

Roseburg Public Schools Emergency Operations Plan

Communicable Disease Management Plan

Introduction

Among many emergencies' schools may face and need to be prepared for the possibility of a local or world-wide infectious disease outbreak. While it is difficult to predict when an illness will rise to an epidemic or pandemic level, there are steps that a school can take to work collaboratively and effectively with local and state departments in order to limit the spread of disease and provide safe learning environments. Some of the information contained in this plan was provided by the U.S. Department of Education, the Centers for Disease Control and Infection (CDC) and Douglas Public Health Network (DPHN). Pandemic influenza guidelines can be applied to any potential infectious disease event.

The infectious disease / pandemic plan is broken down into three sections for simplicity:

Before—This segment details how the District will prepare and protect its staff, students, and personnel before the disease spreads to our community.

During—This segment details how the District will moderate the impact of an infectious disease or pandemic that has spread to our community.

After- This segment illustrates how the District will return to normal operations once the disease or pandemic is under 5% positive rate of those tested for the disease.

The district's response is unique to each segment, and we will continue to update our communicable disease plan as OHA and ODE provide updates as a pandemic escalates or decreases in positive cases. The district is committed to the following:

Adhering to Regulations Roseburg School District maintains a prevention-oriented health services program for all students and staff by providing communicable disease control, as provided in Oregon revised statutes OAR 581-022-2220, and OAR 333-019-0010. The communicable plan also includes information when a student or staff member is exposed to disease in compliance to OAR 333-050-0050.

While developing this plan, the district took into consideration the following:

- Parents may choose to keep their child at home.
- Sports, band, clubs, and extracurricular events will be canceled.
- Field trips will be canceled.
- Distance learning may be implemented to replace in person instruction.
- Staff may want to stay home because they or a family member may have underlying health conditions.
- Shortage of custodial staff, who are doing cleaning and disinfecting of buildings.
- Shortage of food services, support staff, and administrators that cannot work remotely.
- Shortage of transportation services due to drivers and staff.
- Building security during closures: risk of graffiti, burglary, vandalism, arson, theft of services will and vagrants.
- Fire, police and medical services will be reduced due to the outbreak of the infectious disease.
- Potential shortage of food, paper products, and other consumable products.
- Potential shortage of hand sanitizer, disinfectant and cleaning products.
- A portion of the population will not be able to work for the duration the disease is easily transmitted to people in our community.

- Business may be forced to shut down until the disease is flattened or killed.
- City and private business services may be slow to respond because of a shortage of staff.

The district has a positive relationship with Douglas Public Health Network (DPHN). The District Safety Coordinator attends regular meetings with DPHN and other stakeholders in the county.

The District has an established emergency response framework with key stakeholders that will assist the district and are within our community. They are as follows:

- Roseburg Fire Department (541) 492-6770
- Roseburg Police Department (541) 492-6760
- Douglas County Fire Department District #2 Station 4 (541) 440-3334
- Douglas County Fire Department District #2 Station 2 (541) 679-6331
- Douglas County Sheriff's Department (541) 440-4463
- Mercy Hospital (541) 673- 0611
- Aviva Health (541) 672-9596
- Douglas County Fairgrounds, Contact Dan Hults (541)-957-7010
- Douglas Public Health Network (DPHN) (541) 440-3571
- Douglas County Community Organizations Active in Disaster "COAD," President--Reed Finlayson (541) 378-7283
- Red Cross Roseburg (541) 378-3253

Before the infectious disease or pandemic

The District's goal is to mitigate the spread of an infectious disease and prevent disruption to student education.

Superintendent

Establish a District Safety Operations Team (OPS Team), which should include the District's Safety Coordinator, Nursing Supervisor, Physical Plant Manager, Director of Human Resources, Chief Operations Officer, and District Communications Coordinator.

Ensure continuing education during a partial and full school closure, depending on the severity of the outbreak.

Designate a second in charge in case the superintendent is ill or infected by the virus.

