

**School-Level Communicable Disease Management Plan**  
**Template For School Year 2023-2024**



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**School/District/Program Information**


District or Education Service District Name and ID: **North Clackamas School District #1924**

School or Program Name: Rock Creek Middle School

Contact Name and Title: John Brooks - Principal

Contact Phone: (503) 353-5680      Contact Email: [brooksjo@nclack.k12.or.us](mailto:brooksjo@nclack.k12.or.us)

**Table 1.**

	<p><b>Policies, protocols, procedures and plans already in place</b></p>
<p><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	<p>Starts on page 6 of the <a href="#">Emergency Procedures &amp; Disaster Plan</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>The following board policies are in place and followed consistent with OAR 333-019-0010: <a href="#">JHCC</a>, <a href="#">JHCC-AR</a>, <a href="#">GBEB</a> and <a href="#">GBEB-AR</a>. Additionally, the guidance provided by OHA and ODE in the <a href="#">Communicable Disease Guidance for Schools</a> is shared with families and staff.</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>	<p><a href="#">NCSD Student Health Service Requirements Policy JHC</a></p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p><a href="#">Emergency Procedures &amp; Disaster Plan</a></p>



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

**Mental Health and Wellbeing Plans such as those prepared for [Student Investment Account](#)** (optional)

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 a communicable disease outbreak (e.g., counseling services; partnerships with community mental and behavioral health providers; school district suicide prevention, intervention, and postvention plan; School Based Health Center resources; tribal resources, etc.)

- School Based Health Centers (at each feeder pattern high school) are available to all students for testing, vaccines and a variety of health and wellness support
- School Based Mental Health Therapy is provided by the following organizations: LifeStance, Trillium, Clackamas County
- Substance Use/Abuse Counseling is provided by LifeStance
- District Social Workers provided direct support to students and families, as well as link them to community resources
- District Counselors & Social Workers are trained in and provide suicide assessment/screening to any students with suicidal thoughts, gestures, and/or ideation and link them to district and community interventions for support
- The Food Pantry is available for any student and their family that is facing food insecurities (hygiene items are also available)
- Emergency housing assistance is available as well and McKinney-Vento services (this has been a needed intervention for some families that have lost work due to the COVID pandemic, and faced financial hardship)

**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"><li>Educates staff, families, and students on practices/policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li><li>In consultation with district leadership and Local Public Health</li></ul>	John Brooks- Principal Phone: (503) 353-5680 Email: <a href="mailto:brooksjo@nclack.k12.or.us">brooksjo@nclack.k12.or.us</a>	Petra Callin-Executive Director of Secondary Programs Phone: (503) 353-6048 Email: <a href="mailto:callinp@nclack.k12.or.us">callinp@nclack.k12.or.us</a>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	<p>Authority staff, determines the level and type of response that is required/necessary.</p> <ul style="list-style-type: none"> <li>Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>		
<p>School Safety Team Representative <i>(or staff member knowledgeable about risks within a school, emergency response, or operations planning)</i></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>John Brooks- Principal Phone: (503) 353-5680 Email: <a href="mailto:brooksjo@nclack.k12.or.us">brooksjo@nclack.k12.or.us</a></p>	<p>Karol Otto - Assistant Principal Email: <a href="mailto:ottok@nclack.k12.or.us">ottok@nclack.k12.or.us</a></p> <p>Aaron Moreno - Assistant Principal Email: <a href="mailto:morenoa@nclack.k12.or.us">morenoa@nclack.k12.or.us</a></p>
<p>Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i></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>Sherry Burkhart-Acosta - Nurse Email: <a href="mailto:acostas@nclack.k12.or.us">acostas@nclack.k12.or.us</a></p>	<p>Jen Dove-Kiltow, Director of Student &amp; Family Support Services Email: <a href="mailto:kiltowj@nclack.k12.or.us">kiltowj@nclack.k12.or.us</a> Phone: (503) 353-6000</p> <p>Barnaby Gloger, Associate Director of Student &amp; Family Support Services Email: <a href="mailto:glogerb@nclack.k12.or.us">glogerb@nclack.k12.or.us</a></p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
			Phone: (503) 353-6000
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	John Brooks- Principal Phone: (503) 353-5680 Email: <a href="mailto:brooksjo@nclack.k12.or.us">brooksjo@nclack.k12.or.us</a>	Karol Otto - Assistant Principal Email: <a href="mailto:ottok@nclack.k12.or.us">ottok@nclack.k12.or.us</a>  Aaron Moreno - Assistant Principal Email: <a href="mailto:morenoa@nclack.k12.or.us">morenoa@nclack.k12.or.us</a>
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<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>	John Brooks- Principal Phone: (503) 353-5680 Email: <a href="mailto:brooksjo@nclack.k12.or.us">brooksjo@nclack.k12.or.us</a>	Curtis Long, Community Relations Director Email: <a href="mailto:longc@nclack.k12.or.us">longc@nclack.k12.or.us</a> Phone: 503-353-6071

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<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>	Jen Dove-Kiltow, Director of Student & Family Support Services Email: kiltowj@nclack.k12.or.us Phone: (503) 353-6000  Barnaby Gloger, Associate Director of Student & Family Support Services Email: glogerb@nclack.k12.or.us Phone: (503) 353-6000	Curtis Long, Community Relations Director Email: longc@nclack.k12.or.us Phone: 503-353-6071
Main Contact within Local Public Health Authority (LPHA)	<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>	Jen Dove-Kiltow, Director of Student & Family Support Services Email: kiltowj@nclack.k12.or.us Phone: (503) 353-6000  Barnaby Gloger, Associate Director of Student & Family Support Services Email: glogerb@nclack.k12.or.us Phone: (503) 353-6000	Curtis Long, Community Relations Director Email: longc@nclack.k12.or.us Phone: 503-353-6071
Others as identified by team			



## 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.

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 Consultation, etc.)

