Pandemic Annex

Emergency Operation Plan

(Communicable Disease Management Plan)

Serving

Gilliam – Wheeler – Sherman County Schools



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| --- | --- |
| Arlington School District | Condon School District |
| Fossil School District | Spray School District |
| Mitchell School District | North Central ESD |
| Sherman County School District | |

**Dear Parents and Community Members,**

The following Pandemic Annex Emergency Plan (Communicable Disease Management Plan) was developed by administrative leadership and support staff from the seven school districts in our region. Our goal is to ensure we are protecting the entire school community of students, parents, and staff in the event of a Pandemic Emergency.

I personally ask you to read through the attached plan to help you understand how our school, and schools within our local region, will be responding to a pandemic event.

I fully understand that many of our families or community members may questions, concerns, or comments after reviewing the plan. Please contact me and I will be very willing to help you.

Since much of our local response is guided by state and federal support and oversight, I ask that you continue to monitor our District’s Web Site fossilschools.com for current information.

Sincerely,

James F. Smith

Superintendent

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jsmith2fossil.k12.or.us

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**Background:**

The Fossil School District Emergency Operation Plan (EOP) is made up of several components compiled into our Pandemic Annex, (PA) which can be found at [Fossilschools.com](https://www.fossilschools.com/)) In order to ensure efficient and effective emergency management, the components of the PA must be implemented in its entirety.

The purpose of a Pandemic Annex 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 the District may close schools early in an event. Any decision to close schools will be done at the recommendation of the Wheeler County PUBLIC HEALTH AGENCY (local public Health Authority.)

There is the potential for great impact on general community and school functions in relation to pandemics. As such, the creation of this Pandemic Annex is intended to help prepare the District 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 Pandemic Annex will refer to *functional annexes,* such as the Communications Annex, to support a thorough response.

**Considerations in the Pandemic 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 transportation).
* 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 field trip activities.

Potential Community Impacts Considered:

* Large percentages of the population may be unable to work for days to weeks during the 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 school buildings close.

Access Control on School District Property:

* Follow visitor and volunteer policies that enable 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 Pandemic**

This is the point at which a new communicable disease has been identified somewhere in the world, and is spreading, but is not yet worldwide or impacting the community.

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

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

**Courses of Action:**

* James Smith, Melanie Sperry, and Michel McMurray will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the](https://www.cdc.gov/handwashing/index.html)  <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
* James Smith, Melanie Sperry, and Michel McMurray will post hand washing health promotion materials from the CDC, <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
* Staff and students should be educated on the importance of respiratory etiquette:
  + Cover coughs and sneezes with a tissue or elbow;
  + Throw the tissue away immediately into a garbage receptacle; and
  + Clean hand after covering coughs and sneezes, and after throwing away used tissues.
* The local Public Health Authority will create, or provide, a flier detailing information on infection symptoms and how to stop the spread of the pandemic. The District will communicate this information to families.
* The Oregon Health Authority (OHA) website, <https://www.oregon.gov/oha/pages/index.aspx>.
* James Smith, Melanie Sperry, and Michel McMurray to check district first aid and biohazard kits as needed.
* Educate the school community on “social 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.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

* Corrina Jaeger and Melanie Sperry will find out if vendors in the food and 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 per available guidelines as specific to the disease.
* 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.
* Ensure transportation support staff has appropriate training on proper cleaning of transportation vehicles.
* Transportation and 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.
* Sanitizing stations will be made available in the cafeteria of each school building with signs instructing 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:** Maintain clear communications with students, staff, parents, and the community on school pandemic planning efforts.

**Courses of Action:**

* Make the Pandemic Annex available for access online by the general public via the District website, [Fossilschools.com](https://www.fossilschools.com/)
* Link to information online, via the District website, [Fossilschools.com](https://www.fossilschools.com/) 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 here: <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>.
* James Smith, Superintendent will create a one-page information sheet, (See Pandemic Annex Document, ([Fossilschools.com](https://www.fossilschools.com/)) detailing the steps being taken by the District to prepare for, protect from, limit and mitigate the impact of, and recover from the pandemic. The District will plan for communication to families sharing the steps being taken to protect the school community.
* As needed, and when possible, 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 local Public Health Authority during normal business hours at 541-763-2725 and after hours via the non-emergency phone number to County dispatch services at 541-384-2080

**Objective:** 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 District and School leadership individuals.
  + Melanie Sperry - Elementary Admin Assistant
  + Michelle McMurry - MS/HS Admin Assistant.
* With District administration approval, deidentified attendance and absenteeism rates to be shared with the local Public Health Authority.
* Encourage staff and students with potential symptoms to follow local Public Health Authority 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 or a supervisor.

