

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



School/District/Program Information

District or Education Service District Name and ID: ___Pleasant Hill School District ___93-6000565_____

School or Program Name: _____Pleasant Hill Elementary School_____

Contact Name and Title: _____Devery Stoneberg - Principal_____

Contact Phone: __541-736-0400_____ Contact Email: ___dstoneberg@pleasanthill.k12.or.us___

Table 1.



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
<p>School District Communicable Disease Management Plan OAR 581-022-2220</p>	<p>The Pleasant Hill School District, as well as Pleasant Hill Elementary, follows the published Communicable Disease Guidelines from the Health Authority. https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Updated%20CD%20Guidance.pdf</p>
<p>Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010</p>	<p>Pleasant Hill Elementary follows the current OHA Communicable Disease Guidelines and adopted Board Policies (linked) and accompanying Administrative Rules (linked).</p> <p>https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Updated%20CD%20Guidance.pdf</p> <p>https://policy.osba.org/phill/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =windows-1252&bcd=%F7&s=phill&query=communicable+disease</p> <p>https://policy.osba.org/phill/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =windows-1252&bcd=%F7&s=phill&query=communicable+disease</p> <p>https://policy.osba.org/phill/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =windows-1252&bcd=%F7&s=phill&query=communicable+disease</p> <p>https://policy.osba.org/phill/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =windows-1252&bcd=%F7&s=phill&query=communicable+disease</p>

Plan Types	Hyperlinks and Descriptions
<p>Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220</p>	<p>The designated isolation space at Pleasant Hill Elementary is the health room. Adjacent to the health room is a conference room, which has been re-purposed to be a secondary health space. This is separate from the health room to receive related health services. Students are supervised by either the nurse or one of our secretaries as their desk is directly in front of these spaces, ensuring line of sight of students. PPE is available as necessary.</p> <p>The room and contents will be sanitized following the individual leaving. Staff interacting directly with the individual will wear the necessary medical PPE. Any PPE used during care of an individual is properly removed prior to leaving the room, disposed of and hands are washed, or hand sanitizer, with at least 60% alcohol, is applied. All surfaces in both the designated isolation space and secondary health space are properly sanitized and disinfected. Following sanitizing of the spaces, hands are washed.</p>
<p>Emergency Plan or Emergency Operations Plan OAR 581-022-2225</p>	<p>The following plans are available on our district website, https://www.pleasanthill.k12.or.us/resources/healthy-safe-schools</p> <p>Emergency Response Plan: https://resources.finalsite.net/images/v1626467552/pleasanthillk12orus/kybpholaa4dngircgvft/emergencyresponceplan.pdf</p> <p>PHSD Healthy and Safe Schools Plan: https://resources.finalsite.net/images/v1653075729/pleasanthillk12orus/cpootpdakiptiof0lwk/PHSDHASSPlan-Updated3922.pdf</p>
<p>Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)</p>	<p><i>Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of a communicable disease outbreak.</i></p> <ul style="list-style-type: none"> ● Care Solace – Third Party mental health care coordination service for students, staff and families ● Pleasant Hill 1.0 FTE Licensed School Counselor ● Pleasant Hill School District Suicide Prevention Plan ● Oregon Department of Education Mental Health Tool Kit

Plan Types	Hyperlinks and Descriptions
Additional documents reference here:	



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2. Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> • Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners. 	Devery Stoneberg, Principal	Jim Crist, Supt.

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Safety Team Representative <i>(or staff member knowledgeable about risks within a school, emergency response, or operations planning)</i>	<ul style="list-style-type: none"> • Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system. 	Devery Stoneberg, Principal Safety Team Members: Brooke Quinones, Teacher Carrie Thoms, Secretary Jessica Wolpe, Teacher Stephanie Black, Counselor Katie Jensen, RN	Jim Crist, Supt.
Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i>	<ul style="list-style-type: none"> • Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner. 	Katie Jensen, RN, School District Nurse	Jim Crist, Supt.
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> • Advises on prevention/response procedures that are required to maintain student services. 	Transportation – Contracted Service, First Student Bethel Branch Manager Food Services – Devery Stoneberg, Principal Maintenance - Jim Dienstel – Maintenance Lead	Katie Jensen, Nurse Jim Crist, Supt.