[North Clackamas Equity Lenses](#)

[North Clackamas Equity Lens Guidance](#)

[North Clackamas Equity Stance](#)



#### Suggested Resources:

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

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.	<p>Teams will make data-based decisions regarding individual student needs for continuity of instruction. Some factors used for consideration include, but are not limited, to assessment results describing the student’s response to instruction and a student’s progress toward their academic goals. Student academic support is provided through tutoring, home instruction, and summer school.</p> <p>All efforts will be made to ensure this information is available to students, and families in a language and modality they can understand.</p>
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>Those that are disproportionately impacted by communicable disease are tracked centrally as well as school level student support teams. Schools are alerted to any positive rate anomalies.</p>
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>Should any significant disproportionality in positive rates be evident, this school will utilize district resources including the Student and Family Support Department, Wichita Center for Children and Families, and/or the Engagement Team to provide information and resources. Social services, including food, housing support aid, access to community mental aid and physical health resources can be provided. Every student in North Clackamas School District has access to a School Based Health Center. This school Student Support Team regularly reviews academic and other data to determine what academic, social, or behavioral services will best meet a students’ needs culturally and linguistically specific. Culturally specific Community and Student Engagement Specialists assist school teams with this work.</p> <p>All efforts will be made to ensure this information is available to students, and families in a language and modality they can understand.</p>

OHA/ODE Recommendation(s)	Response:
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	The Student Support Team and Special Education Team is a long-standing model for reviewing student needs. The existing training and logistics related to these teams will be used to determine and address students' needs.



### 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><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>NCSD will follow all <a href="#">OHA State immunization requirements</a>.</p>
<p>Face Coverings</p>	<p>Continue to have disposable facial masks available in all buildings for those that request them and welcome their use by anyone in district buildings.</p>
<p>Isolation</p>	<p>Follow the OHA, <a href="#">ODE Communicable Disease Guidance for Schools</a></p>
<p>Symptom Screening</p>	<p>Follow the OHA, <a href="#">ODE Communicable Disease Symptom Based Exclusion Guidelines</a></p>
<p>COVID-19 Diagnostic Testing</p>	<p>Testing is widely available throughout the community for those that may need diagnostic testing. Therefore, NCSD will no longer be offering the OHA BinaxNow testing.</p>
<p>Airflow and Circulation</p>	<ul style="list-style-type: none"> <li>• NCSD installed MERV 13 filters where equipment allowed and modified units to accommodate the MERV 13 filters where possible.</li> <li>• NCSD will start all units at least two hours each day prior to occupancy and two hours after to ensure maximum outside airflow.</li> <li>• NCSD uses portable air purifiers, e.g., portable HEPA filters in offices and classrooms.</li> </ul>
<p>Cohorting</p>	<p>There will not be any assigned cohorts. Classes, lunches and recess return to standard pre-COVID setup.</p>
<p>Physical Distancing</p>	<ul style="list-style-type: none"> <li>• Classroom configurations return to standard pre-COVID classroom setup with emphasis of striving for at least 3 feet physical distancing between student desks to the extent possible and as instructionally appropriate.</li> </ul>
<p>Hand Washing</p>	<ul style="list-style-type: none"> <li>• Staff and students will be trained on the importance of hand and respiratory hygiene.</li> <li>• Hand sanitizer will be available for use upon entering District buildings, in classrooms and other areas where hand washing may be needed, but handwashing sinks are not immediately available.</li> </ul>
<p>Cleaning and Disinfection</p>	<ul style="list-style-type: none"> <li>• North Clackamas Schools will be using Waxie Solsta 730 HP Disinfectant, a one-step hydrogen peroxide-based product for disinfection, cleaning, and deodorizing. PurTabs to clean, sanitize, and disinfect all its facilities for COVID-19.</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>• 730 HP Disinfectant Cleaner and PurTabs have been tested and proven to kill SARS-CoV2 the virus responsible for COVID-19, 730 in one minute, and PurTabs in 4 minutes at a dilution rate of 1, 3.3g tablet per 1 quart of water. The 730 HP Disinfectant cleaner will be provided for all staff to use in spray bottles.</li> <li>• Employees will be recommended to frequently clean their workspaces.</li> <li>• Custodial cleaning protocols include wiping down surfaces such as door handles, light switches, copiers, countertops, water fountain buttons once every 24 hours.</li> </ul>
Training and Public Health Education	<ul style="list-style-type: none"> <li>• Staff will receive communicable disease training outlining safety measures and mitigation strategies to prevent the spread of viruses.</li> </ul>

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.

This plan is available for public viewing at: [School Level Communicable Disease Management Plans](#)

Date Last Updated: **8/14/2023**