**Objective:** Support mental wellbeing in the school community.

**Courses of Action:**

* When staffed, and if available, school-based Social Worker/Counselor will support student mental wellbeing. Any students displaying visible signs of distress or unease are to be given the option of connecting with a school Social Worker/Counselor
* All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority 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 local Public Health Authority as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.

**During a Pandemic**

This is the point at which a new communicable disease has been declared a pandemic and is likely to impact the community.

**Goal:** To mitigate the impact of the spread of new communicable diseases on the school community.

**Objective:** 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 Pandemic” section as appropriate.
  + Wash hands frequently (e.g., before and after meals, after coming inside, after using the restroom, after sneezing, blowing your nose, or coughing) with soap and water for at least 20 seconds.
* Post clear signs (available at healthoregon.org/coronavirus) on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear a face covering.
* Advise staff not to work and parents not to bring their students to school if the student or staff member has or recently had an illness with fever or cough. They should remain home for at least 10 days after illness onset and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and/or diarrhea) are improving.
* Advise staff not to work and families not to bring children who have been exposed to a confirmed or presumptive case of COVID-19. The exposed individual needs to be quarantined for a minimum of 14 days after their last date of exposure to a known case.
* Staff or attendees who have a family member at home with symptoms of COVID-19 who has not been tested need to be monitored for symptoms carefully. The ill family or household member should be strongly encouraged to seek testing.
* Eating, preparing or serving food, toileting, changing, or restroom use all require hand-washing. Other activities (e.g., shared items, balls, etc.) can use alcohol-based (60-95%) hand-sanitizing products as an alternative method to handwashing.
* Practice and safely promote the avoidance of touching one’s face.
* Provide easy access to soap and warm water for handwashing for all students and staff.
* Children over the age of 2 may wear face coverings if under close adult supervision.
* 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 cannot be required for use by children and should never prohibit or prevent access to instruction or activities.
* Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential in times when distancing is not possible. Staff should be frequently reminded not to touch the face covering. Information will be provided to all staff on proper use, removal, and washing of cloth face coverings.
* Enforce appropriate “social distancing” practices as necessary and/or mandated by the local Public Health Authority, Oregon Health Authority, and local, State, and Federal Government. Appendix 1 on page 20 provides a non-exhaustive list of social distancing practices.
* 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 District will partner with the local Public Health Authority on vaccination availability.

**Objective:** Support vulnerable populations to stay at home and limit exposure.

**Courses of Action:**

* Those at high-risk for severe illness (see following) from COVID-19 shall not be required to provide or attend in-person instruction.
  + People 60 years and older;
  + People with chronic lung disease or moderate to severe asthma;
  + People who have serious heart conditions;
  + People who are immunocompromised;
  + People with severe obesity (body mass index [BMI] of 40 or higher);
  + People with diabetes;
  + People with chronic kidney disease undergoing dialysis;
  + People with liver disease; and
  + Any other underlying conditions identified by the OHA or CDC.
* Individuals who have an at-risk member in their household are to take actions only consistent with public health recommendations and/or the advice of their individual physician.
* In order to accommodate/adjust work expectations and/or access medical leave contact Human Resources at 541-763-4384

**Objective:** Screen staff and students for COVID-19 symptoms.

Courses of Action:

* If a student displays symptom, the admin assistants will evaluate the temperature and reevaluate every five hours. If a student has a temperature beyond 100.4 degrees Fahrenheit parents/guardians should be notified to immediately take the student home.
* Check for new coughs and fever for anyone entering the facility or interacting with students or staff. Individuals with a fever over 100.4 degrees Fahrenheit should not be allowed to enter. COVID-19 does not always present with temperature or new cough. Symptoms of COVID-19 include fever and new cough, as well as shortness of breath or difficulty breathing; fever; chills; muscle pain; sore throat; and new loss of taste or smell.
  + If the parent/guardian cannot attest to temperature, the facility should check the temperature.
* Individuals who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.) do not need to be excluded from instruction.

**Objective:** Adjust school activities to account for physical-distancing and any necessary sharing of resources.

**Courses of Action:**

* Limit the number of students in each classroom to a stable cohort no larger than 10.
* Space seating/desks to provide at least six feet between students. See Appendix 4. “Space Seating & Desks” on page 23
* Hold recess or other physical activities with individual cohort groups.
* Sanitize shared objects (e.g., balls, swings, slides) between cohort groups.
* Serve meals in the classroom.
* Serve individual plated meals.
* If possible, hold activities in separate classrooms. Stagger use and disinfect in between uses.
* If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of food and utensils.
* Stagger arrival and dismissal times or locations or put in place other protocols to limit direct contact with parents/caregivers and dismissal times.
* Minimize time standing in line and take steps to ensure that distance between students is maintained (use tape or other markings as guides for students).
* Plan activities that do not require close physical contact between multiple students.
* Designate equipment (e.g., balls, bats, etc.) solely for the use of a single cohort and sanitized between practices. If it must be shared, sanitize between use. If this is not feasible, change your planned approach. Avoid item sharing. If items must be shared, remind students to wash their hands and to not touch their faces after using these items. Shared items should be sanitized between uses.
* Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
* Keep each student’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.

