

St. Mary's Academy  
Emergency Operation Plan

Communicable Disease Management Annex  
& Operational Blueprint for  
Ready School, Safe Learners Guidance



## Background

The St. Mary's Academy Emergency Operation Plan (EOP) is made up of several components. In order to ensure efficient and effective emergency management, the components of the EOP must be implemented in its entirety.

The purpose of a Communicable Diseases Management Plan Annex (Communicable Disease MPA) is to provide a general, comprehensive plan to help protect the whole school community (students, staff, and visitors) from new communicable diseases. This plan is not intended to build fear but to provide a thoughtful, measured response to help support health and safety in the school community.

There are some diseases that are *endemic*, such as the seasonal flu, which are expected to infect people at a general rate every year. According to the World Health Organization (WHO), a *pandemic* is the worldwide spread of a new disease. This can be concerning as the new disease and its impacts are not well known.

There is usually some warning, and therefore time, to prepare for a pandemic before it reaches the community. As a pandemic is the spread of new disease, disease-specific information for prevention, protection, mitigation, and recovery from infection and community impact will become available as experts learn more about the disease. While disease-specific information may not always be known, there are general communicable disease prevention practices that can help protect people from infection.

Whether or not schools will be closed, or for how long, is impossible to say in advance since all pandemics are different in their scope and severity. However, it is well established that infectious disease outbreaks most often start in schools so St. Mary's Academy may close schools early in an event. Any decision to close schools will be done at the recommendation of the Wasco County Health Department, Local Public Health Authority (LPHA.)

There is the potential for great impact on general community and school functions in relation to pandemics. As such, the creation of this Communicable Disease MPA is intended to help prepare the administration to support the school community (students, staff, and visitors) to be safe and healthy *before, during, and after* a pandemic.

## General Outline

This annex is broken down into three sections:

- *Before* – This section details how the school will prepare and protect the school community before the new disease reaches the community.
- *During* – This section details how the school will mitigate the impact of and respond to the disease if it reaches the school community.
- *After* – This section details how the school will recover from and return to general operations once the disease is no longer present in the school community or has become endemic in the broader community.

Each section will have:

- *Goal(s)* – Broad general statements that indicate the desired outcome.
- *Objective(s)* – Specific, measurable actions that are necessary to achieve the goals.
- *Course(s) of Action* – Address the what, who, when, where, why, and how.

When appropriate, the Communicable Disease MPA will refer to *functional annexes*, such as the Communications Annex to support a thorough response.

## **Considerations in the Communicable Diseases Management Annex Development**

### Potential School Impact Issues Considered:

- Potential for schools closing; loss of teaching days.
- Large numbers of staff absent, difficult to maintain school operations.
- Loss of services from supply and support services (i.e. food services and custodial).
- Student absenteeism elevated above normal trends.
- Parents who choose to keep children at home.
- Loss of ability to continue operations in support departments.
- Cancellation of extracurricular activities (i.e. athletic events and dances).
- Cancellation of fieldtrip activities.

### Potential Community Impacts Considered:

- Large percentages of the population may be unable to work for days to weeks during the outbreak/pandemic either due to illness or caring for ill dependents.
- Significant number of people and expertise would be unavailable.
- Emergency and essential services such as fire, police, and medical may be diminished.
- School operations could be affected by decreased community support capacities and critical infrastructures.
- Financial and social impacts of prolonged schools' closures.
- Large number of students/kids under quarantine protocols.
- Lack of consumable goods.
- Methods of continued instructions should schools' close.

### Access Control on School Property:

- Follow visitor and volunteer policies that enables school administrators to control access to the buildings.
- Each should have a plan to lock out certain entrances and exits and to monitor others, if necessary.

## Before a Communicable Disease Event

This is the point at which a communicable disease has been identified somewhere in Oregon, and is spreading, but is not yet impacting the school community.

**Goal 1:** To protect the school community from the spread of communicable diseases.

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<b>Objective 1.B</b>	Maintain a clean environment in all school buildings.	7
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<b>Objective 1.E</b>	Support mental wellbeing in school community.	8

**Objective 1.A:** Prepare the school community with non-medical ways to limit the spread of illness.

### Courses of Action:

- Classroom Teachers will review the hand hygiene and respiratory etiquette practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- Administration will post handwashing and respiratory etiquette health promotion materials from the CDC, [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
- The LPHA will create, or provide, a flier detailing information on infection symptoms and how to stop the spread of the pandemic. The Administration will communicate this information to families.
- The Oregon Health Authority (OHA) website, [hyperlink here](#), and at <https://www.oregon.gov/oha/pages/index.aspx>.
- Administration/Classroom Teachers to check first aid and biohazard kits as needed.

