒ School staff is 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 for each classroom cohort, using as many entrances/exits as feasible.
- ☒ *Schedules for arrivals, recess and lunch will be strategically coordinated to prevent mixing of classroom cohorts, as much as practicable.*
- ☒ Congregate movement through hallways will be minimized as much as practicable. Large gatherings (i.e., school assemblies) are currently prohibited in person and will be conducted virtually.
- ☒ 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 Library and multi-purpose rooms should be considered to support physical distancing with cleaning between uses.
- ☒ Meals will be served in classrooms or outside with limits on dining in cafeterias as much is practicable, featuring individually plated or bagged meals.
- ☒ *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 K-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 bags.
- ☒ Sharing of electronic devices, clothing, books, and other games or learning aides will be avoided as much as practicable. When necessary proper sanitizing or shared materials will be conducted.
- ☒ Use of privacy boards or clear screens will be considered as much as practicable, to support social distancing where needed.
- ☒ Non-essential visitors, including parent volunteers will be limited and essential visitors will be required to adhere to all health and safety guidelines. All visitors must use Lobby Guard visitor system, and answer health-screening questions.
- ☒ 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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### 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 and add any that are missing to "Other"

<b>Classrooms:</b> Clean and disinfect frequently touched surfaces and objects within the classrooms, including door handles, handrails, sink handles, and drinking fountains at least daily	<b>Offices:</b> Clean and disinfect frequently touched surfaces and objects within the offices at least daily, including door handles, handrails, sink handles, and telephones.
<b>Restrooms:</b> Increase the frequency to clean and disinfect high touch areas such as bathrooms, at least daily.	<b>Telephones:</b> Clean and disinfect frequently touched surfaces and objects within the offices at least daily, including telephones.
<b>Handrails/door handles/shelving:</b> Clean and disinfect frequently touched surfaces and objects within the school and on buses at least daily, including door handles, handrails, sink handles, and drinking fountains.	<b>Handwashing facilities:</b> Clean and disinfect frequently touched surfaces and objects within the offices at least daily, including door handles, handrails, sink handles, and drinking fountains
<b>Copy Machines / Scanners / Faxes:</b> Clean and disinfect frequently touched surfaces and objects within, such as school copy machines/scanners/faxes, at least daily. Supplies are provided for Staff to sanitize between uses.	<b>Common Areas:</b> Clean and disinfect frequently touched surfaces and objects within the common areas at least daily, including door handles, handrails, sink handles, and drinking fountains.
<b>Playground Structures:</b> *Until further notice, Elementary playground structures will be out of service	<b>Outdoor Common Areas:</b> Daily – between uses for breakfast and lunch
<b>Indoor Common Areas:</b> Clean and disinfect frequently touched surfaces and objects within the common indoor areas at least daily, including door handles, handrails, sink handles, and drinking fountains.	<b>Other: Toileting Equipment (SPED mod/severe)</b> Daily – between uses
<b>Other: cleaning, sanitizing, disinfecting, and ventilation practices</b> Weekly use of Avistat-D Spray Disinfectant.  Classrooms and common areas will be ventilated with the additional circulation of outdoor air when possible, using windows, doors, and/or fans.	<b>Other:</b>

<b>Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:</b> Use of Custodial Supervisor Inspection Form. Overlap of custodial time schedules to increase coverage during regular school hours. Monitor the need for additional custodial staffing and increase when appropriate.
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**Additional measures that have been taken at this school site:**

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### Physical Distancing Guidelines:

<input checked="" 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 checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Meals will be served outside with limits on dining in cafeterias as much is practicable, featuring packaged items or bagged meals	<input checked="" type="checkbox"/> The use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort

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

<input checked="" type="checkbox"/> The Banning Unified School District Human Resources Department is notified of all positive COVID-19 cases.	<input checked="" type="checkbox"/> Employers and employees are aware that they can call Riverside University Health System-Public Health if a suspected exposure has occurred at 2-1-1.
<input checked="" type="checkbox"/> Site has identified an isolation room or area that has proper ventilation to separate anyone who has COVID-19 symptoms.	<input checked="" type="checkbox"/> School nurses and other healthcare providers will use Standard and Transmission Based Precautions when performing a screening or caring for sick people.



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If a student or staff member is diagnosed with COVID-19, the district will Notify staff and families of confirmed case while maintaining confidentiality

Site will close off the area used by a person testing positive for COVID-19 and do not use before cleaning and disinfecting.



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### Training

Staff have been trained on the following topics:

<input checked="" 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 checked="" type="checkbox"/> Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
<input checked="" type="checkbox"/> Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	<input checked="" type="checkbox"/> The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
<input checked="" 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 checked="" type="checkbox"/> Proper use of face coverings, including: <ul style="list-style-type: none"> <li>• Refraining from touching</li> <li>• Cleaning</li> <li>• Removing and storage steps</li> </ul>
<input checked="" 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 checked="" type="checkbox"/> Face coverings do not protect the wearer and are not personal protective equipment (PPE).
<input checked="" type="checkbox"/> The vulnerability of older adults and people with Chronic medical conditions, and the need to practice particular caution to protect these groups.	<input checked="" type="checkbox"/> Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
<input checked="" type="checkbox"/> 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).	<input checked="" type="checkbox"/> The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
<input checked="" type="checkbox"/> Face coverings to be washed after each shift.	<input checked="" type="checkbox"/> Avoid touching eyes, nose and mouth.

#### Specific school site training courses:

Keenan Safe Schools Trainings:  
 Coronavirus Awareness  
 Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings  
 Coronavirus: Managing Stress and Anxiety  
 Coronavirus: Cleaning and Disinfecting Your Workplace  
 Coronavirus: Reopening Your Organization





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## Compliance and Documentation

This school site / office 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. Title III which covers private business entities.

## Resource Documents:

[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](#)

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**Daily Health Screening Questions**

1. Has the student had close contact with anyone diagnosed with COVID-19 within the last 14 days?
  
2. Does the student have any of the following symptoms within the past 24 hours?
  - fever (100.4 degrees or above)
  
  - prolonged cough
  
  - shortness of breath
  
  - chills
  
  - muscle pain
  
  - headache
  
  - sore throat
  
  - diarrhea
  
  - vomiting
  
  - flu-like symptoms.

**STOP —**

Any "YES" answers must be reported to the school's  
COVID-19 Point-of-Contact



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## Employee Covid-19 Self-Check Survey



Form description

This form is automatically collecting email addresses for Benchmark USD users. [Change settings](#)

Name of Employee

Short answer text

2. Where do you work? \*

1. Banning HS
2. Cabazon ES
3. Central ES
4. Coombs An. Ed.
5. District Office
6. Florida Street PS
7. Hammarling ES
8. HoMa ES
9. MCT
10. Model HS

3. Do you have a fever (100.4%), cough, headache, sore throat, runny nose, or congestion? \*

- Yes
- No

4. Is anyone in your household experiencing these symptoms and has tested positive for COVID-19 or have been within 6 ft of someone positive with COVID-19 for at least 15 minutes in a 24-hour period in the last 14 days?

- Yes
- No

I acknowledge that I need to socially distance by keeping 6 ft between myself and others whenever possible, to wash my hands frequently for 20 seconds or use hand sanitizer when handwashing is not available and to wear my mask when in shared spaces.

- Yes
- No