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

**Courses of Action:**

* See chart in Appendix 2 on page 21 “School Decision Tree” for a flowchart informing school closure determination. (Council of Chief State School Officers, 2020)
* Encourage parents to have alternative childcare plans in the event of a school building or district-wide 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. Report findings to school and district leadership staff.
* 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, or district, can no longer maintain staffing levels necessary to provide essential school functions and ensure student safety.
  + School Emergency Closure – done in the event a school in the school district comprised of more than one school 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.
  + District-wide Emergency Closure – done in the event that all school buildings in the school district 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 District will work in consultation with the local Public Health Authority in order to decide whether or not a school closure is necessary at any point in the pandemic.
* In the event someone tests positive for the infection and has been on school grounds the district will work with the local Public Health Authority to determine the process moving forward and whether or not a school, or district closure, will occur.
* If, and when, possible the District will prepare the school community for distance education options in the event of a school closure including but not limited to the options outlined in Appendix 2, page 22
* Essential personnel, in partnership with local Public Health Authority representatives, maintain regular contact via phone to stay up to date on pandemic status on any changes to the impact on school closure and functions.

**Objective: Establish Isolation measures:**

**Course of Action:**

* Each school principal designee, (Administrative Asst.) will connect weekly with Superintendent….We have no Nurse…. on updates for 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, but never leave a child unattended.
* 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,](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2356.pdf) [CDC guidance,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

* 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.
* Ensure transportation support staff has appropriate training on proper cleaning and disinfection of transportation vehicles.
* Transportation and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
* Hand 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.
* Hand sanitizing stations will be made available in the cafeteria of each school building with signs instructing 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 arrangement of their transportation off campus.
  + If someone is in need of emergency services call 911.
  + If someone is identified with possible pandemic symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community.
  + Notify the local Public Health Authority of the potential infection.
  + Follow the directions of the local Public Health Authority on next steps.
  + Follow school protocols for parent notification.
  + Staff and students will follow privacy guidelines and maintain anonymity of any individuals identified as having potential symptoms.

**Objective:** Safely transport students to and from school.

**Courses of Action:**

* See “Course of Action: Maintain a clean environment in all school buildings and transportation vehicles” for cleaning instructions.
* Any transportation staff with pandemic symptoms are not to transport students in any capacity.
* If a staff member or student displays new pandemic-like symptoms, based on local Public Health Authority guidelines, while on a transportation vehicle, the driver is to:
  + If someone is in need of emergency services call 911.
  + Notify the transportation office immediately to inform them of the situation.
  + The transportation office is to inform the District administration office of the situation.
  + The District administration office will call the local Public Health Authority for consultation on next best steps.
* The transportation staff will account for all students and personnel on their vehicle at that time and report this information to the transportation office.
* Restrict all non-essential visitors and volunteers, including families. Visitors who present to the school, either before dismissal or after, are not permitted to move throughout the building and must wait in a designated area after following usual check-in procedures.
* Parents/drivers will remain outside of the building for sign-in and -out of their children during drop-off and pick-up to minimize contact.

**Objective**: Adhere to transportation guidance specific to COVID-19

**Courses of Action:**

* Require at least (3) feet of physical distance between passengers.
* Require at least six (6) feet of physical distance between the driver and passengers (except during boarding and in assisting those with mobility devices); reinforce this requirement by cordoning off seats as appropriate.
* Use physical partitions or *visual cues* (e.g., floor decals, colored tape or signs) to discourage passengers from standing and sitting within three (3) feet of other passengers, drivers, and other transit employees on the bus/vehicle.
* Determine and post maximum occupancy for each bus while following this guidance.
* Post clear signage, in more than one language, at all stops to the extent feasible asking riders with symptoms to stay home and providing who to contact if they need assistance.
* Cloth face coverings may be used for passengers age 12 and over.
* Ensure that drivers wear medical grade masks, or their equivalent, to the extent available.
* Provide drivers and all transportation employees with access to soap, clean running water and drying materials, or at least 60-95% alcohol-based hand sanitizer at their worksite.
* Jesse James, Todd Brooks, and Frank Jaeger will clean buses/vehicles each day
* Follow protocol for screening student symptoms prior to student(s) onboarding bus/vehicle. See Appendix 3, page 23
* To the extent possible, transportation should, but is not required to:
  + Implement one-way flow of traffic with front door boarding and rear exiting.
  + Install hand sanitizer stations with 60-95% alcohol-based hand sanitizer solution in each bus/vehicle to the extent possible.
* Students who share housing and do not need to be physically distant from each other can sit beside each other.
* Drivers may consider assigned seating as appropriate to support safety and logistics.
* As needed, develop additional routes and staggered start times.
* There will be no transportation services for field trips with adult volunteer chaperones.