**Objective 1.B:** Maintain a clean environment in all school buildings.

**Courses of Action:**

- Administration will find out if vendors in the cleaning supply chains have a pandemic or emergency plan for continuity or recovery of supply deliveries.
- Custodial staff will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure custodial staff has appropriate training on proper cleaning and disinfecting of work and play areas.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- Ensure teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Teaching and support staff will instruct people to sanitize, or wash, their hands prior to eating.
- Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected individual is identified on school grounds to create separation from the general population prior to arrangements for their transportation off campus.

**Objective 1.C:** Maintain clear communications with students, staff, parents, and the community on school pandemic planning efforts.

**Courses of Action:**

- Make the Communicable Disease MPA available for access online by the general public via the school website.
- Link to information online, via the school website, regarding pandemic planning for families. If there are disease-specific recommendations available from the CDC or Oregon Health Authority (OHA) utilize those resources. If not, utilize the CDC published "Get Your Household Ready for Pandemic Flu April 2017" [which can be found at the hyperlink here](https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf) or at <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>.

- Administration will create a one-page information sheet detailing the steps being taken by the school to prepare for, protect from, limit and mitigate the impact of, and recover from the pandemic. The school will plan for communication to families sharing the steps being taken to protect the school community.
- Ensure that all communications are posted and available in both English and Spanish.
- Review and/or test emergency communications protocols.
- Establish a direct line of communication with the LPHA. In the event of the activation of the Communicable Diseases Management Annex, established phone numbers will be provided.

**Objective 1.D:** Track student and staff attendance and absenteeism rates.

**Courses of Action:**

- Identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of both students and staff.
- Staff person to report weekly trends to school administration individuals.
- With administration approval, deidentified attendance and absenteeism rates to be shared with the LPHA.
- Encourage staff and students with potential symptoms to follow LPHA guidance on ill individuals.
- Staff, students, and visitors who observe potential pandemic symptoms in themselves or others while on school grounds are to notify the front office.

**Objective 1.E:** Support mental wellbeing in school community.

**Courses of Action:**

- All staff will support student mental wellbeing. Any students who attest to or show visible signs of distress or unease are to be given the option of connecting with a mental health professional.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the school and LPHA to take appropriate actions relating to the potential pandemic.
- Staff may only share information related to the potential pandemic that has been verified by the LPHA as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by administration.

## During a Communicable Disease Event

This is the point at which a communicable disease is impacting the school community.

For plans related to the Ready School, Safe Learners Guidance and COVID-19 specific information, please see Addendum I on page 17.

**Goal 2:** To mitigate the impact of the spread of communicable disease(s) on the school community.

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**Objective 2.A:** Prepare the school community with non-medical ways to limit the spread of illness.

### **Courses of Action:**

- Repeat all “Courses of Action” listed in the “Before a Communicable Disease Event” section as appropriate.
- Educate the school community on “physical distancing” practices which are things that can be done to reduce the spread of disease from person to person by discouraging people from coming into close contact with one another.

For a list of potential physical distancing practices, please see Appendix A on page 31.

- Staff will work to maintain calm, supervise, and reassure all students of the efforts the school is taking to support health and limit the spread of disease.
- When possible, during the day when weather and operations permit, increase ventilation to the facility to decrease spread of disease.
- When possible, following each school day, the school should be thoroughly ventilated opening all doors and windows or turning the air conditioning/heating systems up.
- In the event a vaccine becomes available, the school will partner with the LPHA on vaccination availability.

**Objective 2.B:** Prepare the school community for possible closure.

**Courses of Action:**

- Encourage parents to have alternative childcare plans in the event of a school building closure. For parents who are employed, inform them of Oregon’s Family Leave Law which entitles them to 12 weeks unpaid leave within a 12-month period for care of a family member with a serious health condition. This is to be done via the website, social media, and mass email whenever possible.
- Review the substitute teacher pool list and verify they are willing and able to work during the pandemic.
- Create a workforce reduction plan in the case of an increase in workforce absenteeism rates. Determine the point at which an administrative closure would be necessary.
- Inform the school community of the different kinds of potential closures:
  - Administrative closure – done in the event the school can no longer maintain staffing levels necessary to provide essential school functions and ensure student safety.
  - School Building Emergency Closure – done in the event a school building is unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.
  - School-wide Emergency Closure – done in the event that all school buildings are unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.
- The school will work in consultation with the LPHA in order to decide whether or not a school closure is necessary at any point in relation to a communicable disease.