Establish teleconferencing methods with staff such as *Zoom*, *Microsoft Teams* etc.

Determine your "essential" employees who will continue to work full-time and need to come into work to keep the organization running such as Custodial, Food Services, Maintenance, Physical Plant Manager and District Safety Coordinator.

Inform parents and staff we have added the Communicable Disease/Pandemic Plan to the District's Emergency Operations Plan (EOP).

Direct building principals to appoint a Building Safety Monitor to be accountable for those who are ill and or contracted the infectious disease. The Safety Monitor will report to the Supervising Nurse who will keep an ongoing contact tracing table.

Assistant Superintendent

Develop a Comprehensive Distance Learning Plan (CDL) that supports all learners to be used in the event there is a full school closure. Closing schools includes all sports, clubs and band programs.

Monitor Oregon Department of Education (ODE) for the latest developments on guidelines and keep the School Board updated.

Director of Human Resources

Ensure all staff are trained in cleaning practices to mitigate the spread of infectious diseases. This will include handwashing with soap and water (20 seconds), covering coughs and sneezing in the elbow, and avoiding touching your eyes, nose and mouth.

Training will occur during orientation and for returning staff by September 30th.

Continue to educate staff on health insurance, sick leave, vacation leave and encourage staff to stay home when they are ill.

Develop plans for operating with a reduced workforce, the Governor's Office may mandate a quarantine making only essential workers to report to work.

Physical Plant Manager

Manage custodial staff and be aware that some staff may want to stay home because they or a family member have a compromised immune system.

Inventory and replenish disinfecting supplies biannually (July 1st/February 1st). Order additional disinfecting supplies, knowing if an outbreak occurs there will be a shortage.

Train custodial staff in doubling their efforts in disinfecting high traffic areas, classrooms, offices, bathrooms and high touch areas prior to outbreak or pandemic. Ensure cleaning and disinfecting measures will be systematic to ensure the high traffic areas are never missed.

Communication Coordinator

Create draft communication messages for families and the community with the local health department to inform them with updated information about the pandemic illness and how to remain healthy.

Develop a letter of communication at the start of on-site instruction, and at periodic intervals to our schools, parents and staff about precautions to take to prevent the spread of the virus, stay healthy, review signs and symptoms of the virus. Sharing the protocols will be determined by the Superintendent when drafting the letters.

Communication should go out via multiple sources (e.g., email, one call, social media, local radio).

Prepare a letter and social media posts for when the virus is confirmed in the community, when a significant number of students are ill, or when schools need to close due to illness.

Create draft communication to be used if a new case or cluster of cases is diagnosed in a student or staff member to be sent by email and one-call message to every family household at that particular school. The messages will be in English, Spanish and other necessary languages needed to accommodate all families of ethnicity.

Provide communication tools to promote daily preventative actions for all staff, students and families that include:

- Healthy hygiene habits, such as 20 second-hand washing, practice every day good hygiene.
- Sneezing into your elbow.
- Giving fist or elbow bumps instead of handshakes/high fives reduce the chance of contracting an illness.
- Encourage students to eat a well-balanced diet, get enough sleep, and exercise regularly—this will give them a strong immune system to ward off illness.
- Virus transmission prevention and control measures.

Share updates provided by the Safety Coordinator and Douglas Public Health Network (DPHN) on social media.

Provide information on being, “2-weeks ready” to be home self-sufficient. As well as having a, “To Go Kit” readily accessible. Stress, preparing for an emergency or disaster beforehand is paramount. The Oregon Office of Emergency Management (OEM) provides readily available information.

<https://youtu.be/8Li1ODLbi2M>

Safety Coordinator

Inventory and replenish face masks, latex gloves and PPE's. N-95 or KN-95 medical grade masks may not be required.

Ensure each school has proper PPE's by checking in with each principal.

Serve as liaison to DPHN and receive updates from Public Health Officials.

