



Catlin Gabel

## **Pandemic Management Plan**

### **For Academic Year 2020-2021**

*This pandemic management plan is in effect while Catlin Gabel School is conducting in-person activities on campus during a pandemic. This pandemic plan is not intended to be a substitute for professional medical advice, diagnosis, or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition. Never disregard professional medical advice or delay in seeking it because of content contained herein. Direct questions about this plan to [ert@catlin.edu](mailto:ert@catlin.edu).*

**Updated: November 15, 2020**

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## Introduction

The purpose of this Pandemic Management Plan (PMP) is to provide overall information about how Catlin Gabel School will strive to function during a pandemic while government requirements are in place that limit the typical independent operation of the school. Every community member's behaviors and decisions impact the entire community's health and safety, as well as our ability to be on campus to offer in-person instruction. Practices and protocols apply to students, employees, and visitors, including parents. This PMP draws from Oregon Department of Education (ODE) Guidelines, Oregon Health Authority (OHA), and the Centers for Disease Control (CDC) recommendations. This is a living document and will be updated as new information becomes available.

The pandemic outlined in this document is COVID-19:

"On February 11, 2020 the World Health Organization announced the official name of COVID-19 for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in many geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected" ([CDC](#)).

These *Guiding Principles* inform our decision-making during a pandemic:

- We are committed to the physical and emotional well-being of our students, employees, and families, and equally committed to social responsibility and public health.
- We cannot eliminate all risk; our goal is to take reasonable steps to mitigate risk exposure and communicate those clearly, while considering local, national, and international health organization mandates and guidelines.
- We are committed to analyzing decisions based on their implications for the community's health, the student experience, our families' circumstances, and the financial implications for the school.
- We are committed to supporting the community through timely and accurate communications. For the safety of the community, decisions can change as more information becomes available.

The Emergency Response Team (ERT) serves as a cross departmental team to provide recommendations to the leadership team on ways to mitigate the impacts of COVID-19. The ERT team members are:

- Barbara Ostos, Assistant Head of School (chair)
- Chris Balag, Finance & Operations Administrative Assistant
- Rachel Barry-Arquit, Director of Marketing and Communications
- Kit Camp, Upper and Middle School Woodshop Teacher
- Kitty Firth, Director of Facilities
- Carrie McFadden, Associate Director of Human Resources
- Kristine Rabii, Medical Advisor (Infectious Disease Prevention and Control Specialist)
- Daisy Steele, Director of Technology

Generally the school will adhere to the practices outlined in this PMP while in Level 2 or 3 of this **Campus Activity Matrix**.

### LEVEL 3

Government requirements prohibit K-12 in-person instruction with allowance for preschool and emergency worker childcare support.

#### SCHOOL PROGRAM

Preschool on campus  
K-12 fully remote  
No activities on campus  
No co-curricular activities

#### OPERATIONS

Cafeteria service suspended  
Community events not allowed on campus  
Field trips suspended  
Enhanced cleaning procedures

#### PEOPLE

Visitors restricted access to campus  
Staff restricted access to campus  
Students and parents no access to campus

#### DIVISIONAL REMOTE LEARNING PLANS

[US Remote Plan](#)  
[MS Remote Plan](#)  
[K-5 Remote Plan](#)

### LEVEL 2

Government requirements restrict in-person instruction with heightened health and safety protocols.

#### SCHOOL PROGRAM

Preschool on campus  
K-12 hybrid plan  
Limited co-curricular activities

#### OPERATIONS

Cafeteria box lunch only  
Large gatherings and events suspended or virtual  
Field trips suspended  
Enhanced cleaning procedures

#### PEOPLE

Only essential visitors with screening processes  
Staff restricted access to campus  
Students and parent/guardians no access to campus

#### DIVISIONAL HYBRID LEARNING PLANS

Upper School Hybrid Plan  
Middle School Hybrid Plan  
Beginning and Lower School Hybrid Plan

### LEVEL 1

No government requirements or restrictions for in-person instruction.

#### SCHOOL PROGRAM

Preschool-12 on campus daily  
Regular co-curricular activities

#### OPERATIONS

Cafeteria service normal  
Normal activities  
Field trips allowed; high risk activity subject to assessment  
Regular cleaning procedures

#### PEOPLE

No visitor restrictions  
All staff on campus  
Access per usual for students and parents/guardians

## Protecting Our Community

Catlin Gabel School monitors guidance, directives, and requirements issued by the federal, state, and local governments to ensure the school complies with all relevant provisions. As guidance, directives, or requirements change, the school will review plans and revise them to ensure compliance. The School expects employees, students, and families to adhere to all local and [state requirements and mandates](#).

Protecting the community will require every community member's commitment. Think **CGS EAGLES** in all interactions. (With recognition to Kelly Park '21 for writing the copy.)

# CGS EAGLES

Cover your face with a mask



Give yourself and others space



Stay home if  
experiencing symptoms

EVERYONE'S  
ACTIONS  
GUARD  
LIVES AND  
ENCOURAGE  
SAFETY



*Students:* The school is committed to creating a learning environment that meets all state and local requirements, while at the same time keeping the quality of the learning experience at the center of decision-making. Being on campus for in-person instruction will require all students to follow health and safety protocols. The school believes in students' abilities to follow pandemic safety measures and will work with students to help them understand what behaviors support and hinder the community's safety.

*Employees:* All employees will receive training on applicable precautions, policies, protocols, and/or procedures in advance of the academic year, either remotely or in person as applicable to the type of instruction. Training will increase as returning to campus nears. All employees are required to follow all health and safety protocols. Catlin Gabel is committed to complying with all applicable laws providing for nondiscrimination in employment against qualified individuals with physical or mental disabilities, including employees who are pregnant or who have recently given birth. The School will provide employees at higher risk for severe illness due to COVID-19 with reasonable accommodations that allow them the opportunity to perform the essential functions of their job in a safe and efficient manner. Employees should contact the Human Resources department with specific questions about accommodations. All employees will receive training on applicable precautions, policies, protocols, and/or procedures in advance of the academic year, either remotely or in person.

*Parents and Guardians:* The School is committed to the partnership with families to ensure they are informed about protocols and policies during a pandemic. Families play an essential role to help students adhere to many of the requirements.

**In Case of Exposure or COVID-19 diagnosis:**

- If a community member (employee, student, parent/guardian) is awaiting COVID-19 test results, that individual should not come to campus.
- If a student or parent/guardian or a member of their household tests positive for COVID-19, please contact Barbara Ostos (ostosb@catlin.edu). No one from the household should come to campus.
- If an employee or a member of their household tests positive for COVID-19, please contact HR. No one from the household should come to campus.

## Health and Safety Measures

Our health and safety practices and procedures have been developed following OHA, ODE, and CDC guidelines. We will continue to monitor guidance and adjust our protocols to align with all guidelines. Additional measures can be found in the [Catlin Gabel Operational Blueprint for School Reentry](#).

Catlin Gabel will follow all key practices identified by the ODE and OHA here:

### KEY PRACTICES FOR REDUCING SPREAD OF COVID-19 IN SCHOOLS

The mainstays of reducing exposure to the coronavirus and other respiratory pathogens are:



**Physical Distancing** — At least six feet with other people.



**Isolation & Quarantine** — Isolation separates sick people from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.



**Hand Hygiene** — Frequent washing with soap and water or using hand sanitizer.



**Cohorts** — Conducting all activities in small groups that remain together over time with minimal mixing of groups.



**Environmental Cleaning & Disinfection** — Especially of high-touch surfaces.



**Protective Equipment** — Use of face shields, face coverings, and barriers.



**Airflow & Ventilation** — Outdoor activities are safer than indoor activities; maximize airflow in closed spaces.

| Focus Area                         | Practice and Procedure   |
|------------------------------------|--|
| <b>Physical Distancing</b>         | <ul style="list-style-type: none"> <li>● Classroom and congregant settings configured to ensure 6 feet distance between all individuals.</li> <li>● Signage and floor markings indicate 6 feet distance.</li> <li>● Regular reminders and signage about appropriate distance.</li> </ul>   |
| <b>Masks for All</b>               | <ul style="list-style-type: none"> <li>● Masks/cloth face coverings must be worn over the nose and mouth at all times. <a href="#">Per CDC guidelines</a>, students and employees may not wear masks with valves or vents, gaiters, or bandanas.</li> <li>● We recommend students come to school with at least 2 masks every day.</li> <li>● The school will provide masks on a one-off basis to students and visitors.</li> </ul> |
| <b>Hand Hygiene</b>                | <ul style="list-style-type: none"> <li>● All students and employees will routinely wash and sanitize their hands throughout the day.</li> <li>● Proper hand hygiene education (see <a href="#">Definitions</a>) and regular reminders in place.</li> <li>● Hand sanitizer will be available throughout campus.</li> <li>● Outdoor hand washing stations installed around campus.</li> </ul>  |
| <b>Enhanced Wellness Standards</b> | <ul style="list-style-type: none"> <li>● All community members are instructed to stay home when sick to minimize the number of sick people on campus.</li> </ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Anyone with a fever of 100.4 F or COVID-like symptoms cannot come to campus and must seek medical attention. (See screening in Definitions.)</li> <li>• Students who develop symptoms during the day will be separated from other students, and their parents/guardians will be contacted to arrange a pick-up within the hour.</li> <li>• <a href="#">Communicable Disease Manual</a> outlines protocols.</li> </ul>  |
| <b>Daily Screening</b>                 | <ul style="list-style-type: none"> <li>• All students and employees on campus will submit temperatures and respond to a series of COVID-19 symptom screening questions.</li> <li>• All visitors to campus will be screened.</li> </ul>  |
| <b>Daily Logs</b>                      | <ul style="list-style-type: none"> <li>• Daily logs for students and employees will be kept in case contact tracing is necessary.</li> <li>• Student attendance will serve as daily logs in PS–8 grade. Class attendance will serve as daily logs for Upper School students, except when students have Free Periods, during which they must keep an individual log of their location through a school-organized website.</li> <li>• All employees will log their movement on campus in case there is a positive case, we can contact all employees who may have come into contact.</li> </ul> |
| <b>Divisional Drop Off and Pick Up</b> | <ul style="list-style-type: none"> <li>• Assigned morning drop off and afternoon pick up locations per division to avoid student mixing.</li> <li>• Limited parent/guardian access to buildings.</li> </ul>   |
| <b>Campus Events</b>                   | <ul style="list-style-type: none"> <li>• All off-campus divisional field trips have been suspended.</li> <li>• Parent/guardian gatherings will be virtual.</li> <li>• No campus spaces will be rented.</li> <li>• Large gatherings, such as assemblies and community meetings, will be held virtually.</li> </ul>   |
| <b>Campus Visitors</b>                 | <ul style="list-style-type: none"> <li>• Campus closed to non-Catlin Gabel students and families during school hours.</li> <li>• Limited to only essential visitors (See <a href="#">Definitions</a>)</li> <li>• Food deliveries not permitted (personal or catering).</li> <li>• All visitors will be screened upon arrival.</li> </ul>  |
| <b>Enhanced Cleaning</b>               | <ul style="list-style-type: none"> <li>• Daily cleaning practices designed to comply with ODE requirements and CDC recommendations, including the types of cleaning products used and the frequency of cleaning.</li> <li>• See Cleaning section.</li> </ul>  |
| <b>Food Service</b>                    | <ul style="list-style-type: none"> <li>• Pre-ordered individual lunches will be available for purchase.</li> <li>• Self-serve options will not be available.</li> <li>• See Food Service section.</li> </ul>  |
| <b>Equipment</b>                       | <ul style="list-style-type: none"> <li>• Shared equipment will be limited with disinfectant supplies provided for intermittent cleaning.</li> <li>• Students will not share regular classroom supplies.</li> </ul>  |



|                         |   |
|-------------------------|---|
| <b>Student Grouping</b> | <ul style="list-style-type: none"> <li>● Overall campus density cut in half to decrease transmission risk.</li> <li>● PS-8 stable cohort groups (see <a href="#">Definitions</a>).</li> <li>● Individual student logging of location in Upper School will be done in case contact tracing (see <a href="#">Definitions</a>) is needed.</li> </ul> |
| <b>Campus Zones</b>     | <ul style="list-style-type: none"> <li>● Campus has been divided in three zones by divisional areas.</li> <li>● Students will remain in their respective zones.</li> <li>● Employees will log their locations and movement in and out of zones for contact tracing if necessary.</li> </ul>   |
| <b>Isolation Room</b>   | <ul style="list-style-type: none"> <li>● When an employee or student feels ill, care will take place in a newly established isolation room (The Holodeck, an individual room in the basement of the Barn instead of a divisional office).</li> </ul>  |