- In the event someone tests positive for the communicable disease of concern, and has been on school grounds, the school will work with the LPHA to determine the process moving forward and whether or not a school closure will occur.
- If, and when, possible the school will prepare the school community for hybrid education and/or distance education options.
- Essential personnel, in partnership with LPHA representatives, maintain regular contact to stay up to date on any changes to the impact on school closure and functions.

**Objective 2.C:** Maintain a clean environment in all school buildings.

**Courses of Action:**

- Administration will find out if vendors in the cleaning supply chains have a pandemic or emergency plan for continuity or recovery of supply deliveries.
- Custodial staff will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure custodial staff has appropriate training on proper cleaning and disinfecting of work and play areas.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- Ensure teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Teaching and support staff will instruct people to sanitize, or wash, their hands prior to eating.
- Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected individual is identified on school grounds to create separation from the general population prior to arrangements for their transportation off campus.

**Objective 2.D:** Track student and staff attendance and absenteeism rates.

**Courses of Action:**

- Identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of both students and staff.
- Staff person to report weekly trends to school administration individuals.
- With administration approval, deidentified attendance and absenteeism rates to be shared with the LPHA.
- Encourage staff and students with potential symptoms to follow LPHA guidance on ill individuals.
- Staff, students, and visitors who observe potential pandemic symptoms in themselves or others while on school grounds are to notify the front office.

**Objective 2.E:** Maintain clear communications with students, staff, parents, and the community on school pandemic response efforts.

**Courses of Action:**

- Ensure that all communications are posted and available in both English and Spanish.
- Provide information to the public regarding the Communicable Disease MPA and any changes in school functions.
- Maintain a direct line of communication with the LPHA. In the event of the activation of the Communicable Diseases Management Annex, established phone numbers will be provided.
- Establish a direct line of communication with County Emergency Response Incident Command Center. In the event of the activation of the Communicable Diseases Management Annex, established phone numbers will be provided.
- In the case of individual school closure, communicate with the public via available pathways. Include clear, concise information on:
  - Reason for closure.
  - Planned length of closure.
  - How the decision was made.
  - Agencies involved in the decision-making process.
  - Date it is anticipated school will restart.
  - Impact on student schoolwork, how students can obtain necessary materials, and plan for distance education options.
  - How updates will be communicated.

**Objective 2.F:** Support mental wellbeing in school community.

**Courses of Action:**

- All staff will support student mental wellbeing. Any students who attest to or show visible signs of distress or unease are to be given the option of connecting with a mental health professional.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the school and LPHA to take appropriate actions relating to the potential pandemic.
- Staff may only share information related to the potential pandemic that has been verified by the LPHA as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by administration.
- The school will contact the LMHA for support services and resources.

**Objective 2.G:** Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected, or exposed, individual is identified on school grounds to create separation from the general population prior to arrangement of their transportation off campus.

**Courses of Action:**

- If someone is in need of emergency services call 911.
- If someone is identified with possible communicable disease symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community.
- Notify the LPHA of the potential infection by calling 541-506-2600.
- Follow the directions of the LPHA on next steps.
- Follow school protocols for parent/guardian notification.
- Staff and students will follow privacy guidelines and maintain anonymity of any individuals identified as having potential symptoms.

For protocol, see Appendix C on page 33.

## After a Communicable Disease Event

This is the point at which the community has either been declared free of the disease or the disease has become endemic in the population which means outbreaks are expected to continue occurring on a regular basis, similar to seasonal flu.

**Goal 3:** Return the school community to normal, daily functions.

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**Objective 3.A:** Inventory and stock supplies needed for daily function.

### **Courses of Action:**

- Custodial staff to inventory all cleaning and disinfecting materials and supplies making note of any products that need to be ordered. Inform supervisor of inventory numbers and needs.
- Custodial staff to inventory hand sanitizer supplies. Supervisors, in collaboration with school leadership and custodial staff, are to determine the necessary amount of hand sanitizer needed to be prepared for future pandemics. Product is to be ordered, stocked, and cycled through on a regular basis so as not to expire.

**Objective 3.B:** Maintain a clean environment in all school buildings.

### **Courses of Action:**

- The school will consult with the LPHA to determine whether or not supplemental contracted custodial staff and/or specialized training is necessary to properly disinfect the school prior to returning to normal daily functions.

- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily on an ongoing basis.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Teaching and support staff will remind people to sanitize, or wash, their hands prior to eating.

**Objective 3.C:** Support the school community to return to the learning environment.

**Courses of Action:**

- The school will work with the Diocese of Baker and/or Oregon Department of Education (ODE) to determine an appropriate course of action following school closures.
- Administration is to document and share with the school community information on any waivers from the Oregon Department of Education.
- Continue working with the County Emergency Response Incident Command Center on community recovery.

**Objective 3.D:** Continue messaging and education to the school community on non-medical ways to limit the spread of illness.

**Courses of Action:**

- The school will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- Administration will post handwashing health promotion materials from the CDC, [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
- Administration/Classroom Teachers are to check first aid and biohazard kits as needed.

**Objective 3.E:** Support mental wellbeing in school community.

**Courses of Action:**

- All staff will support student mental wellbeing. Any students who attest to or show visible signs of distress or unease are to be given the option of connecting with a mental health professional.

- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the school and LPHA to take appropriate actions relating to the potential pandemic.
- Staff may only share information related to the potential pandemic that has been verified by the LPHA as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by administration.
- The school will contact the LMHA for support services and resources.

# Addendum I

## Ready Schools, Safe Learners Guidance & COVID-19

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**1. PUBLIC HEALTH PROTOCOLS**

**1a. Communicable Disease Management Plan for COVID-19**

St. Mary’s Academy follows the published Communicable Disease Management Annex (attached pdf).

**Screening/Isolation:** Visual screening of all students and staff is outlined in 1e. Potentially symptomatic students will be isolated following guidance outlined in 1h.

**Contact Tracing:** Contract tracing logs will be kept for each student/cohort.

**Outbreak plan:** The St. Mary’s Academy Outbreak Protocol is outlined in section 3a.

**1b. High Risk Populations**

All staff and students at St. Mary’s Academy will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.

**Staff**

- All staff self-identifying as vulnerable will have the option of taking FMLA or other leave.
- Redeployed staff members may be assigned to on-line instructional support or other areas as needed.

*\*Plan includes classified and teachers self-identifying.*

**Students**

- Students who experience disability will continue to receive specially designed instruction.

- Students with language services will continue to receive English Language Development.

### **Visitors/Volunteers**

- Visitors/Volunteers will be unable to work in the school, or complete other volunteer activities that require in person interaction, at this time. Adults in schools are limited to essential personnel only.

## **1c. Physical Distancing**

### **Capacity for Elementary School Settings:**

- Gym (used for PE daily):
  - 3,984 usable sqft: no more than 114 people
- Cafeteria (used for lunch daily):
  - 1,848 usable sqft: no more than 53 people
- PK – 5<sup>th</sup> Grade Classrooms/Library & Computer Lab:
  - 1003 usable sqft: no more than 29 people
- Pre-School Classroom:
  - 797 usable sqft: no more than 23 people

### **Capacity for Middle School Settings:**

- 6<sup>th</sup> – 8<sup>th</sup> Grade Classrooms:
  - 628 usable sqft: no more than 18 people
- Common Area/Locker Room:
  - 576 usable sqft: no more than 17 people
- MS Lunch Space:
  - 4,800 usable sqft: no more than 137 people

### **St. Mary's Student Class Limits and 2020-2021 Enrollment By Grade:**

- Pre-School (Room Capacity w/ Physical Distancing 23)
  - Class Limit 18 Students + 2 Teachers
- Pre-Kindergarten (Room Capacity w/ Physical Distancing 29)
  - Class Limit 20 Students + 2 Teachers

- Kindergarten (Room Capacity w/ Physical Distancing 29)
  - Class Limit 24 Students + 2 Teachers
- 1<sup>st</sup> Grade (Room Capacity w/ Physical Distancing 29)
  - Class Limit 24 Students + 1 Teacher
- 2<sup>nd</sup> Grade (Room Capacity w/ Physical Distancing 29)
  - Class Limit 24 Students + 1 Teacher
- 3<sup>rd</sup> Grade (Room Capacity w/ Physical Distancing 29)
  - Class Limit 24 Students + 1 Teacher
- 4<sup>th</sup> Grade (Room Capacity w/ Physical Distancing 29)
  - Class Limit 24 Students + 1 Teacher
- 5<sup>th</sup> Grade (Room Capacity w/ Physical Distancing 29)
  - Class Limit 24 Students + 1 Teacher
- 6<sup>th</sup> Grade (Room Capacity w/ Physical Distancing 18)
  - Class Limit 17 Students + 1 Teacher
- 7<sup>th</sup> Grade (Room Capacity w/ Physical Distancing 18)
  - Class Limit 17 Students + 1 Teacher
- 8<sup>th</sup> Grade (Room Capacity w/ Physical Distancing 18)
  - Class Limit 17 Students + 1 Teacher