Create and maintain lines of communication with neighboring school districts in Douglas, Lane, Coos, Curry, Josephine, Jackson and Klamath counties.

Identify administrative measures to accomplish social distancing.

Nursing Supervisor

Review relevant local, state, and national evidence regarding viruses and measures to prevent diseases. The Nursing Supervisor will update the OPS Team as needed.

The Nursing Supervisor will keep in contact with Douglas County Public Network (DPHN) and advise them at minimum of once a week of any trends in absences or positive cases in the district if the pandemic annex is deployed.

Nutrition Services Director

Pre-arrange a staggered workforce to abide by quarantine guidelines set forth by Oregon Health Authority.

Develop plan for breakfast and lunch services in the event schools are closed. This plan should identify pick up and/or delivery sites (such as designated bus stops).

Purchasing/Transportation Manager

Prepare for an abridged workforce due to employees with compromised immune systems or that of family members (estimated loss of 25% of bus drivers).

Work with the Nutrition Services Director to develop a transportation plan to deliver meals at prearranged bus stops.

Develop plans for stockpiling and distributing infection control supplies, hand sanitizer, Clorox wipes, hand wipes, etc.

Technology Coordinator

Have ample Chromebooks and software prepared for Distance Learning prior to an outbreak or pandemic.

Work with the Assistant Superintendent to establish acceptable video conference platforms.

Develop and ensure all staff are trained in video conference safety protocols. Work with administrators to ensure all video conferencing safety precautions are being taken to prevent unwanted interruptions, such as "Zoombombing."

Student Services Director

Work with the Assistant Superintendent in the development of a CDL Plan in the event the quarantine prevents the District from holding traditional schooling.

Install IEP mail drop off box at the District Office. This prevents frequent interaction and contact with people as well as a staggered workforce at the District Office.

Health Services

OAR 581-022-2220 Health Services require the District to “maintain a prevention-oriented health services program for all services.” This includes space to isolate sick students and services for students with special health care needs. The Safety Officer or Office Manager will manage and supervise any sick or injured child in the isolation room. The Safety Officer or Office Manager may call at anytime their primary nurse to assist with duties. An isolation room will be picked out by the building administrator where students can be easily supervised and monitored.

The isolation room will also provide first aid care for students and not just care for kids who are sick or showing signs of COVID-19.

Care will also be provided for students who are medically fragile or have special health care needs.

Vision and hearing screening.

OR-OSHA Bloodborne Pathogens Standard training who are assigned to tasks which put them at risk for exposure to body fluids per ORS 1910-1030.

All our nurses are registered licensed nurses and certified with the Oregon State Board of Nursing.

Set procedures for medications per ORS 339.870.

Procedures and training for go over admission placement and supervision of students with communicable diseases, including but not limited to Hepatitis B (HBV), Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) as per ORS 333-019-0015

Licensed, experienced health staff should be included on teams to determine district health service priorities. The Supervising Nurse will collaborate with health professionals, Aviva Health (SBHC staff), mental and behavioral health providers; physical, occupational, speech, and respiratory therapist.

When new cases are identified at one of our schools and the incidence is low, DPHN will provide a direct report to the Supervising Nurse or Safety Coordinator, designated staff including the superintendent on the diagnosed case or cases. DPHN will impose restrictions on contacts.

During an Infectious Disease Outbreak

School can be open or closed and teaching remotely; however, the virus is spreading throughout the country, state, and possibly our community. The virus does NOT need to be deemed an outbreak or pandemic by health experts to activate the Communicable Disease/Pandemic Annex.

The District's goal is to maintain quality education while mitigating the virus from spreading amongst our students and staff.

Superintendent

After receiving a briefing from the OPS Team and Assistant Superintendent meet with school board. Make ultimate decision to activate the Communicable Disease/Pandemic Annex.

Preserve open communication with Douglas Public Health Network (DPHN) and the Public Health Official (Currently Dr. Bob Dannenhoffer).