## Divisional Life

Each division will work with students in age-appropriate and developmental ways to help them understand the importance of adhering to the health and safety protocols during a pandemic. This will include direct instruction and explanation of protocols, visual reminders, and ongoing positive feedback for healthy decisions. At the same time, divisional life during pandemic management will look and feel different to teachers, students, and parents.

| Focus Area                     | Practice and Procedure   |
|--------------------------------|--|
| <b>Drop Off &amp; Pick Up</b>  | <ul style="list-style-type: none"> <li>● Each grade level and division has been assigned specific pick-up and drop-off designated locations.</li> <li>● Students will use designated entrances to classrooms.</li> <li>● In general, parents/guardians will not be permitted open access to school buildings.</li> </ul>   |
| <b>Self-Contained Students</b> | <ul style="list-style-type: none"> <li>● Students should have all necessary items in their backpacks upon arrival to campus.</li> <li>● Students should bring refillable water bottles as most water fountains have been replaced by contactless bottle filling stations.</li> </ul>   |
| <b>Hand Hygiene</b>            | <ul style="list-style-type: none"> <li>● All students must wash or sanitize their hands upon arriving at their first classroom at school.</li> <li>● All students will wash hands regularly, and specifically before and after eating and after using the restroom.</li> <li>● All teachers moving between groups of students will wash their hands between groups.</li> </ul> |
| <b>Health Screening</b>        | <ul style="list-style-type: none"> <li>● Parents/guardians will submit a daily COVID-19 screening for each student via an app, including temperature checks each morning by 7:30 am (or in advance of riding the bus).</li> <li>● The first time students arrive at school without a submitted screening, they will have their temperature taken and</li> </ul>                |

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|                           | parents/guardians will be called for additional information. The second time, parents/guardians will be notified to pick up their child from school for the day.   |
| <b>Storage Areas</b>      | <ul style="list-style-type: none"> <li>• To avoid hallway congestion and possible transmission, Middle and Upper School students will not use lockers or cubbies.</li> <li>• Middle and Upper School students should use backpacks to contain all of their needed supplies.</li> </ul>   |
| <b>Before School Care</b> | <ul style="list-style-type: none"> <li>• Before School Care is not available for any division.</li> <li>• Students should arrive at school no earlier than 15 minutes before class starts.</li> </ul>  |
| <b>After School Care</b>  | <ul style="list-style-type: none"> <li>• After School Care is available for Beginning and Lower School students during hybrid learning. Students will remain in daytime cohorts during ASP.</li> <li>• Middle and Upper School students who must stay after 3:30 pm must check into a designated supervised area. It is preferred that MS/US students leave campus as soon as school is over.</li> </ul> |
| <b>Daily Log</b>          | <ul style="list-style-type: none"> <li>• Class attendance will serve as daily logs for PS–8 cohort groups</li> <li>• Class attendance will serve as daily logs for Upper School students, except when students have Free Periods, during which they must keep an individual log of their location through a school-organized website.</li> </ul>   |
| <b>Classroom Cleaning</b> | <ul style="list-style-type: none"> <li>• Teachers and students will be responsible for cleaning classrooms between group uses.</li> <li>• Specific guidance will be posted in each classroom and all supplies available in each room.</li> </ul>   |
| <b>Athletics</b>          | <ul style="list-style-type: none"> <li>• Catlin Gabel will follow <a href="#">OSAA</a> and ODE reopening guidance.</li> <li>• Fall athletics programs include robust online opportunities for Upper School students.</li> </ul>  |

## Transportation

| Focus Area          | Practice and Procedure   |
|---------------------|--|
| <b>Bus Cleaning</b> | <ul style="list-style-type: none"> <li>• Buses will be wiped down with Alpha HP cleaner/disinfectant after returning to campus. Emphasis will be on high touch areas such as bulkheads under windows, top of seat backs, handrails, and loading door.</li> <li>• Each evening, before buses are secured, high touch areas, including driver controls and handles, will be wiped again.</li> <li>• At the end of the week, bus interiors will be sprayed with VG G200 GClean, a water-based disinfectant that is safe for humans to reach surfaces, such as ceilings, bulkheads, floors, and under</li> </ul> |

|                                  |  |
|----------------------------------|--|
|                                  | seats. Information about these products is on file at the school and is available upon request.  |
| <b>Enhanced Health Standards</b> | <ul style="list-style-type: none"> <li>• Parents/guardians must conduct the COVID-19 screening process for each student and submit it via an app as well as prepare a daily Bus Rider Ticket (provided by transportation in advance) affirming the screening is completed. Bus drivers will collect Bus Rider Tickets from each student prior to boarding the bus.</li> <li>• All students and drivers must wear masks/cloth face coverings over the nose and mouth at all times. <a href="#">Per CDC guidelines</a>, students and employees may not wear masks with valves or vents, gaiters, or bandanas.</li> <li>• Drivers will provide hand sanitizer to each student as they enter the bus.</li> <li>• Students must load starting from the back of the bus and sit only in designated window seats, every other row, to maintain physical distancing.</li> <li>• Students must unload starting from the front of the bus and sit only in designated window seats, every other row, to maintain physical distancing.</li> <li>• Students will disembark starting at the front of the bus, working back in orderly fashion and maintaining 6' of separation.</li> </ul> |

## Food Service

| Focus Area              | Practice and Procedure  |
|-------------------------|---|
| SAGE Services           | <ul style="list-style-type: none"> <li>• SAGE will provide individually packaged meals for purchase on a weekly pre-order basis. Packaged lunches will be complete hot meals with entree, side vegetable, and drink.</li> <li>• Disposable utensils and flatware will be used with priority given to biodegradable or recyclable products.</li> <li>• The Barn will not offer any self-service food, beverage stations, or Grab and Go items and will not be available for eating or socializing given health and safety guidelines.</li> </ul> |
| SAGE Safety Precautions | <ul style="list-style-type: none"> <li>• SAGE employees will utilize personal protective equipment as required by law, including masks and gloves.</li> <li>• Regular and ongoing hand washing will be required and enforced.</li> <li>• Kitchens will practice physical distancing and will limit the number of employees entering the space at a given time. No visitors will be permitted in the kitchen.</li> <li>• SAGE offers more information <a href="#">here</a>.</li> </ul>   |

|                 |  |
|-----------------|--|
| Lunch Locations | <ul style="list-style-type: none"> <li>● Beginning and Lower School students will eat lunch in their classrooms (or adjacent outside areas).</li> <li>● Middle School students will eat lunch in outdoor areas by grade level cohorts.</li> <li>● Upper School students will eat it in locations designated by grade level. Upper School students will not be able to leave campus for lunch to limit campus movement.</li> <li>● As always, students will be able to bring home-packed lunches to school and will be instructed not to share food.</li> </ul> |
|-----------------|--|

## Operational Plans by Department

Each area of the school has specific guidance related to daily operations per building or by department. Each area's guidance will evolve as return to campus unfolds to best ensure student and employee health and safety.

[Athletics/Gym](#)

[Beginning and Lower Schools and ASP](#)

[Business Office](#)

[Divisional and College Counselor Offices](#)

[Facilities](#)

[Human Resources](#)

[Middle School](#)

[Technology](#)

[Toad Hall](#)

[Upper School](#)

## Cleaning Protocols

| Focus Area                | Practice and Procedure   |
|---------------------------|--|
| <b>Cleaning Practices</b> | <ul style="list-style-type: none"> <li>● CGS uses hydrogen peroxide-based cleaning and disinfecting products that are safe for people and the environment. The disinfectant is on the EPA list of approved products for COVID-19.</li> <li>● Classrooms, shared student spaces, conference rooms, adult breakrooms, shared and private offices, and restrooms will be cleaned and disinfected every night.</li> <li>● Cleaning and disinfecting includes high-touch areas, such as doorknobs, light switches, chair backs, desks, and table tops.</li> <li>● Validation of cleaning efficacy will be conducted at least once weekly and documented for quality control.</li> <li>● <a href="#">More on cleaning here.</a></li> </ul> |

|                                   |   |
|-----------------------------------|---|
| <b>Daytime Cleaning Frequency</b> | <ul style="list-style-type: none"> <li>• Two rounds of cleaning will be conducted by CGS staff during the school day: 9 a.m. - 12 p.m. following each division’s break time and between 1- 4 pm.</li> <li>• Buildings include Toad Hall, Beginning School, Lower School, Middle School, Gym, Dant, Vollum, Creative Art Center, US Science, US Math, Hillman Modern Languages, and the US Library.</li> <li>• Surfaces include restroom sinks, stalls, handles, and light switches; bottle filling stations; break room sinks and countertops; door handles, handrails, table tops, and chair backs.</li> <li>• Classroom surfaces will be cleaned by faculty during the day when there is a cause: such as before and after snacks/lunch, a change of students, or an instance of coughing or sneezing.</li> </ul> |
| <b>Ventilation</b>                | <ul style="list-style-type: none"> <li>• All ventilation systems will meet or exceed requirements of American Society of Heating, Refrigerating and Air-Conditioning Engineers and the CDC.</li> <li>• Central air handling units and ductless air conditioners will have the highest rated filters available.</li> <li>• For certain rooms without outside air supply, the school will install air purification systems.</li> <li>• To increase outdoor air, dampers on air handling units will be set at optimum settings to achieve 6 air exchanges per hour. For ductless and in-room systems, doors and windows will be opened as often as possible, including while conditioning systems are running.</li> </ul>  |

## Exposure Scenario and Guidance

Hybrid in-person instruction plans vary by division. How students and employees are divided into cohorts will determine the school’s response. When possible, single cohorts will transition to remote learning in order to prevent disruption to groups not directly exposed. The school may move to fully remote learning the event of multiple cohort exposure. In the school setting, an outbreak is two or more cases of an infection in a group or cohort in the same communicability time period.

In the event that a case is identified in the school community, with the support of the Washington County public health department (503-846-3594), and while respecting all applicable privacy laws, we will support contact tracing and align with quarantine guidelines for cases and contacts. Following OSHA requirements, employees will be informed within 24 hours of positive COVID-19 case exposures, including “those who worked in the same facility or in the same well-defined portion of the facility, such as a particular floor” ([OSHA Temporary Rule Addressing COVID-19 Workplace Risks](#)).

### **The ODE and OHA offer an overall framework in the Oct. 30, 2020 Updated Guidance:**

- People who have tested positive for COVID-19 should isolate.
- Any person who has been in close contact with a person with positive COVID-19 should quarantine.
- Anyone who has been in close contact with someone who was exposed to COVID-19
- does not need to quarantine.

**The ODE and OHA described primary and non-primary COVID-19 symptoms in the Oct. 30, 2020 Updated Guidance:**

People with COVID-19 can have a wide range of symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus. The “primary” COVID-19 symptoms require exclusion from school. The “non-primary” COVID-19 symptoms can be seen with many other illnesses, in addition to COVID-19. The non-primary symptoms do not always require exclusion. When feasible, ill students and staff with any primary COVID-19 symptoms should be encouraged to seek viral testing. If a student or staff has non-primary symptoms that persist for more than one day, the parent should consider evaluation by the child’s healthcare provider who can determine if viral testing is advised.

**Primary COVID-19 Symptoms:**

- Cough
- Temperature of 100.4oF or higher
- Chills
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

**Non-primary COVID-19 Symptoms:**

- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Nasal congestion or runny nose
- Nausea or vomiting
- Diarrhea

**In Case of Exposure or COVID-19 diagnosis:**

- If a community member (employee, student, parent/guardian) is awaiting COVID-19 test results, that individual should not come to campus.
- If a student or parent/guardian or a member of their household tests positive for COVID-19, please contact Barbara Ostos (ostosb@catlin.edu). No one from the household should come to campus.
- If an employee or a member of their household tests positive for COVID-19, please contact HR. No one from the household should come to campus.