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. Shares communications in all languages relevant to school community. 	Devery Stoneberg, Principal Maria Skelton – Secretary responsible for building / community messaging	Jim Crist, Supt. Kimberly Silbernagel – Supt. Assistant
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response. Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	Katie Jensen, RN	Jim Crist, Supt.
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. 	Jennifer Scheit, LCPH Jose Zacarias, LCPH	LPHA spokesperson TBA
Others as identified by team	Lane ESD - Lane County Re-Opening Advisor PHSD SHAC Committee	Malcom McRae - LESD Reopening Advisor Beth McCool, Teacher / Facilitator	Tony Scurto, Supt. LESD Jim Crist, Supt.



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)

- Pleasant Hill School District Safe Return to In-Person Instruction and Continuity of Services Plan
- Pleasant Hill School District Integrated Guidance Plan / SIA Plan / Community Engagement Surveys and Listening Sessions
- Oregon Data for Decisions Dashboard



Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Table 3.

Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Pleasant Hill School District has employed a 1:1 Chromebook program to facilitate one-on-one interaction or lesson delivery between student and teacher, counselor and other appointed adults during prolonged absences. In addition, during prolonged absences, teachers can prepare hard copy and electronic instructional packets / documents and or assessments. Pleasant Hill Elementary also employees a web-based interactive learning platform called SeeSaw.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	The staff of Pleasant Hill Elementary is committed to ensuring the policies and practices of the school district in our community are designed to serve our student body. We intentionally and purposefully look to support any students of traditionally underserved groups. Daily check-ins between the secretaries, nurse, school counselor and principal are held to identify any families who may need some form of support, as well as follow-up with the classroom teacher. In addition, classroom teachers also are encouraged to check-in if they are aware of families needing support as well. In addition, monthly data team meetings are held in which students needing additional support academically, socially, or emotionally are discussed. Plans are formulated as to how we can best support the student through additional building services such as academic intervention support, school-based counseling, or referral to Care Solace, a third party mental health care coordination service.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	The formulation of a Care Team consisting of the principal, the counselor, the district Student Success Advocate, the Reach Out Mentor Coordinator / Family Resource Coordinator, the school nurse, Title I teacher, and the Director of Special Education to discuss and problem solve how to support students who are negatively impacted or may have complications related to Communicable Disease. The goal of these bi-monthly meetings is to pool our resources at the building and community level to access necessary supports for students and families. These supports could be things such as clothing, transportation, access to medical support, access to mental health support over and above what is provided within the school setting or academic supports as well as assisting students and families to become engaged in activities available either at school or within the community.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	Pleasant Hill School District employees a Reach Out Mentor / Family Resource Coordinator. This person serves as a liaison to the community assisting in securing community mentors for students, providing parent classes and working with preschool age students and families introducing school readiness skills and activities as well as formulating a relationship between the parent and the school community. This person also works with families to connect them with county level resources too. The

OHA/ODE Recommendation(s)	Response:
	team will be looking at attendance data, curriculum-based measures data, as well as qualitative data not only school-wide, but that of our historically underserved students. Data will be monitored monthly at the Data team meetings and bi-monthly by the Care Team.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school’s approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)

7. [Supports for Continuity of Services](#)

Table 4.

