

# COVID-19 Communicable Disease Plan

Central Point School District will follow guidance, to the extent feasible, from the following sources:

- **State of Oregon Governor's Office**
  - <https://govstatus.egov.com/or-covid-19>
- **Oregon Department of Education (ODE)**
  - <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx>
- **Oregon Health Authority (OHA)**
  - <https://govstatus.egov.com/OR-OHA-COVID-19>
- **Center for Disease Control (CDC)**
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.htm>  
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The following Board policies will be followed with fidelity:

- [JHCC - Communicable Diseases \(Students\)](#)
  - [JHCC-AR](#)
- [GBED - Communicable Diseases \(Staff\)](#)
  - [GBED - AR](#)

## **Public Awareness**

The health and safety of our district and the communities that it supports depends upon everyone's participation, awareness and education. As we prepare a comprehensive, communicable disease, prevention plan, it is important to note that there is still a level of uncertainty associated with COVID-19. While some of the prevention measures are COVID-19 centric, the benefits of a comprehensive and effective program are invaluable in terms of infection control and student, staff and community health and safety.

The COVID-19 modes of transmission as we currently know them:

- The first concept to understand is that an infected person can be asymptomatic throughout the sickness, meaning they can show no signs or symptoms, but pass it on to others.
- Person-to-person exposure is more likely to occur when there is prolonged (15 minutes or more) close contact (within 6 feet) to an infected person and the respiratory droplets they produce when they speak, cough or sneeze land in the mouths, eyes, noses and lungs of another person.

- COVID is also known to reside on contaminated surfaces for up to several days. When an individual makes contact with the contaminated surface they can self-deliver the virus to their eyes, nose and/or mouth.
- Airborne transmission from person to person over long distances is unlikely; however, it is possible that the smallest droplets known as aerosols or droplet nuclei can linger and travel in the air for extended distances. Most droplets fall to the ground within 6 feet.

When you think about the hierarchy of controls it is important to understand that engineering controls, administrative controls, and personal protective equipment (PPE) are all rated based on feasibility and effectiveness. Effectiveness of any control may be impacted because they are dependent upon a group or individual complying with established procedures.

An effective approach is multi-modal and captures the effect of numerous methods leveraged together. It only takes one instance for an infection to gain a foothold in a building or a group of people that initiates the spread of COVID.

### **Central Point Schools Planning Framework**

- Similar to security measures, there needs to be uniformity in the implementation of prevention/operational measures across all schools and departments in response to COVID-19 and other pandemics.
- The hierarchy of controls should include a mix of both facility and people-oriented measures.
- Practices by buildings/departments may need to change (for instance, student drop-off/pick up, gatherings inside buildings, visitor access, health screening, etc.).
- Significant student/staff absences and/or reduction in enrollment/employment are likely to occur.
- Facility disinfecting process will require and include custodial staff. Other district staff may be assigned cleaning and disinfecting duties.
- Bus capacities will be adjusted due to ODE social distancing requirements, may require route and schedule adjustments.
- Professional development in technology needs to be considered for hybrid teaching and learning and other operational efforts.
- Student access to technology from home needs to be considered.
- Continue development of effective distance learning platforms.
- We need to consider all aspects of the building/site operations throughout the process - a holistic school approach.

## **Potential Courses of Action To Prepare For:**

- Schools remain closed: distance learning, food services and emergency child care continue.
- Schools fully opened.
- Schools open in phases, with soft starts, and/or reduced numbers based on square footage and the physical distancing capacity of sites – hybrid building/distance learning.
- Summer school activities.
- Select schools/classrooms/cohorts may require closure.
- Continuing school operations with positive COVID cases having occurred on site subject to local health authority directives and guidelines.
- Full District closure again – distance learning, food services and child care continues.
- Potential fire/smoke season, COVID-19 and flu season.

## **Overall Prevention Approach**

### **Physical Distancing**

- Avoid unnecessary contact with others.
- Maintain at least 3 feet physical distancing from others when possible
- Follow masks/face covering official guidance.
- Arrange furniture/operations around physical distancing requirements: classrooms, cafeterias, workspaces, meeting rooms, buses, etc.
- Do not come to school/work if you are sick; go home if you become sick.

### **Cleaning Practices**

- Increase cleaning and disinfecting frequency of high contact surfaces.
- Develop a plan to disinfect surfaces on a daily basis.
- Enlist the support of all staff and students to help maintain a clean and healthy environment.
- Cleaning and disinfecting of playground equipment between recess cohorts.
- Increase frequency of cleaning and disinfecting of restrooms during school hours.