This table indicates the guidance for possible exposure.

| Situation   | What should I do?  | When can I return to campus?  |
|---|--|---|
| <p><b>Situation 1:</b><br/>I have tested positive or am a presumptive positive case for COVID-19.</p> | <p>Stay home; do not come to campus.<br/><br/>A <a href="#">local public health authority</a> will calculate the dates of your isolation, usually at least ten days.</p> | <p>Your exact return date to campus will be determined in consultation with your primary healthcare provider.</p> |
| <p><b>Situation 2:</b></p>  | <p>Stay home; do not come to campus.</p>   | <p>The exact date as to when you can</p>  |

|   |   |  |
|---|---|--|
| <p>I have been notified by a local public health department that I am a close contact of a positive case.</p>   | <p>A local public health authority will calculate the dates of your quarantine, usually 14 days from the time of last exposure.</p>   | <p>return to campus will be determined in consultation with your primary healthcare provider.</p>  |
| <p><b>Situation 3:</b><br/>I have been in contact with a positive case (within 6 feet distance for 15 minutes or longer) but <i>have not been</i> contacted by a local public health authority.</p>             | <p>Stay home; do not come to campus.</p> <p>If you've been in close contact with a positive case, regardless of whether you have been notified by a local public health authority, quarantine at home for 14 days after exposure to a case.</p> <p>We recommend that you reach out to a local public authority to confirm if you are a close contact.</p> | <p>If you remained asymptomatic during quarantine, you may return to campus.</p> <p>The exact date as to when you can return to campus will be determined in consultation with your primary healthcare provider.</p> |
| <p><b>Situation 4:</b><br/>I do not have any symptoms but someone in my household has tested positive for COVID-19.</p>   | <p>Stay home; do not come to campus.</p> <p>All household members should quarantine for 14 days after the date of last COVID-19 exposure. If you cannot avoid close contact, the quarantine may be longer than 14 days.</p>   | <p>Your exact return date to the school campus will be determined in consultation with your primary healthcare provider.</p>   |
| <p><b>Situation 5:</b><br/>I do not have any symptoms but someone I recently spent time with is now exhibiting symptoms or is being tested for COVID-19.</p>  | <p>Do not come to campus until there is more information.</p> <p>This could include quarantining until the tests results are returned for the symptomatic individual. Call your local healthcare provider for guidance as to whether you are considered a close contact.</p>  | <p>If the symptomatic individual receives a negative COVID-19 test, you may return to campus.</p> <p>If the symptomatic individual receives a positive COVID-19 test, see above for more information.</p>            |
| <p><b>Situation 6:</b><br/>Someone I have been around was recently in contact with another person who is now exhibiting symptoms. The person I spent time with is not exhibiting symptoms and neither am I.</p> | <p>You may come to campus.</p> <p>You should engage in physical distancing, carefully monitor your health, and notify your healthcare provider if you develop any symptoms.</p>   | <p>The Catlin Gabel community is reminded to follow the COVID-19 screening questions when coming to campus.</p>  |

This table indicates the current response to a **positive case in the school by area.**

| Area                                      | Response  |
|---|---|
| <b>Beginning and Lower School Student</b> | <ul style="list-style-type: none"> <li>• Known contacts in the school community, including students who ride the same school bus, will be notified and transition to remote learning for a 2-week period.</li> <li>• For BLS, this will include all members of the homeroom group and all teachers who have taught that group in person.</li> </ul> |
| <b>Middle School Student</b>              | <ul style="list-style-type: none"> <li>• Known contacts in the school community, including students who ride the same school bus, will be notified and transition to remote learning for a 2-week period.</li> <li>• For MS, this will include all members of the grade level and all teachers who have taught that group in person.</li> </ul>     |
| <b>Upper School Student</b>               | <ul style="list-style-type: none"> <li>• Known contacts in the school community, including students who ride the same school bus, will be notified and transition to remote learning for a 2-week period.</li> <li>• For US, this will include all Upper School students and teachers given the lack of stable cohorts in the division.</li> </ul>  |
| <b>Employee</b>                           | <ul style="list-style-type: none"> <li>• Known contacts in the school community, including students who ride the same school bus, will be notified and transition to remote learning for a 2-week period.</li> <li>• Depending on the employee, specific groups or the whole school may need to work remotely.</li> </ul>                           |

These flow charts from the ODE and OHA provide further guidance on school response in case of illness.

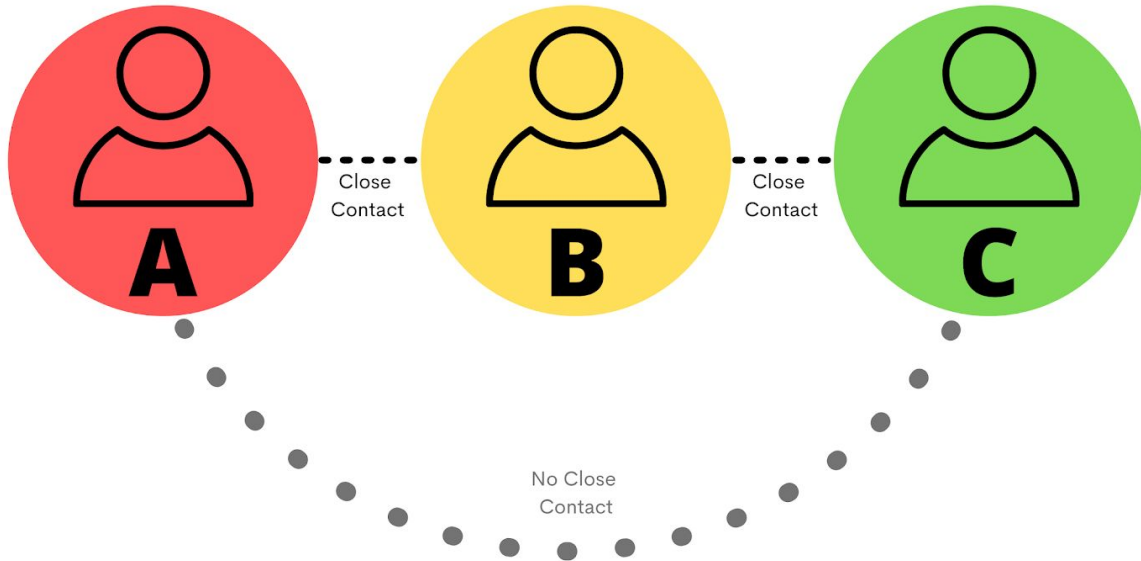


# General Quarantine Protocol

**Confirmed Case**

**Should Quarantine**

**Does not Need to Quarantine**



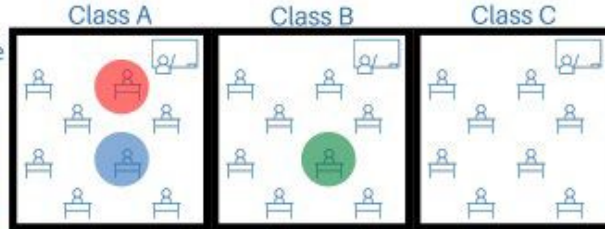
# School-Based Examples of Requirements

## When a Person with COVID-19 is Identified in a School Cohort



This student could be considered A1 because they are in Class A and ride Bus 1.

If student A1 is infected with COVID-19, all of the people in class A (students and teachers) **and** all of the students on Bus 1 must shift to Distance Learning for 14 days. The driver on Bus 1 must quarantine for 14 days as directed by local public health officials.



This student could be considered B1 because they are in Class B and ride Bus 1.

Because student A1 is infected with COVID-19, student B1 must shift to Distance Learning for 14 days, since they share a transportation cohort. However, the remainder of Class B can remain in On-Site Instruction unless they also directly interacted with student A1.



This student could be considered A2 because they are in Class A and ride Bus 2.

Because student A1 is infected with COVID-19, student A2 must shift to Distance Learning for 14 days, since they share a classroom cohort. However, the remainder of Bus 2 can remain in On-Site Instruction unless they also directly interacted with student A1.

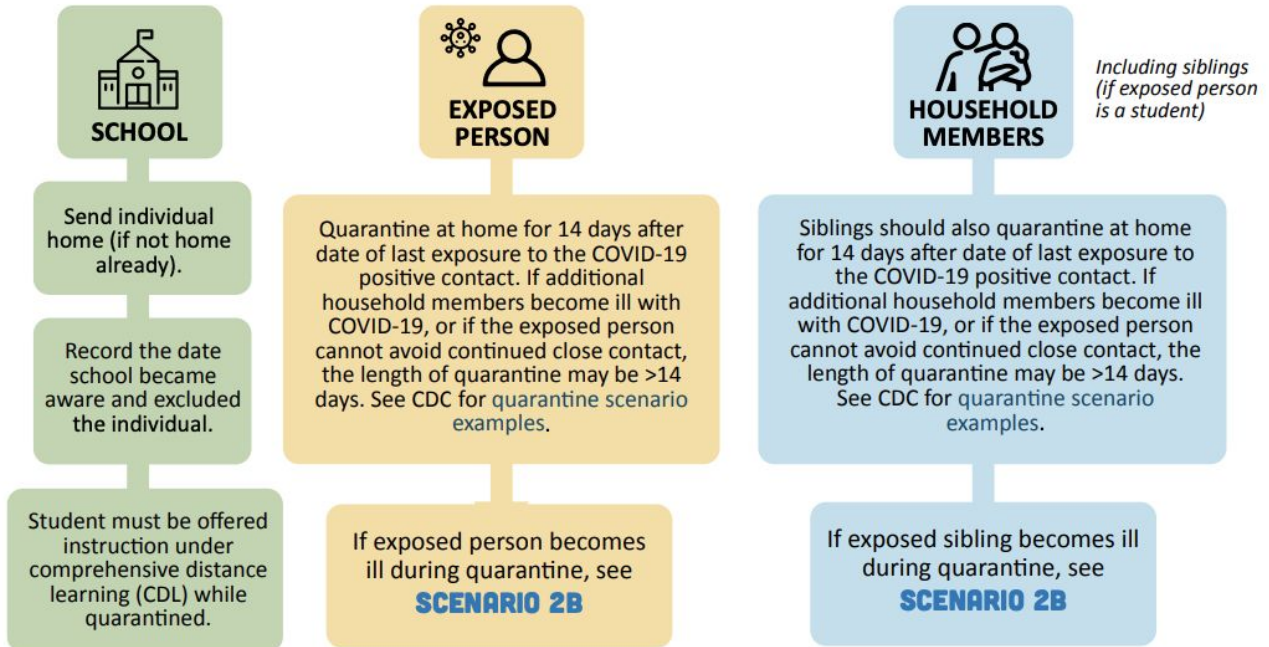
**Exposed People must shift to Distance Learning while quarantining for 14 Days!**

| Scenario           | Description  |
|--------------------|--|
| <u>Scenario 1a</u> | A student or staff member has been <b>exposed to a person with confirmed <i>or presumptive</i> COVID-19</b> <u>within their household</u> . The student or staff member is <u>not</u> currently showing symptoms.  |
| <u>Scenario 1b</u> | A student or staff member has been <b>exposed to a person with confirmed <i>or presumptive</i> COVID-19</b> <u>outside of their household</u> . The student or staff member is <u>not</u> currently showing symptoms.  |
| <u>Scenario 2a</u> | A student or staff member <b>becomes ill</b> with primary COVID-19 symptoms (cough, <i>temperature of 100.4 °F or higher</i> , chills, shortness of breath, difficulty breathing, <i>or new loss of taste or smell</i> ). Ill person has <u>no known COVID-19 contacts</u> in past 14 days.                        |
| <u>Scenario 2b</u> | A student or staff member <b>becomes ill</b> with primary COVID-19 symptoms. Ill person was in <u>close contact</u> with someone who had <i>confirmed</i> COVID-19 in past 14 days.  |
| <u>Scenario 3a</u> | An ill student or staff member has a <b>negative</b> COVID-19 viral test and has <u>no known COVID-19 contacts</u> in past 14 days.  |
| <u>Scenario 3b</u> | An ill student or staff member <i>with primary COVID-19 symptoms</i> has a <b>negative</b> COVID-19 viral test. Ill person was in <u>close contact</u> with someone who had <i>confirmed</i> COVID-19 in past 14 days.   |
| <u>Scenario 4a</u> | An ill student or staff member <b>does not get tested</b> with a COVID-19 viral test. Ill person has <u>no known COVID-19 contacts</u> in past 14 days.  |
| <u>Scenario 4b</u> | An ill student or staff member <i>with primary COVID-19 symptoms</i> <b>does not get tested</b> with a COVID-19 viral test, and a clear alternative <u>non-respiratory diagnosis is not identified</u> . Ill person was in <u>close contact</u> with someone who had <i>confirmed</i> COVID-19 in past 14 days.    |
| <u>Scenario 4c</u> | An ill student or staff member <i>with primary COVID-19 symptoms</i> <b>does not get tested</b> with a COVID-19 viral test, and a clear <u>non-respiratory diagnosis is identified</u> as cause of illness. Ill person was in <u>close contact</u> with someone who had <i>confirmed</i> COVID-19 in past 14 days. |
| <u>Scenario 5</u>  | <b>One student or staff member</b> has a <b>positive</b> COVID-19 viral test   |
| <u>Scenario 6</u>  | <b>Two or more people</b> within <u>same cohort</u> have a <b>positive</b> COVID-19 viral test within 14 days  |
| <u>Scenario 7</u>  | <b>Two or more people</b> in <u>different cohorts</u> have a <b>positive</b> COVID-19 viral test within 14 days  |