Communicable Disease Mitigation Measures

<p>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p>	<p>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</p>
<p>Immunizations</p>	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Shots are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.</i> Pleasant Hill Elementary School, along with Pleasant Hill School District, requires families to submit proof of all required vaccinations to attend school. In addition, Pleasant Hill Middle / High School shares with families' sites where they may obtain vaccinations other than their doctor's office such as Lane County Public Health. In addition, we also provide notices to families where they can access vaccines within our community.</p>
<p>Face Coverings</p>	<p>Face Coverings are optional, a family decision, at Pleasant Hill Elementary, as of March 11, 2022, when the required indoor mask requirement both in school and on buses was lifted. In the office, we do provide a face covering to individual who request one. Face coverings may be required to be worn whenever any individual, student, staff or parents enters either the isolation room.</p>
<p>Isolation</p>	<p>The designated isolation space at Pleasant Hill Elementary is the health room. Adjacent to the health room is a conference room, which has been re-purposed to be a secondary health space. This is separate from the health room to receive non-communicable disease related health services. Students are supervised by either the nurse or one of our secretaries as their desk is directly in front of these spaces, ensuring line of sight of students. PPE is available as necessary. If students or staff are exhibiting symptoms, they will be sent to the office for screening and placement in the supervised isolation room. The room and contents will be sanitized following the individual leaving. Staff interacting directly with the individual will wear the necessary medical PPE. Any PPE used during care of an individual is properly removed prior to leaving the room, disposed of and hands are washed, or hand sanitizer, with at least 60% alcohol, is applied. All surfaces in both the designated isolation space and secondary health space are properly sanitized and disinfected. Following sanitizing of the spaces, hands are washed.</p>
<p>Symptom Screening</p>	<p>Pleasant Hill School District utilizes school to home communication that regularly reminds parents / guardians to screen for symptoms and to staff home in the event of symptoms. https://resources.finalsite.net/images/v1646944488/pleasanthillk12orus/hzoaw5vs32kwvvhfdk5/PleasantHillStudentsOutOfSchool .pdf</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
	In addition, Pleasant Hill Elementary students are greeted each morning by staff who are visually and verbally checking with each student, screening for symptoms.
COVID-19 Diagnostic Testing	<p><i>OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.</i></p> <p>Pleasant Hill Elementary offers on-site diagnostic testing for individuals with symptoms or exposure to Covid 19.</p>
Airflow and Circulation	Ventilation systems are checked and maintained by our maintenance staff as prescribed by OSHA. Windows and doors will be open weather permitting to increase ventilation. The district has and continues to upgrade and install fresh air return systems that filter air from inside to out and outside to in at Pleasant Hill Elementary.
Cohorting	Students are cohorted in the classroom, at recess and during lunch service. Pleasant Hill Elementary is in alignment with recommendations from the CDC, OHA and the LPHA.
Physical Distancing	The classroom configurations at Pleasant Hill Elementary return to standard pre-Covid classroom setup with emphasis of striving for at least 3 feet of physical distancing between student desks to the extent possible. Staff and students maintain as much distance as possible which helps mitigate transmission of communicable disease. We attempt to minimize students standing in lines whenever possible.
Hand Washing	Each classroom is equipped with hand sanitizer, with at least 60% alcohol, and or a sink with soap and water, paper towels and tissues. Students are taught and reminded with signage and regular verbal reminders from staff how and when to practice healthy hand hygiene. All students are also taught and remind students of the importance of respiratory etiquette, such as covering coughs and sneezes with an elbow or tissue, disposing of tissues in a garbage can, and then washing or sanitizing hands immediately. Hand sanitizer, with at least 60% alcohol, is available in every classroom including the gym and cafeteria as well as in the office, workroom, and staff room.
Cleaning and Disinfection	Routine cleaning and disinfecting of the building are an important part of reducing the risk of exposure to communicable disease. The custodial team with the assistance the maintenance department of our district maintain a safe and healthy environment cleaning and disinfecting daily.
Training and Public Health Education	Annual training is provided to all staff members during the welcome back staff meetings in August. In addition, additional training is provided any time there is a change in guidance from ODE, OHA or Lane County Public Health. Our district also mandates each staff member completes Safe Schools Trainings around communicable disease safety practices.

PRACTICING PLAN TO BE READY

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

INSERT THE LINK

<https://www.pleasanthill.k12.or.us/district-updates/blueprints>

<https://www.pleasanthill.k12.or.us/district-updates/resources-faq>

Date Last Updated: **August 29, 2023**

Date Last Practiced: **August 29, 2023**