

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



**JEFFERSON**  
**School District 14J**

Dedicated to excellence in education

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**School/District/Program Information**

District or Education Service District Name and ID: Jefferson School District 14J/2140

School or Program Name: Jefferson Elementary School

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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><b>School District Communicable Disease Management Plan</b><br/><a href="#">OAR 581-022-2220</a></p> | <p>Jefferson School District partners with OHA, ODE, and Marion County Public Health to implement policies and procedures to mitigate and monitor communicable disease outbreaks.</p> <p><a href="#">JES Communicable Disease Plan 2023-24</a></p> <p>Each of the following resources has been instrumental in the development of the JSD plan:</p> <p><a href="#">OHA Communicable Disease Guidance For Schools</a></p> <p><a href="#">Communicable Diseases - Staff</a></p> <p><a href="#">Communicable Diseases - Staff AR</a></p> <p><a href="#">Communicable Diseases - Student</a></p> <p><a href="#">Communicable Diseases - Student AR</a></p> |

| Plan Types  | Hyperlinks and Descriptions   |
|---|---|
| <p><b>Exclusion Measures</b><br/> Exclusion of students and staff who are diagnosed with certain communicable diseases.<br/> <a href="#">OAR 333-019-0010</a></p>   | <p>JSD will follow guidance from OHA, ODE and Marion County Public Health regarding exclusion for staff and students. By following OAR 333-019-0010, we help promote health and safety for all our students and staff members. In addition to COVID-19 symptoms, individuals should be excluded from school for signs of other infectious diseases, per existing school policy and protocols.</p> <p><a href="#">Symptoms Based Exclusion Chart 2023-2024</a></p> |
| <p><b>Isolation Space</b><br/> 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.<br/> <a href="#">OAR 581-022-2220</a></p> | <p>Individuals who report or develop symptoms at Jefferson Elementary School will be isolated in a designated area in the building, with adequate space and staff supervision, and symptom monitoring by a school nurse , other school-based health care provider, or school staff until they are able to go home.</p> <p><a href="#">Prevention Oriented Health Services - Policy</a></p>  |
| <p><b>Emergency Plan or Emergency Operations Plan</b><br/> <a href="#">OAR 581-022-2225</a></p>   | <p><a href="#">Emergency Procedures and Disaster Plans - Policy</a></p> <p><a href="#">JSD Plans</a></p>  |
| <p><b>Mental Health and Wellbeing Plans</b> such as those prepared for <a href="#">Student Investment Account</a> (optional)</p>  | <p><a href="#">Integrated Guidance Template</a></p> <p><a href="#">Integrated Plan Budget/Activities/Strategies</a></p> <p><a href="#">Suicide Prevention Plan</a></p>  |
| <p><b>Additional documents reference here:</b></p>  |   |



## 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 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><b>Chris Sullivan</b><br/>Principal</p>   | <p><b>Wesley Rogers</b><br/>RN, MPH, District Nurse</p> <p><b>Cathy Emmert</b><br/>Director of Special Initiatives</p> |
| 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"> <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><b>Chris Sullivan</b><br/>Principal</p> <p><b>Wesley Rogers</b><br/>RN, MPH, District Nurse</p> | <p><b>Richard Crane</b><br/>Facilities Director</p>  |

| School planning team members  | Responsibilities:  | Primary Contact (Name/Title):   | Alternative Contact:  |
|---|--|---|---|
| Health Representative<br><i>(health aid, administrator, school/district nurse, ESD support)</i>                         | <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><b>Wesley Rogers</b><br/>RN, MPH, District Nurse</p>   | <p><b>Chris Sullivan</b><br/>Principal</p> <p><b>Cathy Emmert</b><br/>Director of Special Initiatives</p>                 |
| School Support Staff as needed<br><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>  | <p><b>Wesley Rogers</b><br/>RN, MPH, District Nurse</p> <p><b>Richard Crane</b><br/>Facilities Director</p> | <p><b>Chris Sullivan</b><br/>Principal</p> <p><b>Cathy Emmert</b><br/>Director of Special Initiatives</p>                 |
| Communications Lead<br><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>   | <p><b>Brad Capener</b><br/>Superintendent</p> <p><b>Chris Sullivan</b><br/>Principal</p>                    | <p><b>Rebecca Mallery</b><br/>Communication Specialist</p> <p><b>Cathy Emmert</b><br/>Director of Special Initiatives</p> |
| District Level Leadership Support<br><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> | <p><b>Brad Capener</b><br/>Superintendent</p>   | <p><b>Wesley Rogers</b><br/>RN, MPH, District Nurse</p> <p><b>Cathy Emmert</b><br/>Director of Special Initiatives</p>    |

| School planning team members                                    | Responsibilities:  | Primary Contact (Name/Title):  | Alternative Contact:   |
|---|--|--|--|
|   |  |  | <p><b>Rebecca Mallery</b><br/>Communication Specialist</p>                             |
| <p>Main Contact within Local Public Health Authority (LPHA)</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><b>Marion County Communicable Disease Reporting Line: 503-588-5621</b></p> <p><b>Sophia Damiana, Epidemiologist</b></p> <p><b>Rachel Posnik, Epidemiologist</b></p> | <p><b>Sophia Damiana Epidemiologist</b></p> <p><b>Rachel Posnik Epidemiologist</b></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