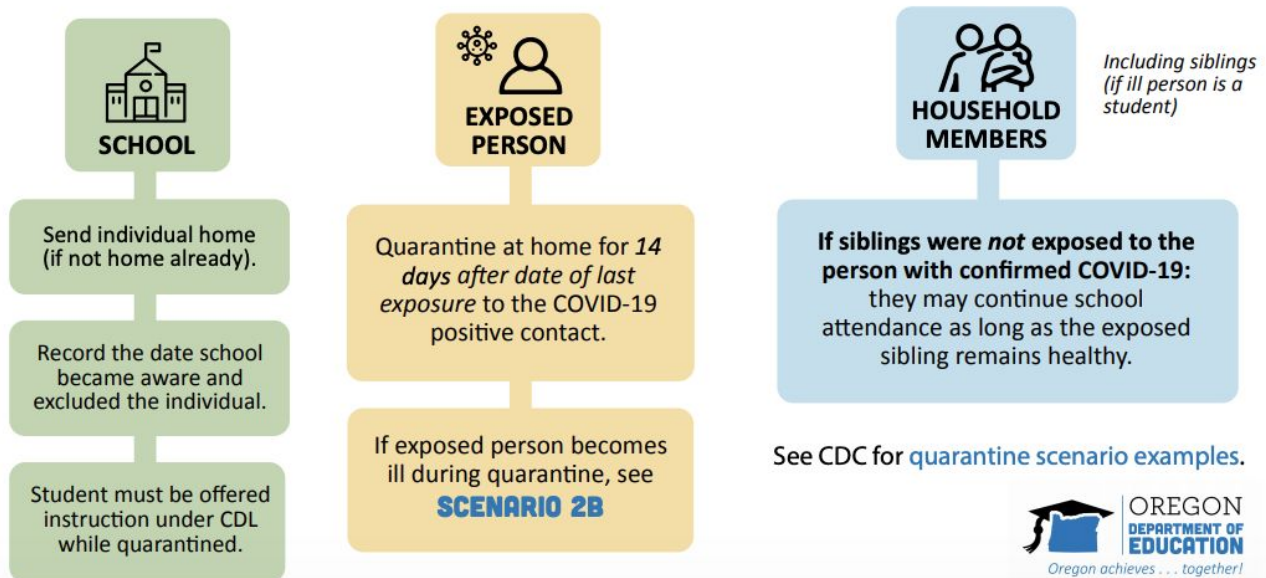
# 1. SCHOOL SCENARIOS

## HOW TO HANDLE EXPOSURE TO COVID-19

### SCENARIO 1A. A STUDENT OR STAFF MEMBER HAS BEEN EXPOSED TO A PERSON WITH CONFIRMED OR PRESUMPTIVE COVID-19 WITHIN THEIR HOUSEHOLD. THE STUDENT OR STAFF MEMBER IS NOT CURRENTLY SHOWING SYMPTOMS.



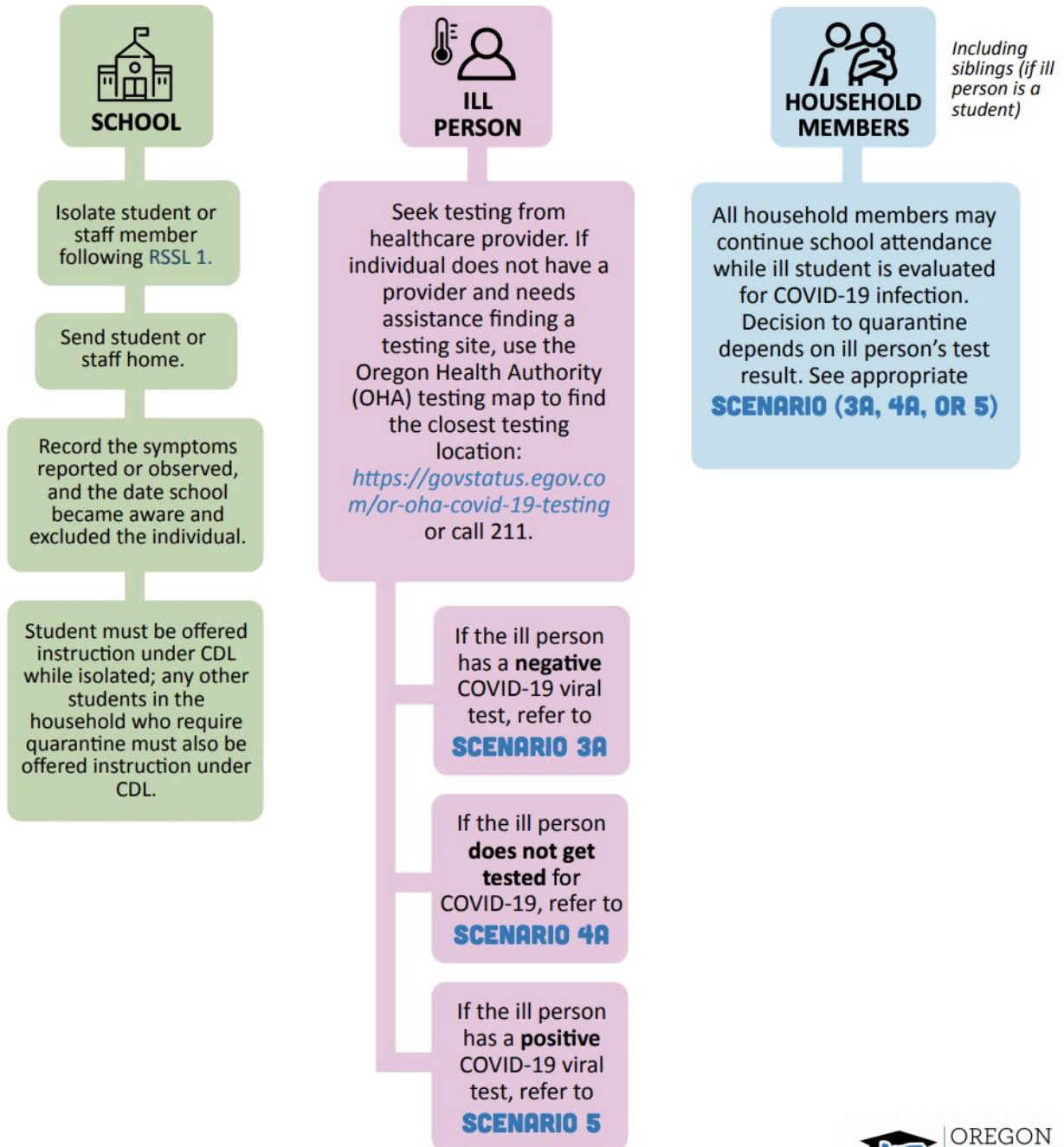
### SCENARIO 1B. A STUDENT OR STAFF MEMBER HAS BEEN EXPOSED TO A PERSON WITH CONFIRMED OR PRESUMPTIVE COVID-19 OUTSIDE OF THEIR HOUSEHOLD. THE STUDENT OR STAFF MEMBER IS NOT CURRENTLY SHOWING SYMPTOMS.



## 2A. SCHOOL SCENARIOS

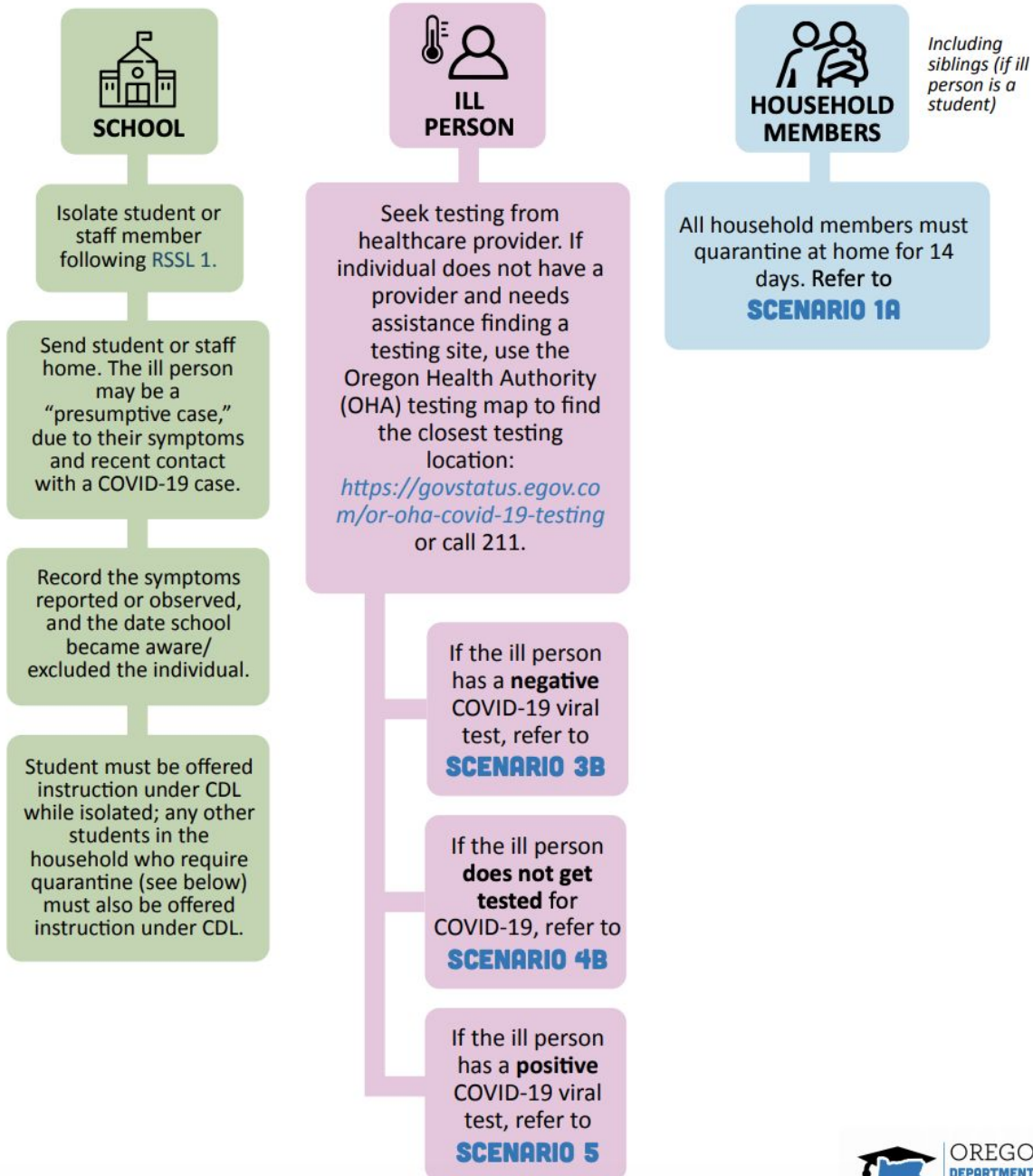
### HOW TO HANDLE COVID-19 ILLNESS

**SCENARIO 2A. A STUDENT OR STAFF MEMBER BECOMES ILL WITH PRIMARY COVID-19 SYMPTOMS (COUGH, TEMPERATURE OF 100.4°F OR HIGHER, CHILLS, SHORTNESS OF BREATH, DIFFICULTY BREATHING, OR NEW LOSS OF TASTE OR SMELL). ILL PERSON HAS NO KNOWN COVID-19 CONTACTS IN PAST 14 DAYS.**