**Objective:** 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 daily trends to District and School leadership individuals.
  1. Michele McMurray 6th-12th grade
  2. Melanie Sperry PK – 5th grade
* With District administration approval, deidentified attendance and absenteeism rates to be shared with the local Public Health Authority.
* Encourage staff and students with potential symptoms to follow local Public Health Authority 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 or a supervisor immediately.

**Objective:** Maintain daily logs of contact tracing for each stable group (“stable” means the same 10 or fewer students are in the group each day) that conform to the requirements listed on the tables in Appendix 3, page 23

**Courses of Action:**

* Each Certified Staff member will be responsible for their cohort group. At the High School the first period teacher will be in charge and the logs will stay in the room with the cohort group for the next teacher to record as needed. Completed daily logs for contact tracing will be submitted to Melanie Sperry and Michele McMurray
* Logs will be maintained for a minimum of 4 weeks after the completion of limited in-person instruction or summer school.

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

**Courses of Action:**

* As needed, and when possible, communications are posted and available in both English and Spanish.
* Provide information to the public regarding the Pandemic Annex and any changes in school functions.
* Maintain a direct line of communication with the local Public Health Authority during normal business hours at 541-763-2725 and after hours via the non-emergency phone number to County dispatch services at 541-384-2080
* Establish a direct line of communication with County Emergency Response Incident Command Center at 541-763-2371.
* In the case of individual school(s) or district-wide 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:** Support mental wellbeing in school community.

**Courses of Action:**

* When staffed, and if available, school-based Counselors will support student mental well-being. Any students displaying visible signs of distress or unease are to be given the option of connecting with a school Counselor.
* All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority to take appropriate actions relating to the pandemic.
* Staff may only share information related to the pandemic that has been verified by the local Public Health Authority as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
* The District will contact the local Mental Health Authority for support services and resources.

**After a Pandemic**

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 seasonal basis, similar to seasonal flu.

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

**Objective:** 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.
* Food services staff are to inventory all remaining perishable and non-perishable food items taking note of any foods or products that need to be ordered. Inform supervisor of inventory numbers and needs.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

* The District will consult with the local Public Health Authority 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.
* Sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.

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

**Courses of Action:**

* The District will work with the Oregon Department of Education (ODE) to determine an appropriate course of action following school closures.
* School District Leadership 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 at 541-763-2371 on community recovery.

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

**Courses of Action:**

* The District will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
* Melanie Sperry and Michele McMurray, both admin. assistants, will post handwashing health promotion materials from the CDC, <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
* Melanie Sperry and Michele McMurray, both admin. assistants, to check district first aid and biohazard kits as needed.

**Objective:** Support mental well-being in school community.

**Courses of Action:**

* When staffed, and if available, school-based Counselors will support student mental well-being. Any students displaying visible signs of distress or unease are to be given the option of connecting with a school Counselor.
* All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority to take appropriate actions relating to the pandemic.
* Staff may only share information related to the pandemic that has been verified by the local Public Health Authority as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
* The District will contact the local Mental Health Authority for support services and resources.

Appendix

1. **Social Distancing Practices**

* Not holding hands.
* Not sharing writing or eating utensils.
* Not sharing beverages. Encourage students/staff to bring their own reusable water bottle and refill from the water fountain instead of drinking from the water fountain.
* Making sure to stay 6 feet or more away from other people; this does not apply to students/staff who are sharing a household.
* Not shaking hands, hugging, or kissing.
* 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 dismissal to avoid gatherings of students.
* Separate student desks and work areas when possible.
* Closure of school buildings and/or the entire district.

1. **School Decision Tree** (Council of Chief State School Office**A screenshot of a video game

   Description automatically generated**

**Appendix**

1. **Contact Tracing Logs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Tracing - Summary | | | | | |
| Student Name | Family & Emergency Contact Info. | Drop-off/Pick-up time | Adult completing both drop-off/pick-up | Bus information if applicable | Cohort |
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| --- | --- | --- | --- |
| Contact Tracing - Transportation | | | |
| Bus number | Student Name | Staff Name | Date of Transportation |
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| --- | --- | --- | --- |
| Contact Tracing - Cohort | | | |
| Cohort Number | Student Name | Staff Name | Date |
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**Appendix**

1. **Space Seating & Desks** (Oregon Department of Education, 2020)

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

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