

# School-Level Communicable Disease Management Plan

School Year 2023-2024



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## School/District/Program Information

District or Education Service District Name and ID: ***St. Helens School District 502***

School or Program Name: ***St. Helens Middle School***

Contact Name and Title: ***Cris Gwilliam, Principal***

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Table 1.



## Policies, protocols, procedures and plans already in place

Plan Types	Hyperlinks and Descriptions
<p><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	<p><a href="#">Policy JHCC - Communicable Diseases - Students</a>  <a href="#">Procedure JHCC-AR - Communicable Diseases - Students</a>  <a href="#">Policy GBEB - Communicable Diseases - Staff</a>  <a href="#">Procedure GBEB-AR - Communicable Diseases - Staff</a></p>
<p><b>Exclusion Measures</b>                      Exclusion of students and staff who are diagnosed with certain communicable diseases.  <a href="#">OAR 333-019-0010</a></p>	<p><a href="#">Policy JHCC - Communicable Diseases - Students</a>  <a href="#">Procedure JHCC-AR - Communicable Diseases - Students</a>  <a href="#">Policy GBEB - Communicable Diseases - Staff</a>  <a href="#">Procedure GBEB-AR - Communicable Diseases - Staff</a></p>
<p><b>Isolation Space</b>                      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.  <a href="#">OAR 581-022-2220</a></p>	<ul style="list-style-type: none"> <li>● A designated primary isolation area will be used for students and staff who are symptomatic.</li> <li>● All staff and students entering the isolation room will be logged.</li> <li>● Students may be asked to wear a mask</li> <li>● Symptomatic students will remain at school until a designated adult can pick them up.</li> <li>● Staff will be assigned to supervise students who are symptomatic, should maintain at least six feet of distance and should wear facial coverings.</li> </ul>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p><a href="#">Policy JH - Student Welfare</a>  <a href="#">Policy JHF - Student Safety</a></p>

Plan Types	Hyperlinks and Descriptions
<b>Mental Health and Wellbeing Plans such as those prepared for <a href="#">Student Investment Account</a></b>	The St. Helens School District supports its students through the following: <ul style="list-style-type: none"> <li>• School Based Health Center is available to all students for testing, vaccines and a variety of health and wellness support.</li> <li>• District Counselors &amp; Social Workers are available to assist students and can link them to district and community interventions for support.</li> <li>• McKinney-Vento services are available to assist families that have lost work due to the COVID pandemic, or are facing financial hardship.</li> </ul>
<b>Additional documents reference here:</b>	



## SECTION 1. Clarifying Roles and Responsibilities

**Table 2. Roles and Responsibilities**

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

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
<p><b>School Safety Team Representative</b> (or staff member knowledgeable about risks within a school, emergency response, or operations planning)</p>	<ul style="list-style-type: none"> <li>• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	<p>Cris Gwilliam, Principal</p>	<p>Mark Janke, Assistant Principal</p>
<p><b>Health Representative</b> (health aid, administrator, school/district nurse, ESD support)</p>	<ul style="list-style-type: none"> <li>• Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>• Reports to the LPHA any cluster of illness among staff or students.</li> <li>• Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	<p>Pete Moshinsky, Director of Human Resources</p>	<p>Brittany Byrd, District Nurse</p>
<p><b>School Support Staff</b> (transportation, food service, maintenance, custodial)</p>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	<p>Pete Moshinsky, Director of Human Resources</p> <p>Misty Crawford, Director of Nutrition</p> <p>Jessica Seay, Director of Fiscal Services</p>	<p>Jared Plahn, Director of Facilities</p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
<p><b>Communications Lead</b> (staff member responsible for ensuring internal/external messaging is completed)</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Shares communications in all languages relevant to school community.</li> </ul>	<p>Stacey Mendoza, Director of Communications</p>	<p>Scot Stockwell, Superintendent</p>
<p><b>District Level Leadership Support</b> (staff member in which to consult surrounding a communicable disease event)</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	<p>Stacey Mendoza, Director of Communications</p> <p>Pete Moshinsky, Director of Human Resources</p>	<p>Scot Stockwell, Superintendent</p>
<p><b>Main Contact within Local Public Health Authority (LPHA)</b></p>	<ul style="list-style-type: none"> <li>Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	<p>Stacey Mendoza, Director of Communications</p> <p>Pete Moshinsky, Executive Director of Human Resources</p>	<p>Scot Stockwell, Superintendent</p>
<p>Others as identified by team</p>			