## 2B. SCHOOL SCENARIOS HOW TO HANDLE COVID-19 ILLNESS

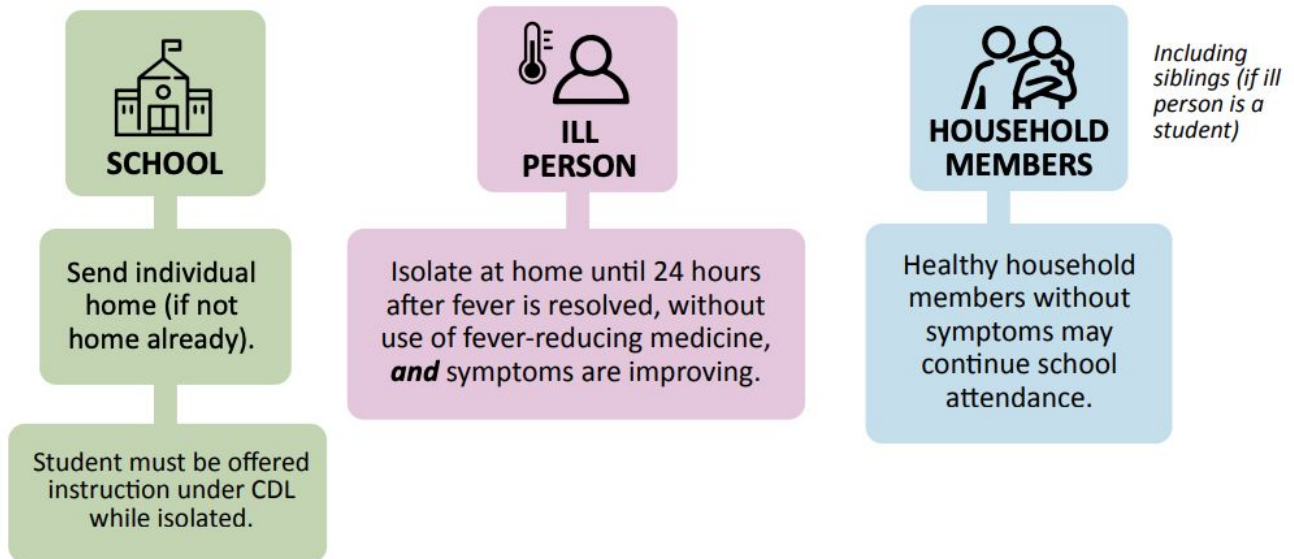
**SCENARIO 2B. A STUDENT OR STAFF MEMBER BECOMES ILL WITH PRIMARY COVID-19 SYMPTOMS (COUGH, TEMPERATURE OF 100.4 °F OR HIGHER, CHILLS, SHORTNESS OF BREATH, DIFFICULTY BREATHING, OR NEW LOSS OF TASTE OR SMELL). ILL PERSON WAS IN CLOSE CONTACT WITH SOMEONE WHO HAD CONFIRMED COVID-19 IN PAST 14 DAYS.**



# 3A. SCHOOL SCENARIOS

## HOW TO HANDLE ILLNESS WITH NEGATIVE COVID-19 TEST

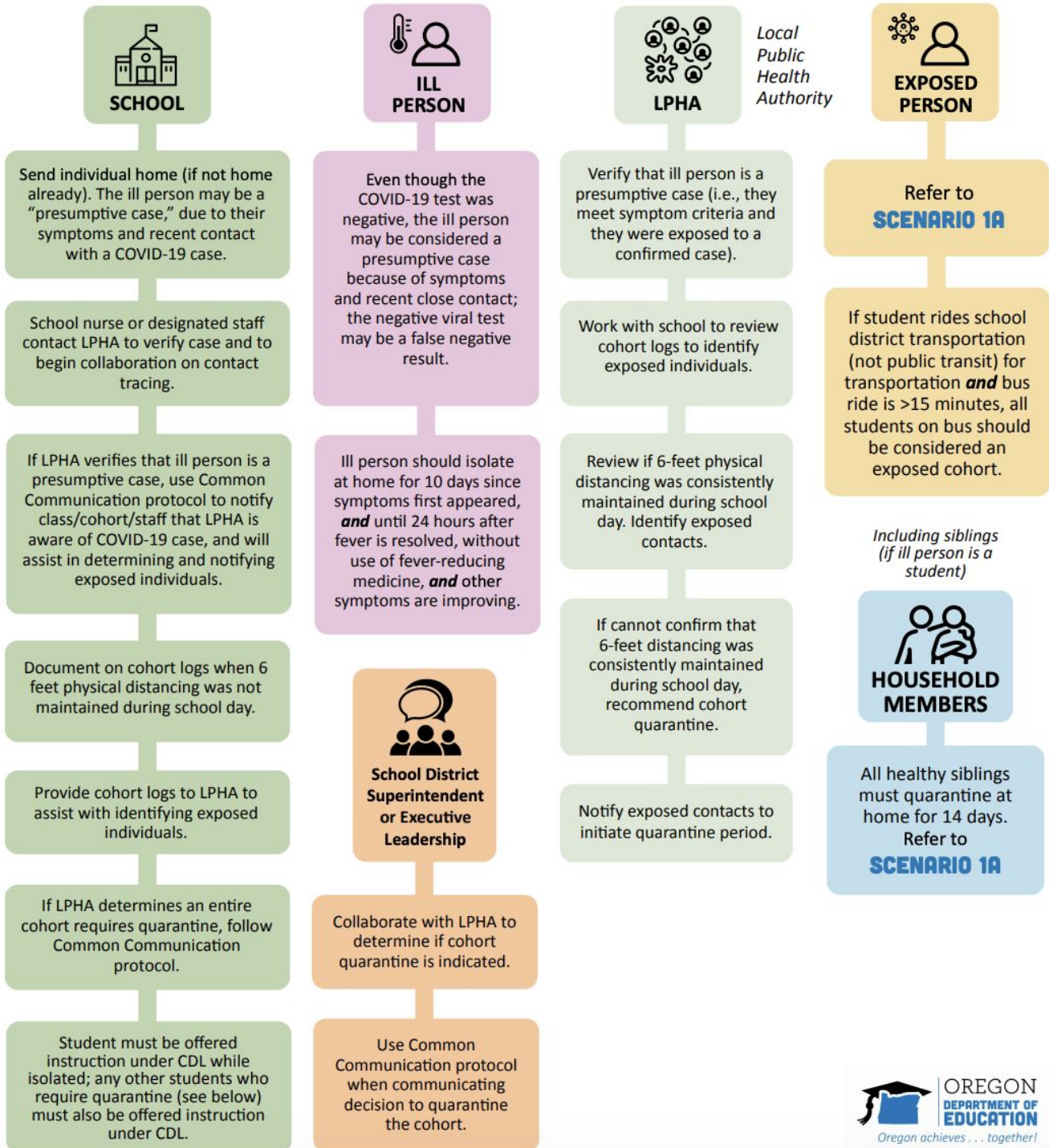
**SCENARIO 3A. AN ILL STUDENT OR STAFF MEMBER HAS A NEGATIVE COVID-19 VIRAL TEST AND HAS NO KNOWN COVID-19 CONTACTS IN PAST 14 DAYS.**



# 3B. SCHOOL SCENARIOS

## HOW TO HANDLE ILLNESS WITH NEGATIVE COVID-19 TEST

**SCENARIO 3B. AN ILL STUDENT OR STAFF MEMBER WITH PRIMARY COVID-19 SYMPTOMS HAS A NEGATIVE COVID-19 VIRAL TEST AND WAS IN CLOSE CONTACT WITH SOMEONE WHO HAD CONFIRMED COVID-19 IN PAST 14 DAYS.**

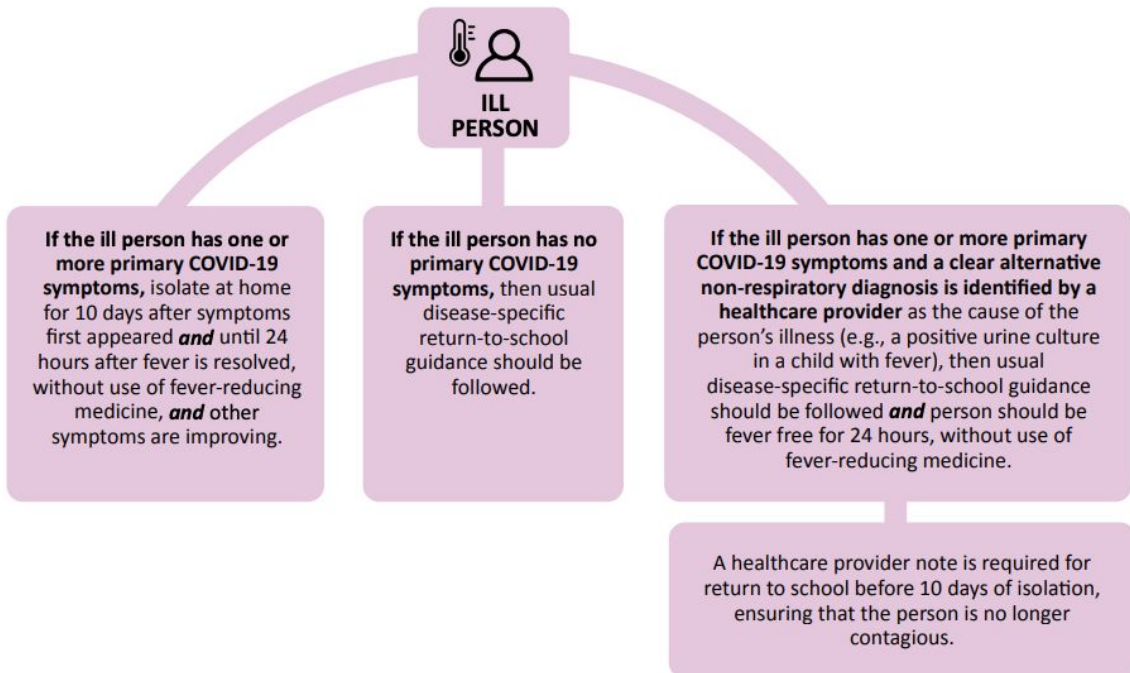
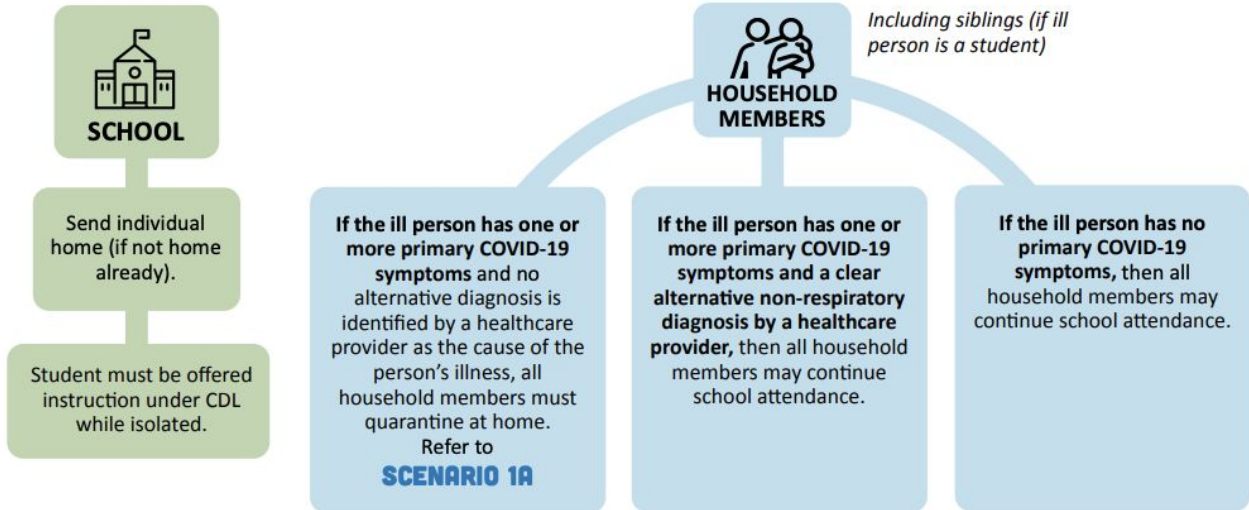