*\*St. Mary's Academy may choose to reduce class size limits for the 2020-2021 school year at our discretion.*

## **1d. Cohorting**

Tracking attendance carefully within cohorts will be critical to support contact tracing.

### **Pre-School & Pre-Kindergarten Cohort:**

This cohort will be maintained through the year.

### **Kindergarten – 5<sup>th</sup> Grade Cohort: *(if needed for Extended Care)***

This cohort will be maintained through the year.

### **6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Cohort:**

This cohort will be maintained throughout the year.

**Speech and Language Cohort** (Itinerant staff):

This stable group is maintained as much as possible. Note\* In the event the stable cohort is changed, the SLP will need to update the contact-tracing log.

**Title and Special Education staff push into cohorts for service.**

To the extent possible, students receiving support beyond core instruction (e.g., Title Services, Special Education and Related Services) will receive these supports within their grade band cohort.

When student needs or administrative logistics require a student to be pulled from a grade band cohort to receive support, it will create a new cohort and additional contact tracing log requirements will need to be met.

**1e. Public Health Communication**

A letter outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with all families through print and electronically when available.

Additional communication regarding protocols will be shared with families and staff prior to the start of on-site instruction.

Updated communication will be shared with families at least monthly or as updated information is available throughout the school year.

**1f. Entry and Screening**

**Screening Students:**

Students will be visually screened by staff. When the screening indicates that a student may be symptomatic, the student will be directed to the office.

*\*Follow established protocol from CDMA (see section 1a). Screening will include updating the cohort or individual student logs.*

Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands.

**Screening Staff:**

- Staff are required to report to the administrator when they may have been exposed to COVID-19.
- Staff are required to report to the administrator when they have symptoms related to COVID-19.
- Staff members are not responsible for screening other staff members for symptoms.

**Ongoing:**

- Weekly communication reminders to parents to report actual symptoms when calling students in sick as part of communicable disease surveillance.
- Any student or staff known to have been exposed (e.g., by a household member) to COVID-19 shall not be allowed on campus until the passage of 14 calendar days after exposure and until symptoms (e.g., fever, cough, shortness of breath, sore throat, headache) are improving.
- **Do not exclude staff or students who have a cough that is not a new onset or worsening cough (e.g., asthma, allergies, etc.) from school.**
- Parents/guardians can provide information regarding existing conditions that cause coughing to be utilized for the purpose of screening, as previously existing coughs that are not worsening are not considered symptomatic of COVID-19.

## **1g. Visitors/Volunteers**

Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time.

**Adults in schools are limited to essential personnel only.**

Essential visitors must wash or sanitize their hands upon entry and exit. Essential visitors will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.

## **1h. Face Coverings, Face Shields, and Clear Plastic Barriers**

**Face Coverings, Face Shields and Clear Plastic Barriers:**

*Facial coverings are not synonymous with facemasks.*

**Facial coverings are required and will be provided for:**

- Staff when working in areas without clear plastic barriers.
- Staff that move among cohorts
- Staff providing 1:1 student support
- Staff where direction requires direct physical contact
- Nurses or designated health services providers when administering medication or providing direct services
- Front Office Staff when working in areas without clear plastic barriers.
- Administration when working in areas without clear plastic barriers.

**Facial coverings are required for:**

- Children Kindergarten through 8<sup>th</sup> Grade;

**Facial coverings are recommended, but not required for:**

- Children in Pre-School & Pre-Kindergarten;
- Children of any age should not wear a face covering:
  - If they have a medical condition that makes it difficult for them to breathe with a face covering;
  - If they experience a disability that prevents them from wearing a face covering;
  - They are unable to remove the face covering independently; or
  - While sleeping.