## Section 2. Equity and Continuity of Education

### Preparing a plan that centers equity and supports mental health

#### Centering Equity

- [Link to ODE Equity Tool](#)
- [Restorative Practice/Restorative Justice - Oregon.gov](#)

**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.	Using absenteeism data and outreach measures, students who miss school due to illness will be supported at home through the district. The district will work directly with the student/family to coordinate academic and other supports needed during the absence. This may include the loaning of a Chromebook, access to tutoring, and summer school. All efforts will be made to ensure this information is available to students, and families in a language and modality they can understand.
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.	<p>SHSD administrators &amp; staff identify and determine appropriate support using the elementary and secondary RTI process, during PLC's, and grade level /content area team meetings.</p> <p>SHSD School administrators and staff devote time to gather data, get to know and connect with students at the beginning of the school year, during advisory periods/home rooms, regular class times, and passing times on a daily basis.</p> <p>Administrators and staff collaborate and plan activities to identify the needs of students and families throughout the year.</p>

OHA/ODE Recommendation(s)	Response:
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.	<p>SHSD utilizes ODE's equity lens when making decisions and developing strategies to support SHSD students and families.</p> <p>SHSD has opened a Family Resource Center (FRC) and staffed it with bilingual family liaison. The FRC is connecting our traditionally underserved and/or marginalized students and families with our schools. They provide targeted support and supplemental services to students and families in need.</p>
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	<p>Regular communication with our Public Health Department and nurses to review data and to ensure we have current guidelines and necessary safety measures.</p> <p>Ongoing collaboration among our Instructional Coaches, Student Services Staff, and Equity and Teaching and Learning Department to coordinate learning and PD opportunities that are founded on culturally responsive practices.</p>



### 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.

**Table 4.**

**Communicable Disease Mitigation Measures**

<p><b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures</p>	<p><b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b></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. <b>Shots are required by law</b> 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 <a href="#">requires shots</a> or a <a href="#">medical</a> or <a href="#">nonmedical exemption</a> to stay enrolled.</i></p>
<p>Face Coverings</p>	<p>Facial coverings for staff:</p> <ul style="list-style-type: none"> <li>• SHSD employees may choose to wear face coverings</li> <li>• Disposable face coverings will be available at all District sites if needed. Facial Coverings</li> </ul> <p>for students:</p> <ul style="list-style-type: none"> <li>• SHSD students may choose to wear face coverings</li> </ul> <p>Disposable face coverings will be available if needed.</p>
<p>Isolation</p>	<p>Isolation: It is the expectation that students and/or parents and staff self-screen for primary COVID symptoms prior to arriving at school.</p> <ul style="list-style-type: none"> <li>• Primary symptoms of concern: cough, fever (of greater than 100.4°F) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell.</li> <li>• Designate isolation areas will be used for students and staff who are symptomatic.</li> <li>• Injury only will wait for the parent in the office reception room or designated area.</li> <li>• Symptomatic students will remain at school until a designated adult can pick them up or transportation is arranged.</li> </ul>
<p>Symptom Screening</p>	<p><b>Screening:</b> It is the expectation that students and/or parents and staff self-screen for primary COVID symptoms prior to arriving at school.</p> <ul style="list-style-type: none"> <li>• Primary symptoms of concern: cough, fever (of greater than 100.4°F) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell.</li> <li>• Injury only will wait for parent in <b>office reception room</b>.</li> <li>• Symptomatic students will remain at school until a designated adult can pick them up or transportation is arranged.</li> </ul>