Reinforce procedures for families to let the school know if their child is sick and to keep them home. Direct parents to share the child's symptoms, and to notify the school if the child has been diagnosed with the virus causing the pandemic to aid in receiving proper guidance from local health authorities.

Suspend all non-essential activities that require face-to-face interaction with the public.

Utilize established video conferencing methods for board and staff meetings.

Provide ongoing communication to the school board and administrators of the course of action taken and all actions proceeding including recovery.

Communicate criteria that must be met for on-site instruction to resume and relevant timelines with families.

Communications Coordinator

Provide ongoing communication through channels with staff and parents of students at the discretion of the Superintendent.

Assist building principals in notifying staff, families, and the community when a new case or cluster of cases is diagnosed in their building.

Keep neighboring schools in Douglas County and surrounding county school districts up to date on consequential information.

Director of Human Resources

Monitor staff and student absences as needed. Report any escalations of sickness or clusters to the Superintendent.

Reinforce protocols for staff, if they are showing signs of sickness they have to stay home until they are well.

Review substitute pool list. Place them on standby.

Purchasing/Transportation Director

Anticipate working remotely, attending Zoom or Go To Meetings from home and taking routine phone calls to keep the purchasing department operational.

Contact all vendors and the U.S. Mail Service and advise of a possible warehouse staggered workforce. Confirm the vendor will also be delivering goods and products to the district office warehouse to keep merchandise and supplies stocked during the pandemic.

If school is in a “hybrid model,” or in still in normal session then:

Ensure, “First Student” sanitizes buses daily at the end of shift and after each cohort is bused to each school if school is still open. This includes using medical grade Buckeye E23 spray and let set for 10 minutes or as per local health department guidelines.

Ensure bus drivers monitor students as they get onto the bus for signs of flu-like symptoms. Quickly isolate students with flu-like or COVID-19 symptoms, try to reunite child with their parents, if not have the student sit in isolated area of bus go to necessary school and notify the Safety Monitor. Spray area where student was and wait for 10 minutes, before the bus goes to the next location.

Physical Plant Manager

Confirm the buildings are still operational, no water leaks, broken pipes, playgrounds are intact, no broken windows and report any criminal activity to the District Safety Coordinator.

Manage Custodial Staff absences --may have to move custodians to other sites where custodians have taken a leave of absence due to the virus outbreak.

Increase Custodial Staff cleaning of high touch areas, i.e. doorknobs, hard line-telephones, work areas, restrooms, computer work areas, counters and stair railing.

When applicable, create more ventilation to the building to decrease the spread of the virus. Opening doors and windows will increase ventilation in classrooms and offices.

Inventory supplies and re-order as needed.

Assist the District Safety Coordinator in making sure buildings are secure and operational.

The Physical Plant Operations Manager or Safety Coordinator will do security checks on all the sites weekly.

District Safety Coordinator

Receive updates from the Public Health Official. Provide weekly reports of the Outbreak or Pandemic updates to Superintendent, Physical Plant Manager, Supervising Nurse and Chief Operations Officer (OPS Team).

Provide security for all school sites and limit access to the building. Students and staff presenting virus/influenza-like symptoms are not allowed in the building.

Continue to educate staff, visitors and students if they have flu-like symptoms not to come into the building.

Assure safe practices are in place, such as social distancing, reinforcing 20-second hand washing, wearing masks and PPE's if needed for staff that are continuing to come into work.

Create and post directive signs, such as "playgrounds are closed" or "school is closed" in high visibility areas.

Check all buildings and make routine security checks during school closure or reduced working staff.

The District Safety Coordinator will ensure the entry and screening procedures are adhered and followed.

Building Entry and Screening Procedures:

Because each school and site are different, the Safety Coordinator, Nursing Supervisor, Plant Operations Manager and Principal of each school will evaluate the safest way to have students and staff enter the building. Each school will have a consistent systematic method of screening students. Any person displaying symptoms of the virus causing the pandemic shall not be permitted on campus.