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 Consultation<sup>1</sup>, etc.)

- [JSD's Equity Statement and Plans](#)
- [Oregon's Education Equity Lens](#)
- [JSD's Educational Equity Policy](#)



#### Suggested Resources:

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

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<sup>1</sup> 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.  | Jefferson Elementary School will dedicate time and effort to ensure that students who miss school due to illness will not fall behind their fellow classmates. This time and effort will be determined on a case-by-case basis by the building principal and the student support specialist. Input will be gathered by the student’s parents, school counselor, school nurse (absence duration), student support specialist, and building principal to develop a streamlined plan for the student. |
| 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.   | Jefferson Elementary School has a student care team, led by the building principal, to examine and implement a plan for any student/family who needs additional support or have been disproportionately impacted by communicable disease. Plans will be created by bringing together the care team members and any other specialist deemed necessary for that student’s needs and support.   |
| 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. | Jefferson Elementary School has a student care team, led by the building principal, to examine and implement a plan for any student/family who needs additional support or have been disproportionately impacted by communicable disease. Plans will be created by bringing together the care team members and any other specialist deemed necessary for that student’s needs and support.   |
| Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.  | Jefferson Elementary School’s processes are both thorough and streamlined, with attention given to each student’s needs. We use a continuous improvement plan of design, plan, implement and reflect to make sure that our plan is refined and effective.  |





### 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><br/>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>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Jefferson School District will not offer COVID-19 vaccine clinics, but we will continue to advertise vaccination opportunities for our staff and community as it becomes available.</p> <p><b>Immunizations 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.</p>                                   |
| <p>Face Coverings</p>  | <p>Face coverings for staff, students and visitors at Jefferson Elementary School are optional.</p>  |
| <p>Isolation</p>   | <p>Individuals who report or develop symptoms at Jefferson Elementary School will be isolated in a designated area in the building, with adequate space, and symptom monitoring by a school nurse, other school-based health care provider, or school staff until they are able to go home.</p>  |
| <p>Symptom Screening</p>   | <p>Staff and students who come to school sick or develop symptoms while at school will be isolated in a designated area until they can leave school (employees), or until their parents can pick them up. Students and/or staff showing signs of COVID-19 will have the option of being screened (students with parent permission only).</p>   |
| <p>COVID-19 Diagnostic Testing</p>   | <p>Jefferson Elementary School will not take part in OHA’s diagnostic testing program offered to K-12 schools in Oregon.</p>   |
| <p>Airflow and Circulation</p>   |  |
| <p>Cohorting</p>   | <p>Cohorting will be informal but managed by the assigned JES classroom. Marion County Public Health no longer requires contacting students or staff members who are in close contact with a known COVID-19 positive case</p>  |
| <p>Physical Distancing</p>   | <p>Physical distancing will be encouraged as necessary.</p>  |
| <p>Hand Washing</p>  | <p>Regular hand washing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. OHA and ODE strongly advise that schools create protocols and systems to ensure access to soap, water and alcohol-based hand sanitizer with at least 60% alcohol at key times and that schools prioritize handwashing with soap and water students, or staff use the restroom. JSD is committed to containing the spread of germs by providing plentiful access to soap, water, and alcohol-based hand sanitizer.</p> |
| <p>Cleaning and Disinfection</p>   | <p>Our custodians will continue to use a rigorous cleaning and disinfecting routine throughout the school day in an effort to mitigate the spread of any illness.</p>  |

| OHA/ODE Recommendation(s)<br>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?  |
|---|---|
| Training and Public Health Education                            | Through regular communication with stakeholders, JES will share information with staff and families to further educate the community about measures and methods employed in JSD to reduce transmission of communicable diseases. Training through in-service will be available to staff prior to the beginning of the school year, and on an ongoing basis as needed. |
| <b>PRACTICING PLAN TO BE READY</b>                              |   |

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.

[Communicable Disease Management Plan 23-24](#) where this plan is available for public viewing.

Date Last Updated: **August 20, 2023**

Date Last Practiced: **August 18, 2023**