**Face coverings should never prohibit or prevent access to instruction or activities.**

## **1i. Isolation Measures**

**Assessment/Isolation:**

- Each school principal (or designee) will conduct weekly reviews of the plan and isolation measures taken to that point.
- All students who become ill at school will remain at school supervised by staff until parents can pick them up in the designated isolation area (i.e., health room).
  - Students will be provided a facial covering (if they can safely wear one).
  - Staff should wear a facial covering and maintain physical distancing.
- While exercising caution to maintain safety is appropriate when working with children exhibiting symptoms, it is also critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family.
- Staff will maintain student confidentiality as appropriate.
- Daily logs must be maintained containing the following:
  - Name of students sent home for illness, cause of illness, time of onset; and
  - Name of students visiting the office for illness symptoms, even if not sent home.
- Staff and students with known or suspected COVID-19, or displaying COVID-19 symptoms per current OHA guidance, CDC guidance, or LPHA guidance, cannot remain at school and

should return only after their symptoms resolve and they are physically ready to return to school. In no case can they return before:

- The passage of 14 calendar days after exposure; and
- Symptoms are improving.

## **2. FACILITIES AND SCHOOL OPERATIONS**

### **2a. Enrollment** *(Note: Section 2b does not apply to private schools.)*

All students will be enrolled following the Oregon Department of Education guidelines.

- No student will be dropped for non-attendance if they meet the following conditions:
  - Are identified as vulnerable, or otherwise considered to be part of a population vulnerable to infection with COVID-19

Have COVID-19 symptoms for the past 14 days

### **2b. Attendance** *(Note: Section 2b does not apply to private schools.)*

Attendance will be taken daily on instructional days.

- Attendance policies and plans will encourage staff and students to stay home if someone in their house is sick.
- Secretary will notify the principal when the absence rate has increased by 20% or more.

The principal (or designee) will report this increase to the public health department.

### **2c. Technology**

All students will be assigned a school owned device for use in the school building.

School devices will be cleaned and sanitized between each use.

### **2d. School Specific Functions/Facility Features**

**Handwashing:** All students will have access to hand washing before lunch/snack is served. Opportunities for frequent hand washing will be provided throughout the school day.

**Equipment:** All classroom supplies and PE equipment will be cleaned and sanitized before use by another student or cohort group.

**Events:** Field trips will be designed virtually for the school year. All assemblies, special performances, school-wide parent meetings and other large gatherings will be cancelled, held in a virtual format, or designed in a manner that allows appropriate physical distancing to be maintained throughout.

**Transitions/Hallways:** Hallway traffic directions will be marked to show travel flow.

**Classroom line up:** Students line up in cohort classes outside and in the gym in designated areas, keeping more than 6 feet between cohort group/each other. Line up areas will be marked with visual cues to indicate adequate physical distancing.

**Personal Property Elementary:** Each classroom will have a limit on the number of personal items brought in to school. A full list will be sent home prior to class starting with allowable items (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, etc.). If personal items are brought to school, they must be labeled prior to entering school and not shared with other students.

**Restrooms:** Each cohort will have designated restroom schedules alleviating waiting and large groups. If this cannot be maintained the restrooms will be cleaned multiple times throughout the day.

**Personal Property Middle School:** Students will not use lockers to store personal property. All personal property brought to school will be carried by the students throughout the school day in their backpack/bag.

## **2e. Arrival and Dismissal**

Students will have staggered drop-off and pick-up times by cohort and/or grade level. For families with multiple children in different cohorts, outdoor space will be utilized to maintain cohort groups and ensure student supervision.

Teacher/staff member will use a sign-in/sign-out protocol to help facilitate contact tracing.

- Staff will fill in the information and not allow a shared pen/paper.

Hand sanitizer will be available at reception to use in conjunction with arrival/d dismissal sign-in/sign-out.

Handwashing stations or hand sanitizer dispensers will be placed near all entry doors and other high traffic areas.

Families will be informed that ALL drop off and pick up interactions will need to be as brief as possible.

Areas will be marked for traffic flow directions for vehicles and on-foot.

**Arrival:**

**Elementary School:**

- Students will enter through the main entrance.
- Students will be visually screened and temperature checked if necessary.
- Students will be directed to classroom.
- Students will wash hands in classroom upon entry.

**Middle School:**

- Middle school students will gather outside to be visually screened and temperature checked as necessary.
- Students will be granted access to building and send directly to designate classroom.

**Dismissal:**

**Elementary School:**

- Students will remain in their assigned cohort at the end of day until released by designated schedule.
- Upon release all students in the cohort will go directly to their departure point from campus.

**Middle School:**

- Students will remain in their assigned cohort at the end of day until released by designated schedule.

Upon release all students in the cohort will go directly to their departure point from campus.