# 4A. SCHOOL SCENARIOS

## HOW TO HANDLE WHEN AN ILL PERSON DOES NOT GET TESTED

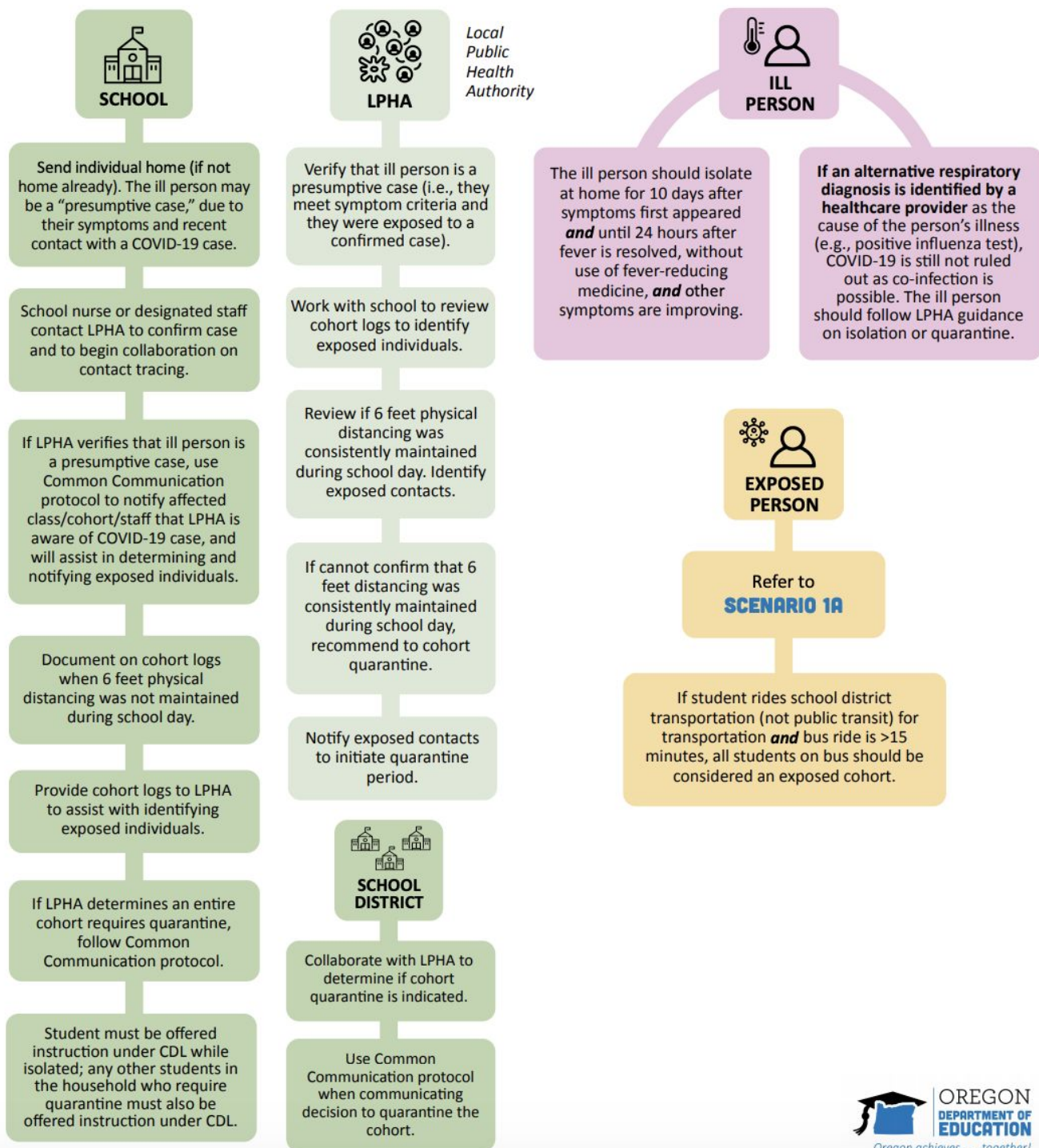
**SCENARIO 4A. AN ILL STUDENT OR STAFF MEMBER DOES NOT GET TESTED WITH A COVID-19 VIRAL TEST. ILL PERSON HAS NO KNOWN COVID-19 CONTACTS IN PAST 14 DAYS.**



# 4B. SCHOOL SCENARIOS

## HOW TO HANDLE WHEN A PERSON DOES NOT GET TESTED

**SCENARIO 4B. AN ILL STUDENT OR STAFF MEMBER WITH PRIMARY COVID-19 SYMPTOMS DOES NOT GET TESTED WITH A COVID-19 VIRAL TEST, AND A CLEAR ALTERNATIVE NON-RESPIRATORY DIAGNOSIS IS NOT IDENTIFIED. ILL PERSON WAS IN CLOSE CONTACT WITH SOMEONE WHO HAD CONFIRMED COVID-19 IN PAST 14 DAYS.**



# 4C. SCHOOL SCENARIOS

## HOW TO HANDLE WHEN A PERSON DOES NOT GET TESTED

**SCENARIO 4C. AN ILL STUDENT OR STAFF MEMBER WITH PRIMARY COVID-19 SYMPTOMS DOES NOT GET TESTED WITH A COVID-19 VIRAL TEST, AND A CLEAR NON-RESPIRATORY DIAGNOSIS IS IDENTIFIED AS CAUSE OF ILLNESS. ILL PERSON WAS IN CLOSE CONTACT WITH SOMEONE WHO HAD CONFIRMED COVID-19 IN PAST 14 DAYS.**



Send individual home (if not home already). The ill person is not considered a “presumptive case” due to alternative diagnosis.

Student must be offered instruction under CDL while isolated; any other students in the household who require quarantine (see below) must also be offered instruction under CDL.



**Because a clear alternative non-respiratory diagnosis is identified by a healthcare provider** as the cause of the person’s illness (e.g., a positive urine culture in a child with fever), then usual disease-specific return-to-school guidance should be followed. However, this student also requires quarantine, due to recent exposure to COVID-19 case. Person must quarantine at home for 14 days after date of last exposure to the COVID-19 positive contact (refer to **SCENARIO 1A**), **and** meet usual return-to-school guidance for diagnosis. If person develops new COVID-19 symptoms during quarantine, refer to **SCENARIO 2B**.



*Including siblings (if ill person is a student)*

**Because a clear alternative non-respiratory diagnosis is identified by a healthcare provider** as the cause of the person’s illness (e.g., a positive urine culture in a child with fever), then all household members may continue school attendance, as long as the family member develops no COVID-19 symptoms during quarantine.

# 5. SCHOOL SCENARIOS

## HOW TO HANDLE A POSITIVE COVID-19 VIRAL TEST

### SCENARIO 5. ONE STUDENT OR STAFF MEMBER HAS A POSITIVE COVID-19 VIRAL TEST



Send student/staff home, if not already isolated.

School nurse or designated staff contact LPHA to confirm case and to begin collaboration on contact tracing.

After confirming positive case, use Common Communication protocol to notify class/cohort/staff that LPHA is aware of COVID-19 case, and will assist in determining and notifying exposed individuals.

Document on cohort logs when 6 feet physical distancing was not maintained during school day.

Provide cohort logs to LPHA, to assist with identifying exposed individuals.

If LPHA determines an entire cohort requires quarantine, follow Common Communication protocol.

Student must be offered instruction under CDL while isolated; any other students in the household who require quarantine must also be offered instruction under CDL.



Local  
Public  
Health  
Authority

Work with school to review cohort logs to identify exposed individuals.

Review if 6 feet physical distancing was consistently maintained during school day. Identify exposed contacts.

If cannot confirm that 6 feet distancing was consistently maintained during school day, consider cohort quarantine.

Notify exposed contacts to initiate quarantine period.

School District Superintendent or Executive Leadership

Collaborate with LPHA to determine if cohort quarantine is indicated.

Use Common Communication protocol when communicating decision to quarantine the cohort.



Isolate at home for 10 days **and** until 24 hours after fever is resolved, without use of fever-reducing medicine, **and** other symptoms are improving.

A negative viral COVID-19 test is **not** needed for return to school.



Refer to **SCENARIO 1A**

If student rides school district transportation (not public transit) for transportation **and** bus ride is >15 minutes, all students on bus should be considered an exposed cohort.



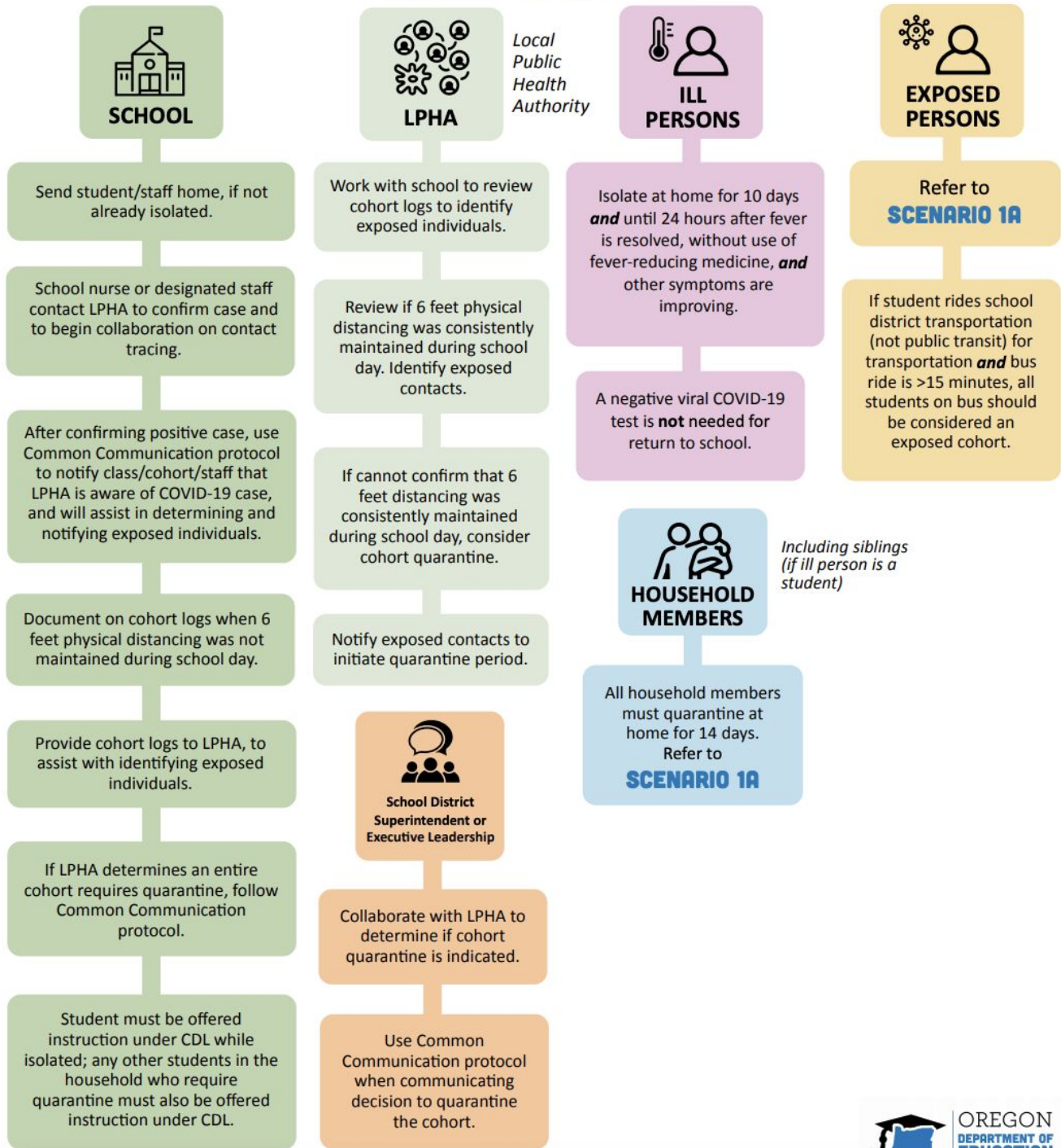
Including siblings (if ill person is a student)

All household members must quarantine at home for 14 days. Refer to **SCENARIO 1A**