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?
	<ul style="list-style-type: none"> <li>• Staff will be trained and assigned to supervise students who are symptomatic, should maintain at least six feet of distance and wear facial coverings.</li> <li>• District will provide medical grade PPE (e.g. KN95 facial coverings, face shields, gloves, and gowns) for this purpose</li> </ul> <p>Logs must be maintained for every student who enters the health room, regardless of whether they are treated or sent home. Logs will include:</p> <ul style="list-style-type: none"> <li>• Name of student</li> <li>• Reported symptoms/reason for health room visit</li> <li>• Action taken</li> </ul>
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>In partnership with Columbia Health Services, the District promoted vaccine clinics for students and families 5 years of age and older. The District's School-Based Health Center has hosted vaccine clinics.</p> <p>The District will participate in the <a href="#">COVID-19 testing in Oregon's K-12 Schools</a> program to offer screening testing for unvaccinated K-12 Teachers/Staff. Participation is voluntary, and participants can opt-out at any time.</p> <p>We will follow the latest guidance from the CDC, OHA, and ODE to inform staff and families about recommendations for testing and screening.</p>
Airflow and Circulation	<p>Ventilation systems will run continuously and be checked and maintained regularly.</p> <ul style="list-style-type: none"> <li>• HVAC systems have been set to maximize outdoor ventilation of clean air into indoor spaces. Regular maintenance and inspection of HVAC systems will occur to provide acceptable indoor air quality for the current occupancy level for each space.</li> <li>• Air purifiers will be placed in locations if necessary to supplement HVAC systems or when there is no HVAC system.</li> <li>• Doors and windows will be open where ventilation is insufficient unless doing so creates a health or safety risk.</li> <li>• Fans will be used to move indoor air outside wherever ventilation is insufficient.</li> </ul> <p>Exhaust fans will be turned on in restrooms when buildings are occupied.</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?
Cohorting	<p><i>Schools should notify their LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms:</i></p> <ol style="list-style-type: none"> <li>1. <i>At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent</i></li> <li>2. <i>At the cohort level: ≥ 20% absenteeism, with at least 3 students and staff absent</i></li> </ol> <p>Seating charts and rosters will be maintained for each classroom group in the event the District in conjunction with the LPHA needs to establish who may have been exposed.</p>
Physical Distancing	<p>The District will follow the latest guidance from the CDC, OHA, and ODE to inform staff and families about recommendations for physical distancing.</p> <p>Consistent Classroom Set Up in all SHSD Instructional Spaces:</p> <ul style="list-style-type: none"> <li>• Arrange and assign seating to maximize physical distancing and minimize physical interaction to the extent possible.</li> <li>• Extra furniture has been removed to make more room.</li> </ul> <p>Students will be encouraged to maintain physical distancing practical and appropriate.</p>
Hand Washing	<p><b>Handwashing:</b> All students will have access to handwashing prior to breakfast and lunch. Frequent opportunities for handwashing will be provided throughout the school day. Handwashing will be supplemented with the use of hand sanitizer.</p> <p>Age-appropriate verbal reminders from staff and visual reminders around the sites will encourage hygienic practices including:</p> <ul style="list-style-type: none"> <li>• Handwashing techniques</li> <li>• Covering coughs/sneezes</li> <li>• Social distancing</li> <li>• Facial coverings</li> <li>• Covid-19 symptoms</li> </ul> <p><b>Handwashing/Hand Sanitizing:</b></p> <ul style="list-style-type: none"> <li>• Additional handwashing opportunities will be provided throughout the school day.</li> <li>• Signage at each sink/handwashing station will remind students and staff of effective handwashing practices.</li> </ul>

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b>
	<ul style="list-style-type: none"> <li>• Hand sanitizer will be used in place when handwashing is not available.</li> </ul> <p><b>Handwashing and Respiratory Etiquette:</b>            Developmental and age-appropriate lessons will be taught throughout the year to support students in proper respiratory etiquette and handwashing.</p>
Cleaning and Disinfection	<p>Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day.</p> <p>Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Provide time and supplies for the cleaning and disinfecting of high-touch surfaces between multiple student uses, even in the same cohort.</p> <p>Outdoor playground structures require normal routine cleaning and do not require disinfection. Shared equipment should be cleaned and disinfected at least daily in accordance with CDC guidance.</p>
Training and Public Health Education	<p>A letter outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with all families in their preferred language through print and electronically when available.</p> <p>Staff communication will include the following: Signage displayed prominently in buildings focused on safety protocols; regular reminders during staff meetings; regular staff newsletters/updates.</p> <p>Additional communication regarding protocols will be shared with families and staff regularly.</p> <p>Updated communication will be shared with families as new or changing information is available throughout the school year.</p>

**PRACTICING PLAN TO BE READY**

This plan is available for public viewing on the St. Helens School District website: <https://www.sthelens.k12.or.us/district-info/covid-19-information>

Date Last Updated: **September 5, 2023**

Date Last Practiced: **September 5, 2023**