## **2f. Classrooms/Repurposed Learning Spaces**

**Seating:** Student desks and tables will be arranged to provide at least six feet distancing; assigned seating will be utilized.

**Materials:** Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned frequently. Hand sanitizer and tissues will be available for use by students and staff.

**Handwashing:** Students will wash hands before each meal and frequently throughout the day.

**Respiratory Etiquette:** School staff will consistently teach and reinforce the need for ongoing respiratory etiquette.

**Furniture:** All upholstered furniture and soft seating has been removed from the school building.

**Classroom Procedures:** All PK-5 classes will use an assigned cubby or storage spaces for individual student belongings; Middle School students will carry personal belongings. Shared restroom/hall passes will not be used. All shared spaces (e.g., computer lab, library, gymnasium) will be cleaned between cohort use.

**Seating:** Each class and hallway will have visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, and assigned seating areas.

**Environment:** When possible, windows will be open in the classroom before students arrive and after students leave. Each classroom will hold classes outside when possible and encourage students to spread out.

## **2g. Playgrounds, Fields, Recess, Breaks and Restrooms**

**Our playground will remain closed for public use:**

School will post adequate signs sharing this information with the public.

**Playground:** Classes may use the playground for recess on a staggered schedule throughout the school day.

- All playground structures will be disinfected daily and in between each cohort group.

*Cleaning requirements must be maintained; refer to section 3j.*

**Playground supplies:** Each cohort group will use their own playground supplies (e.g., balls, jump ropes, etc.).

- Students must wash hands before and after using playground equipment.

*Cleaning requirements must be maintained; refer to section 3j.*

**Recess:** Recess activities will be planned to support physical distancing and maintain stable cohorts.

- This can include limiting the number of students on one piece of equipment, at one game, etc.

*Given the lessened capacity for equipment use due to cohorting and physical distancing requirements, teachers will need to set expectations for shared use of equipment by students and may need to provide additional support to students.*

## **2h. Meal Service/Nutrition**

### **Elementary School:**

- All meals will be eaten in the classroom.
- All students must wash hands prior to meals. If possible, students will wash hands in the classroom. If not, follow hallway and restroom procedures above.
- Students will not share utensils or other items during meals.
- Each table/desk will be cleaned prior to meals being consumed.

### **Middle School:**

- Students will eat outside when possible and observe social distancing. If weather does not permit lunch to be held outside students will gather for lunch in the Parish Hall dining room and observe social distancing.
- Each table/desk will be cleaned prior to meals being consumed.

## **2i. Transportation**

*Transportation is not provided by this organization.*

- Traffic patterns will be established for parent drop off and pick-up.
- Parents will remain in vehicles for drop off and pick up.

## **2j. Cleaning, Disinfection, and Ventilation**

### **Cleaning:**

All frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) and shared objects (e.g., toys, games, art supplies) will be cleaned between uses at least 3 times per day.

Door handles, desks, and tables will be cleaned between cohort groups.

### **Ventilation:**

Systems will be checked and maintained monthly by maintenance staff.

Air purifiers and sanitizers will be placed in each classroom.

## **2k. Health Services**

- Age appropriate hygiene and respiratory etiquette education will be provided to endorse prevention. This includes website, newsletter and signage in the school setting for health promotion.
- Appropriate communicable disease isolation and exclusion measures will be practiced.
- Staff will participate in required health services related training to maintain health services practices in the school setting.
- COVID-19 specific infection control practices for staff and students will be communicated.
- Immunization processes will be addressed as per routine timeline, which prioritizes the beginning of the year and new students.

Continuity of existing health management issues will have a plan for sustaining operations alongside COVID-19 specific planning (i.e. medication administration, diabetic care).

## **2l. Boarding Schools and Residential Programs Only**

Boarding and Residential programs are not provided by this organization.

## **2m. School Emergency Procedures and Drills**

During safety drills all cohort classes will be physically distanced during exit, recovery, and reentry procedures.

Hands will be washed upon reentry.

## **2n. Supporting Students who are Dysregulated, Escalated, and/or Exhibiting Self-Regulatory Challenges**

Staff have been trained in, and utilize, Love and Logic and Pocket Full of Feelings for classroom interactions and de-escalation.

## **3a. Prevention and Planning**

- Communication with the Local Public Health Authority (LPHA) will be ongoing.
- If the region is impacted the LPHA will provide school-centered communication and will potentially host conference calls.
- When cases are identified in the local region a response team will be assembled.