# 6. SCHOOL SCENARIOS

## HOW TO HANDLE MULTIPLE POSITIVE COVID-19 VIRAL TESTS

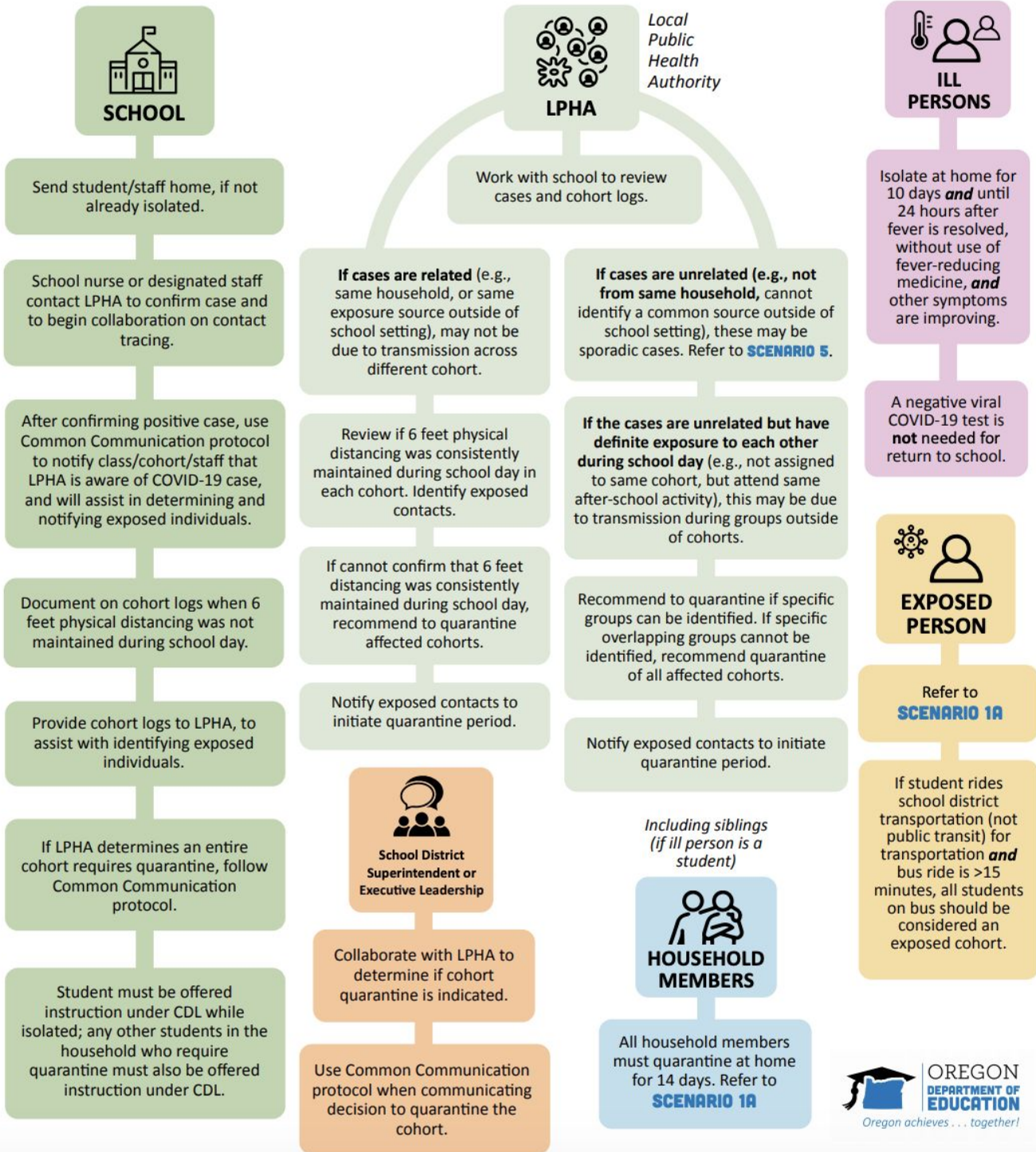
### SCENARIO 6. TWO OR MORE PEOPLE WITHIN SAME COHORT HAVE A POSITIVE COVID-19 VIRAL TEST WITHIN 14 DAYS



# 7. SCHOOL SCENARIOS

## HOW TO HANDLE MULTIPLE POSITIVE COVID-19 VIRAL TESTS

### SCENARIO 7. TWO OR MORE PEOPLE WITHIN DIFFERENT COHORTS HAVE A POSITIVE COVID-19 VIRAL TEST WITHIN 14 DAYS



# Definitions

## Essential Visitors

Essential Visitors are visitors to campus whose engagement at CG cannot be done virtually and/or whose engagement is mission-critical for the school. While under pandemic management, these common visitors fall into these classifications:

| Essential Visitors   | Non-Essential Visitors  |
|--|---|
| Admission Visitors (with new protocols)<br>US Club/Co-Curricular Advisors<br>Crossing Guard Volunteers<br>Essential Volunteers | Space Rentals<br>Tutors<br>Catering/Food Deliveries<br>Professional Development Speakers<br>Class Speakers<br>College representatives<br>Job applicants (initial rounds)<br>After School Care third-party vendors |

## Contact Tracing

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily. (CDC) In the event of a confirmed case of COVID-19 among students or employees, Catlin Gabel will partner with Washington County Public Health for contact tracing and exposure assessment. Daily logs of employee and student movement will be kept for 4 weeks (per OHA guidance) and used to determine employees and students who may be at risk of exposure to COVID-19. See Appendix D for COVID-19 Reporting Form.

## Hand Hygiene

Increased hand hygiene: throughout the school and specifically in every classroom, employees and students will have access to hand sanitizer. Employees and students will be expected to perform hand hygiene (washing with soap and water or the use of hand sanitizer):

- Before entering the classroom
- Before leaving the classroom
- After using the restroom (hands must be washed with soap and water)
- Before eating or drinking
- After eating or drinking
- After sneezing, coughing, or blowing one's nose

## Screening

In response to the ongoing COVID-19 pandemic and in an effort to protect employees, students, and regional public health, the School is implementing procedures to (a) measure the temperature of all

individuals coming onto the School’s premises, and/or (b) inquire and observe whether any individual on campus has any symptoms of COVID-19 or related illness. All students, employees, and visitors will be required to perform a symptoms check and complete an attestation prior to getting on the bus or entering school.

The School’s purpose in screening individuals include:

- To reduce the risk of spreading the disease
- To protect all members of the school community
- To identify potential symptoms linked to COVID-19
- To support contact tracing relating to any potential exposure
- To communicate with employees, students, parents, and visitors regarding potential exposure to COVID-19 to properly warn others who have had close contact with an infected or symptomatic individual so that they may take precautionary measures.

**FOR EMPLOYEES:**

| <b>COVID-19 Screening</b>  |                             |                              |
|--|-----------------------------|------------------------------|
| Do you have a fever greater than 100.4 °F or 38 °C?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| In the past 14 days, have you or a household member been diagnosed with COVID-19 or asked to home quarantine? <i>(If you have been instructed to home quarantine due to possible exposure, you must stay home for the entire duration of the 14-day quarantine.)</i> | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| <i>Do you have any of the following symptoms:</i>  |                             |                              |
| a fever or chills?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| undiagnosed cough, shortness of breath, difficulty breathing, or sore throat?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| unattributable body/muscle aches or fatigue?   |                             |                              |
| unattributable congestion or runny nose?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| new loss of smell or taste?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| vomiting or diarrhea (3 or more loose, watery stools in 24hrs)?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Is anyone in your household awaiting a COVID-19 test result due to unattributable COVID-like symptoms or testing due to close contact with a positive COVID-19 case?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If you answered *Yes* to any of these questions, please:

- do not come to campus and contact your supervisor to let him/her/they know you cannot go to work
- contact HR (hr@catlin.edu)
- seek medical care regarding your symptoms to determine if they are COVID-19 related. If you have Kaiser coverage, you can call 503-813-2000 and/or take the online [Kaiser Coronavirus Assessment](#)

If your symptoms are confirmed as related to COVID-19, you must contact Human Resources and stay home



for at least 10 days from the onset of your symptoms and be fever free without the use of fever-reducing drugs for at least 24 hours prior to returning to campus. Please email [ert@catlin.edu](mailto:ert@catlin.edu) if you have any questions.

See here for more about the [Employee Daily COVID Symptom Screening Process](#).

**FOR FAMILIES:**

| COVID-19 Screening   |                             |                              |
|--|-----------------------------|------------------------------|
| Do you have a fever greater than 100.4 °F or 38 °C?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| In the past 14 days, have you or a household member been diagnosed with COVID-19 or asked to home quarantine? <i>(If you have been instructed to home quarantine due to possible exposure, you must stay home for the entire duration of the 14-day quarantine.)</i> | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| <i>Do you have any of the following symptoms:</i>  |                             |                              |
| a fever or chills?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| undiagnosed cough, shortness of breath, difficulty breathing, or sore throat?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| unattributable body/muscle aches or fatigue?   |                             |                              |
| unattributable congestion or runny nose?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| new loss of smell or taste?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| vomiting or diarrhea (3 or more loose, watery stools in 24hrs)?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Is anyone in your household awaiting a COVID-19 test result due to unattributable COVID-like symptoms or testing due to close contact with a positive COVID-19 case?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If you answered *Yes* to any of these questions, please:

- do not send your child to campus and contact your division AA.
- seek medical care regarding your child’s symptoms to determine if they are COVID-19 related.

If your symptoms are confirmed as related to COVID-19 or if your child or a household member has been diagnosed with COVID-19, you must contact Barbara Ostos [ostosb@catlin.edu](mailto:ostosb@catlin.edu) and your child must stay home for at least 10 days from the onset of their symptoms and be fever free without the use of fever-reducing drugs for at least 24 hours prior to returning to campus. Please email [ert@catlin.edu](mailto:ert@catlin.edu) if you have any questions.

**In Case of Exposure or COVID-19 diagnosis:**

- If a community member (employee, student, parent/guardian) is awaiting COVID-19 test results, that individual should not come to campus.
- If a student or parent/guardian or a member of their household tests positive for COVID-19, please contact Barbara Ostos ([ostosb@catlin.edu](mailto:ostosb@catlin.edu)). No one from the household should come to campus.

- If an employee or a member of their household tests positive for COVID-19, please contact HR. No one from the household should come to campus.

## **Close contact**

An individual who has been near a person with COVID symptoms or a positive case for more than 15 minutes within 6 feet, regardless of if they are wearing a mask. (CDC)

## **Outbreak**

In the school setting, an outbreak is two or more cases of an infection in a group or cohort in the same communicability time period. (WA County Public Health). For COVID-19, the school will investigate any instance of a positive case of COVID-19.

## **Resources**

For additional resources, see Appendices A-F for protocols for isolating individuals, notification of an outbreak, visitor guidelines, and more.

[Oregon Department of Education](#)

[Oregon Health Authority](#)

[Center for Disease Control](#)

[Exclusion Guidelines for Schools and Child Care Settings - Tri-County Area](#)

[OHA Communicable Disease Guidance - OAR 581-022-2220](#)

[MESD Comprehensive Communicable Disease Plan](#)

[US Department of Health and Human Services](#)

## Appendix A: Protocol for Isolating Symptomatic Individuals

For individuals who are identified, self-identify, or develop COVID-19 related symptoms, the following steps should be taken to isolate the individual from the well population.

1. Ensure the individual is masked.
2. Ill Individual Classification:
  1. Student:
    1. Make sure both you and the student are masked and immediately escort the individual to the isolation room, ensuring that the ill individual is walking behind you.
  2. Employee:
    1. Inform the employee that they will need to notify their supervisor and leave the campus immediately. Notify administration of the individual who will be leaving, and notify environmental services to plan for appropriate cleaning.
    2. If the individual is a teacher, the classroom and cohort they have been in contact with will need to be dismissed and students picked up from school.
    3. If class is in session, transition students to a new location, and instruct them to perform hand hygiene.

For Isolated Students:

3. Once the student is in the isolation room, let them know that their parents/guardians are being notified.
  1. If you need to spend any amount of time in the room with the student, put on an isolation gown, gloves, eye protection and a surgical/medical grade mask, prior to having the student enter the isolation room.
  2. Perform hand hygiene prior to putting on your PPE
4. Close the door to the room, but let the student know you will be with them outside of the room in the event of an emergency (you do not need PPE if you will not be in the room or in contact with the ill student).
5. Depending on severity of symptoms, call 911 or call the student's parents/guardians to come and pick the student up from school immediately.
6. Administration will need to contact parents and alert them of a potential exposure (defined by Washington County Public Health as: "Close contact is an individual who has been near a positive case for more than 15 minutes within 6 ft; regardless of if they are wearing a mask."), and class/cohort will need to be dismissed.
  1. In communication to parents, remind them that this is out of an abundance of caution and a case has not yet been confirmed.
7. Once the student has left school, remove all your PPE and wash your hand with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer
  1. All PPE (gown, gloves, surgical mask, disposable eye protection) must be discarded and hand hygiene performed prior to returning to your post.
8. Once a student has left the isolation room, let the room sit for two hours prior to having employees enter to clean and disinfect the room.
9. Employees must wear gowns, gloves, masks and eye protection while cleaning and disinfecting the space.