Each school will have a designated Safety Monitor to enforce physical distancing requirements consistent with OHA guidelines. The principal of the school will designate the Safety Monitor.

Isolation rooms or spaces will be selected by the Principal, Supervising Nurse, Safety Coordinator and Plant Operations Manager. Physical arrangements and reducing the risk of transmission will be considered when choosing an isolation room or space. The area or room will have separation from students who are well and need medication or routine treatment from those showing signs of the virus. Students exhibiting symptoms of the virus causing the pandemic, will be sequestered in the pre-chosen adequate room or space.

Safety Monitor

Assure the isolation rooms or spaces are well-stocked with ample PPE's and disinfectant cleaners and solutions.

The Safety Monitor at each school, staff and Supervising Nurse will visually screen ALL students for the above listed symptoms prior to entry into the building every day prior to school.

The Safety Monitor will assist the Supervising Nurse in contact tracing for their assigned school.

A student or staff member who has exhibited signs of the virus causing the pandemic will be seen by the Safety Monitor and Supervising Nurse (if they are on the premises). Appropriate PPE's (medical grade face mask, face shield, gloves etc.) are to be used when contacting or caring for the student or staff member especially when they are closer than 3 feet and have more than 15-minute exposure. The donning and doffing of PPE's shall be systematic and disposed of prior to exiting the care space and hands will be washed after removing the PPE's. The Safety Monitor will take the student's temperature with a hand-held digital thermometer and if it reads higher than 100.3 degrees, the student will be quarantined in the isolation room or space until their parent or guardian can pick them up.

Once the staff or student has been removed, and while wearing PPE's, clean the isolation area with medical grade disinfectant (Buckeye E23), cleaners and solutions after an ill student has occupied the room/space. Let disinfectant spray set for 10 minutes then clean up.

Bus drivers will screen passengers prior to sitting on the bus. Those students exhibiting symptoms of the virus causing the pandemic will be placed in the isolation zone of the bus if the parent/caregiver/guardian has left the bus stop.

Even though the bus drivers are screening students as they enter their bus, the Safety Monitor will still screen every student who enters their assigned school, whether they rode the bus or not.

The Safety Monitor will notify the principal and be responsible for safely transporting student or staff who is ill to their home or health care provider if they do not have transportation (Safety Coordinator and Supervising Nurse will assist).

Nursing Supervisor

In cooperation with DPHN, the Nursing Supervisor will conduct contact tracing for the school district with the assistance of the District Safety Coordinator in making sure all logs and information will be submitted in a timely manner.

The Nursing Supervisor will call DPHN at (541) 440-3571 or afterhours (541) 440-4471, email at mail@douglaspublichealthnetwork.org and advise them of ANY student or staff that has contracted the virus that is causing the pandemic. This includes any clusters of illnesses the Nursing Supervisor traces at any site.

Chief Operations Officer

Track all expenses in which are virus related. Be aware of grants and other expenses that may be reimbursable by state or federal agencies.

Check Federal and State websites and fill necessary forms for reimbursement from State and Federal agencies.

Nutrition Services Director and Transportation Manager

Implement meal distribution plan.

Playgrounds, Fields, Recess and Breaks

Keeping playgrounds closed to the general public during a pandemic is paramount. Premade signs stating the playgrounds, equipment and benches is closed will be posted by the Safety Coordinator on all school sites. The Safety Coordinator will monitor ordinances given by the Governor's Office and "specific guidance for outdoor recreation organizations" under OHA. This also includes sports equipment.

Students must wash hands before and after use of playground equipment.

Playground and shared equipment for the use of one cohort at a time will be designated when feasible. Disinfect between sessions and between each group's use.

Physical distance requirements will be adhered to, stable cohorts and square footage requirements.

Recess activities will be constructed around social distancing and maintaining stable cohorts.

Maintaining cleaning and disinfecting of outdoor equipment between cohorts will be obeyed.