- Baseline absentee rates will be identified to determine if rates have increased by 20% or more.
- Temporary dismissal of students attending childcare facilities and K12 schools will be determined by this team.
- Modification, postponement, or cancelation of large school events will be coordinated with LPHA.
- Work with LPHA to establish timely communication with staff and families.
- When novel viruses are identified in the school setting, and the incidence is low, the local health department will provide a direct report to the school administrator on the diagnosed case. Likewise, the LPHA will impose restrictions on contacts.
- Establish a specific emergency response framework with key stakeholders.

If school closure is advised by the local public health authority, consultation should occur between legal, and district administration to ensure processes are consistent with legal preparedness processes.

### **3b. Response**

- Identify baseline absentee rates to determine if rates have increased by 20% or more.
- Temporarily dismiss students attending in-person learning; potential shift to distance learning for all students.
- Work with LPHA to establish timely communication with staff and families.

Communication with families regarding criteria that must be met in order for on-site instruction to resume.

### **3c. Recovery and Reentry**

- Plan instructional models that support all learners in comprehensive distance learning.
- Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms and playgrounds.
- Work with LPHA to establish timely communication with staff and families.

Communication with families regarding criteria that must be met in order for on-site instruction to resume.

# **Appendix A**

## **Physical Distancing**

### **COVID-19 Specific Requirements (Section 1c of Guidance)**

- Establishing a minimum of 35 square feet per person when determining room capacity.
- Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.
- Minimize time standing in lines and work to maintain six feet distance including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
- Schedule modifications to limit the number of students in the building. See Continuity of Operations (COOP) Annex.
- Plan for students who will need additional support in learning how to maintain physical distancing requirements.

### **Physical distancing may include, but is not limited to, the following examples:**

- Not holding hands.
- Not sharing writing or eating utensils.
- Not sharing beverages.
- When possible, maintaining of distance of 6 or more feet between all individuals.
- Not shaking hands, hugging, or kissing.
- Wearing of cloth facial coverings.
- Stopping non-essential functions in the school and administrative offices.
- Encouraging students and staff to eat box lunches in the classroom instead of gathering together in the cafeteria.
- Cancelling after school activities and fieldtrips.
- Cancelling special functions such as dances, theater presentations, assemblies, etc.
- Allowing only essential school visitors.
- Prohibit congregation of students and staff in the hallways.
- Stagger class changes to avoid gathering of students in the hallways.
- Stagger daily arrival and dismissal to avoid gatherings of students.
- Separate student desks and work areas when possible.
- Closure of school buildings and/or the entire district.
- Designation of one-way only movement through hallways and rooms.

## **Appendix B**

### **Protocol for Entry and Screening**

All students and staff will be screened for COVID-19 symptoms on entry to the school every day.

#### **Staff**

**Elementary Staff:** Staff will enter the Elementary Building through the 10<sup>th</sup> Street downstairs door. Upon arrival staff will scan the provided OR Code and complete a personal declaration of wellness, as well as provide their current temperature (taken with the supplied No Touch Temporal Thermometer).

**Middle School Staff:** Staff will enter the Middle School Building through the main entrance. Upon arrival staff will scan the provided OR Code and complete a personal declaration of wellness, as well as provide their current temperature (taken with the supplied No Touch Temporal Thermometer).

#### **Students**

**Elementary Students:**

Upon arrival to the SMA parking lot staff will be on hand to do a visual screening. Temperatures may be taken using a No Touch Temporal Thermometer.

**Middle School Students:** Upon arrival to the Middle School Parking lot, staff will be on hand to do a visual screening. Temperatures may be taken using a No Touch Temporal Thermometer.

Anyone displaying or reporting the primary symptoms of concern must be isolated (see Appendix G on page X) and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.

St. Mary's Academy will follow LPHA advice on restricting from school any student or staff known to have been exposed to COVID-19 within the preceding 14 calendar days.

## Appendix C

### Protocol for Isolation Measures

- If someone is in need of emergency services call 911.
- Emergency signs that require immediate medical attention:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to awaken
  - Bluish lips or face
  - Other severe symptoms
- If someone is identified with COVID-19 symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community.
- COVID-19 symptoms are as follows:
- Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available [from CDC](#) and at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Notify the LPHA of the potential infection by calling 541-506-2600.
- Follow the directions of the LPHA on next steps.
- Follow school protocols for parent/guardian notification.
- Staff and students will follow privacy guidelines and maintain anonymity of any individuals identified as having potential symptoms.