## Appendix B: Protocol for Notification in the Event of an Outbreak

In the event of an outbreak or cluster, defined as two or more COVID-19 positive or presumed positive cases in a cohort of students.

1. As soon as administration becomes aware of one or more COVID-19 positive or presumed positive cases in a cohort of students, that cohort will be dismissed and the space cleaned and disinfected.
2. Hybrid in-person instruction plans vary by division. How students are divided into cohorts will determine the school's response. When possible, single cohorts will transition to remote learning in order to prevent disruption for non-exposed groups. The school may move to fully remote in the event of multiple cohort exposure. In the event that a case is identified in the school community, with the support of the Washington County public health department, and while respecting all applicable privacy laws, we will support contact tracing and align with quarantine guidelines for cases and contacts. These flow charts indicate divisional decision-making for positive case response.

Cohort definition by division:

**Preschool:** stable cohorts of 10 students

**Kindergarten through Fifth Grades:** stable cohorts of 20 –22 students

**Middle School:** fairly stable cohorts by grade level of approximately 30 students

**Upper School:** loose stable cohorts of less than 100 students mixing between and among groups

3. Teachers and administrators in the affected zones will contact the families of the affected children and notify them that there has been a presumed or confirmed case and that they will need to pick up their child immediately.
  - a. Determine which classes will be dismissed first and give 15-minute windows for pick up times to limit traffic and ensure physical distancing between students. If a parent cannot make the window, the child can remain in the classroom, or physically distance outside until they are picked up.
  - b. Reiterate that this is out of an abundance of caution to protect Catlin Gabel students, employees, and the broader community.
  - c. Inform parents that they will need to monitor their children for the development of COVID-19 symptoms, and inform the local public health department (Washington County Public Health at their communicable disease reporting line 503-846-3594), and Catlin Gabel admin if a child develops symptoms.
    - i. Students will be attending school remotely for the next 14-days (one full incubation period).
    - ii. In the event a child develops symptoms while in isolation, they will need to remain in isolation until: **10 days after the onset of symptoms and until 24 hours after the resolution of fever without the use of fever-reducing medicines.**
  - d. Maintain physical distancing during pick up.

## Appendix C: COVID-19 Protocol for Visitors

Only Essential Visitors are allowed on campus at this time. **Essential Visitors** are visitors to campus whose engagement at CG cannot be done virtually and/or whose engagement is mission-critical for the school.

While under pandemic management, these common visitors fall into these classifications:

| Essential Visitors   | Non-Essential Visitors  |
|--|---|
| Admission Visitors (with new protocols)<br>US Club/Co-Curricular Advisors<br>Crossing Guard Volunteers<br>Essential Volunteers | Space Rentals<br>Tutors<br>Catering/Food Deliveries<br>Professional Development Speakers<br>Class Speakers<br>College representatives<br>Job applicants (initial rounds)<br>After School Care third-party vendors |

All visitors **must** comply with the following guidelines:

- Wear face coverings at all times
- Maintain 6' physical distance at all times
- Perform hand hygiene upon entry to the school and subsequent rooms/areas visited
- Log areas visited during time on campus
- Fill out a COVID-19 Screening

| COVID-19 Screening   |                             |                              |
|--|-----------------------------|------------------------------|
| Are you experiencing a fever greater than 100.4 °F or 38 °C?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| In the past 14 days, have you or a household member been diagnosed with COVID-19 or asked to home quarantine? <i>(If you have been instructed to home quarantine due to possible exposure, you must stay home for the entire duration of the 14-day quarantine.)</i> | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| <i>Do you have any of the following symptoms:</i>  |                             |                              |
| a fever or chills?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| undiagnosed cough, shortness of breath, difficulty breathing, or sore throat?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| unattributable body/muscle aches or fatigue?   |                             |                              |
| unattributable congestion or runny nose?   | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| new loss of smell or taste?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| vomiting or diarrhea (3 or more loose, watery stools in 24hrs)?  | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If a visitor answers Yes to any of these questions, the visitor will be asked to leave campus immediately.

# Appendix D: COVID Case School Reporting Form (Washington Co.)

Download at:

<https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/upload/COVID-School-Reporting-Form-071320.pdf>

| WCHD Lead:   |       |                           | Outbreak: <input type="checkbox"/> Y <input type="checkbox"/> N   |                             |  | Outbreak # Assigned: |  |  |
|--|-------|---------------------------|---|-----------------------------|--|----------------------|--|--|
| Date:  | Time: |                           |   |                             |  | Taken By:            |  |  |
| Name of Caller:  |       |                           | Position:   |                             |  |                      |  |  |
| Facility Name:   |       |                           | Facility Fax #:   |                             |  |                      |  |  |
| Facility Address:  |       |                           | Point of Contact:   |                             |  | Position:            |  |  |
| Email Address:   |       |                           | Phone #:  |                             |  |                      |  |  |
| Facility Information:  |       |                           |   |                             |  |                      |  |  |
| Indicate instructional model(s): <input type="checkbox"/> On Site Learning <input type="checkbox"/> Hybrid Learning <input type="checkbox"/> Distance Learning |       |                           |   |                             |  |                      |  |  |
| # of floors affected:  |       | # of classrooms affected: |   | # of grades affected:       |  |                      |  |  |
| Total # of floors:   |       | Total # of classrooms:    |   | Total # of grades affected: |  |                      |  |  |
| Medically fragile classroom affected? <input type="checkbox"/> Y <input type="checkbox"/> N  |       |                           |   |                             |  |                      |  |  |
| # of cohorts affected:   |       |                           | Did cohort have contact with other people or cohorts? <input type="checkbox"/> Y <input type="checkbox"/> N |                             |  |                      |  |  |
| Describe how school is <u>cohorting</u> ? (i.e., size, student/staff schedules)  |       |                           |   |                             |  |                      |  |  |
| Describe how school is handling transportation / Buses:  |       |                           |   |                             |  |                      |  |  |
| Other group activities: <input type="checkbox"/> Y <input type="checkbox"/> N <i>if yes, Date &amp; description:</i>   |       |                           |   |                             |  |                      |  |  |

| Student Information:  |   |   |
|---|---|---|
| Total # of students:  | # of ill students:  | # of student tested:                                  |
| OPERA # of ill student (if known, for LPHA use):  |   | (add information to line list)                        |
| List cohort(s) ill student is part of: (class, bus, team, etc.)   |   |   |
| Are there other symptomatic and/or tested Children? <input type="checkbox"/> Y <input type="checkbox"/> N                                 |   |   |
| If yes - # symptomatic:   |   | # tested:   |
| Ill students excluded? <input type="checkbox"/> Y <input type="checkbox"/> N (Recommendation: 72 hours after symptom improvement)         |   |   |
| Did student attend school 2 days before symptoms started until diagnosis/isolation? <input type="checkbox"/> Y <input type="checkbox"/> N |   |   |
| Does student have household members who also attend/work at this location? <input type="checkbox"/> Y <input type="checkbox"/> N          |   |   |
| Staff Information   |   |   |
| Total # of staff:   | # of ill staff:   | # of staff tested:                                    |
| OPERA # of ill staff (if known, LPHA use only):   |   | (add information to line list)                        |
| List classrooms, cohorts, people ill staff had contact with:  |   |   |
| Are there other symptomatic and/or tested Staff? <input type="checkbox"/> Y <input type="checkbox"/> N                                    |   |   |
| If yes - # symptomatic:   |   | # tested:   |
| Ill Staff Excluded <input type="checkbox"/> Y <input type="checkbox"/> N (Recommendation: 72 hours after symptom improvement)             |   |   |
| Did staff member work 2 days before symptoms started until diagnosis/isolation? <input type="checkbox"/> Y <input type="checkbox"/> N     |   |   |
| Does staff member have household members who also attend/work at this location? <input type="checkbox"/> Y <input type="checkbox"/> N     |   |   |
| <b>Control Measures:</b> In place since - Date: _____ Time: _____ EH Consult: <input type="checkbox"/> Y <input type="checkbox"/> N       |   |   |
| <input type="checkbox"/> Enforce exclusion guidelines   | <input type="checkbox"/> Increase hand hygiene                              | <input type="checkbox"/> Post signs                   |
| <input type="checkbox"/> Increase routine disinfecting  | <input type="checkbox"/> Monitor absentee counts                            | <input type="checkbox"/> Discontinue group activities |
| <input type="checkbox"/> Droplet Precautions  | <input type="checkbox"/> Respiratory hygiene, hand hygiene, cough etiquette |   |
| <input type="checkbox"/> Mask/Face covering   | <input type="checkbox"/> Daily health reports and checklists                |   |
| Notes:  |   |   |
|   |   |   |

# Appendix E: COVID School Respiratory Illness Log/Line-List (Washington Co.)

Download at:

[co.washington.or.us/HHS/CommunicableDiseases/COVID-19/upload/COVID-School-Respiratory-Illness-Log-073020.pdf](https://co.washington.or.us/HHS/CommunicableDiseases/COVID-19/upload/COVID-School-Respiratory-Illness-Log-073020.pdf)

|                              |                    |                    | School COVID-19 Illness Log<br>Washington County |     |      |                         |               |          |                 |                    |                       |                              | School Name:                | Outbreak #: |                     |                              |          |                       |                   |                       |               |                       |                          |             |                |              |  |  |  |  |  |  |  |  |
|------------------------------|--------------------|--------------------|--|-----|------|-------------------------|---------------|----------|-----------------|--------------------|-----------------------|------------------------------|-----------------------------|-------------|---------------------|------------------------------|----------|-----------------------|-------------------|-----------------------|---------------|-----------------------|--------------------------|-------------|----------------|--------------|--|--|--|--|--|--|--|--|
| [County use only]<br>OPERA # | Student/Staff Name | Staff Phone Number | Symptoms   |     |      |                         |               |          |                 |                    |                       |                              |                             |             |                     |                              |          |                       |                   |                       |               |                       |                          |             |                |              |  |  |  |  |  |  |  |  |
|                              |                    |                    | Date of Illness (MM/DD/YYYY)                     | Sex | Race | Ethnicity (If Reported) | Illness Start | End Date | Which Classroom | Job Duties (Staff) | Date Symptoms Started | Last day at school/Work/Comp | Fever 2+ (30.4°C or higher) | Cough       | Shortness of Breath | Runny Nose or Itchy or Itchy | Diarrhea | Date of COVID-19 Test | COVID-19 Positive | Genital Lesions/ Swab | Provider Name | Provider Phone Number | Diagnosed as known case? | Parent Name | Parent Phone # | Parent Email | Other Symptoms (nausea, vomiting, diarrhea, malaise, dizziness, sore throat, aches, headache, sore throat) |  |  |  |  |  |  |  |
|                              |                    |                    |  |     |      |                         |               |          |                 |                    |                       |                              |                             |             |                     |                              |          |                       |                   |                       |               |                       |                          |             |                |              |  |  |  |  |  |  |  |  |
|                              |                    |                    |  |     |      |                         |               |          |                 |                    |                       |                              |                             |             |                     |                              |          |                       |                   |                       |               |                       |                          |             |                |              |  |  |  |  |  |  |  |  |
|                              |                    |                    |  |     |      |                         |               |          |                 |                    |                       |                              |                             |             |                     |                              |          |                       |                   |                       |               |                       |                          |             |                |              |  |  |  |  |  |  |  |  |

**Instructions: Complete all columns for each person. Add rows as necessary.**

aches, headache, runny nose, sore throat, malaise, dizziness, nausea, vomiting and diarrhea

F:\Restricted\PHS\COVID19\_School-Dayscare-Kids\_Camp\School\_Site\_Staff\_Forms\_V073020



# Appendix F: COVID-19 Daily Cohort Log (ODE)

Download at:

<https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/upload/Cohort-Daily-Log-COVID-19.pdf>

## Daily Log – COVID-19



Date: \_\_\_\_\_

Stable Cohort: \_\_\_\_\_

| Child Name (First Last) | IN | Entrance Screening* completed (x) | Parent/Guardian name & phone | Interactions beyond the Cohort | OUT | Symptoms and/or exposures noted |
|-------------------------|----|-----------------------------------|------------------------------|--------------------------------|-----|---------------------------------|
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |
|                         |    |                                   |                              |                                |     |                                 |

| Staff/Adult Names in Contact with Cohort** | Role/Title |
|--|------------|
|  |            |
|  |            |
|  |            |
|  |            |

\*Entrance Screening – Must include either a visual check/parent attestation: check for the primary symptoms of concern.

\*\*Staff Name – The name of any staff member or adult who comes in contact with the students throughout their day.