After an Infectious Disease Outbreak (Recovery)

The District's goal is to facilitate a return to normalcy (even if it is a new normal) when the pandemic has flattened. Among the functions addressed would be ongoing assessment of student and staff health and mental health needs, how to reinstate classroom learning and daily schedules (accommodating individual student needs), continued risk in mental health will be monitored. In the case of an infectious disease outbreak, the end of the crisis may be less clear, and recovery strategies may be implemented in some capacity for some students/staff as the outbreak evolves and wanes. Ultimately, the School Board and Superintendent will make the decision to return to school in a hybrid fashion or full-time capacity. The District will continue to adhere to prevention efforts and staff will continue to disinfect high touch areas, and building sites ventilation systems are appropriately maintained and portable air purifiers were purchased for each classroom. Continuous training in healthy hygiene is key to the prevention and the spread of any communicable disease. Training will include 20-second handwashing, use of hand sanitizer, the importance of physical distancing, choosing to be vaccinated, wearing an approved face mask (depending on ODE and OHA's current recommendation).

Superintendent

Meet with stakeholders to evaluate where the District is and develop a plan to reopen. Because class sizes are larger in the middle and high school, a hybrid model may have to be implemented to adhere to social distancing measures recommended by OHA and ODE.

Confer with OHA, and DPHN to determine if there can be a second or third wave of positive cases or relapses. Continue to track the virus through the District Safety Coordinator.

Draft email and additional communications to all staff, if there will be a face mask, social distancing mandate at work.

Communicate with families through social media and one-call about options and efforts to support returning to, "On-site" instruction.

Follow DPHN guidance on bringing students back to, "On-site" instruction. The District will consider using smaller groups, cohorts and rotating schedules to allow for a safe return to schools.

Director of Human Resources

Identify which staff members are ready to return to work and when.

Communications Coordinator

Assist the Superintendent in drafting any communications to staff, parents or the community regarding plans on moving forward.

Post information on our website about mental health information to help children cope with emotional, psychological and social well-being. Demonstrate how it affects how we think, feel, and act. Also, establish how we handle stress, relate to others, and make choices.

Superintendent's Cabinet

Work with the OPS Team to draft an operational guide to reentry. ODE may work in conjunction with OHA and have a model or blueprint to follow. Ensure adherence to social distancing and PPE's recommendations by OHA, ODE and DPHN.

Plan to have a percentage of students elect to prefer distance learning and not come to school when it reopens.

Consider not re enrolling students without appropriate immunization records, based on the immunization and other health guidelines provided by the local health department, the Oregon Division of Public Health and or the United States department of Health and human Services.

Nursing Supervisor

Continue to work with the District Safety Coordinator to keep District Cabinet and Superintendent apprised of any new positive cases or cluster of cases.

District Safety Coordinator

Continue to ensure staff and students are screened for the virus causing the pandemic. Minimize school visitors to parents and vendors. Parents and vendors will be monitored for virus-related symptoms.

Physical Plant Manager

Have custodial staff, regularly clean and disinfect high touch areas including desks, doorknobs, counter tops, office areas, with medical grade Buckeye E23 disinfectant. When feasible, ventilate rooms and buildings by leaving windows and doors open while cleaning.

Continue to inspect all buildings, playgrounds and equipment. Determine if buildings need repair to maintain operations.

Ensure the HVAC conditioning filters in school buildings are routinely cleaned or replaced.

Purchasing / Transportation Manager

Contact vendors to ensure the supply chain and the delivery of goods is partially or fully operational. Meet with, "First Student" bus company to make sure bus routes can resume. Because the virus may be still active in the country or state ODE/OHA may mandate social distancing on the buses. This means more buses running more routes.

Bus driver's may be mandated to wear a face mask while driving. Drivers will continue to screen students for symptoms.

Ensure the drivers are disinfecting the buses after each cohort of students are bused to their predetermined school.