### **Education and Awareness**

- Communicate clearly, effectively, and timely to staff, students, parents, academic partners and our community.
- Update messaging to reflect new and changing guidance or facts learned about COVID.

- Develop and post signage throughout the schools and departments that lead to positive prevention behavior.
- Train and communicate with students, staff, parents and visitors (i.e. YMCA only) on prevention practices and district expectations.

### **Screening/Tracing**

- Train students, parents, staff on screening expectations.
- Work with district nurse to develop an effective triage/screening/support process.
- Establish isolation areas at each site.
- Utilize Asante and La Clinica support to provide newsletters for communicating signs/symptoms of COVID-19.

### **Positive COVID-19 on site - Response**

- Building designee and nurse to report positive COVID-19 cases to LPHA.
- District and nurse to contact LPHA for guidance.
- Develop plan based on the specifics of the situation.
- Disinfection as required at all building sites.
- [Notifying Public Health Authority Protocol](#)

## **Task Specific Departments/Sites**

### **Building Administrators**

- Public conditioning/expectations/communication.
- Consider messaging prevention behavior over intercoms and newsletters.
- Communicate staff cleaning expectations - Designated staff, teachers and custodians will use Electrostatic sprayers, disinfectant wipes, and or disinfectant spray and cloths for regular cleaning and disinfecting. Cleaning materials will be routinely replaced throughout the school day.
- Message cleaning expectation to front office staff.
- Work with district office and school nurse on messaging to parents on expectations for screening kids at home prior to sending them to school, a “pick up” plan in the event a student needs to go home after showing signs and symptoms, and a return policy following a sickness.
- Work with district nurse to promote the first level of triage to be in the classroom for minor scrapes, cuts and bruises that do not warrant a visit to the health room.

- Work with the school nurse and maintenance to establish a dedicated quarantine area for sick students separate from the health room or the location determined to provide routine care (diabetics, medication administration, etc.).
- Isolate and send home staff or students with following symptoms which could include common COVID-19 symptoms:
  - Fever (100.4 degree or higher) or chills
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Diarrhea
  - Vomiting
    - *\* Note that vomiting and diarrhea are listed in OAR 333-019-0010 as conditions for restriction from school, independent of COVID-19*
- Utilize supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., a designated school employee will escort the student to the car after parents arrive and call the main office).
- A carefully monitored student checkout system will be activated.
- Conduct physical distancing techniques analysis and out brief for your site (consider drop-off and pick-up procedures, large events, sports, bell schedule, feeding plans, recess, teacher placement, etc.).
- Prepare for precautionary closures, provide take home guidance to staff and students.
- Provide talking points to drop off parking lot staff and front office for screening (how are you feeling today, are you experiencing any flu-like symptoms, did you have a fever this morning, etc.)
- Utilize signs and sandwich boards at drop off and pick up areas to message prevention measures.
- Implement screening procedures to stop sick staff, students, and visitors from coming into the school.
- All students must wash their hands with soap and water and or use hand sanitizer after using the restroom; they should use hand sanitizer when entering and exiting the classroom and school environments, before and after touching school equipment or materials, and before and after recess/breaks.
- When feasible, limit the use of shared items (PE equipment, art supplies, toys, games, etc.), ensure cleaning between use, ensure adequate supplies to limit need for sharing).
- Continue to provide information to staff, students and community members on best practices in how to stop the spread of infectious disease through hand washing, cough and sneeze

etiquette, not touching your face, utilization of sick time, flu shots and recognizing the signs and symptoms of sickness/outbreak.

- Place signage for front entrances, bathrooms and other high traffic/high visibility areas to message: Signs and symptoms, how to stop the spread, how to wear a face mask, etc.
- Work with district nurse on messaging to parents on expectations for screening kids at home prior to sending them to school, a “pick up” plan in the event a student needs to go home after showing signs and symptoms, and a return policy following a sickness.
- Contingency plan in place for students of parents who are unable to be contacted or unable to pick up their child.
- Focus on messaging: parents to keep all sick children at home. Schools will supply learning materials as necessary.
- Encourage parents to plan ahead for alternative childcare plans.
- Maintain small student cohort sizes; consider the larger the cohort size, the more mitigating measures are necessary. Keep cohorts as tight as possible, avoiding mixing of student cohorts whenever possible.
- Provide talking points to drop off parking lot staff and front office for screening (how are you feeling today, are you experiencing any flu-like symptoms, did you have a fever this morning, etc.).
- Utilize signs and sandwich boards at drop off and pick up areas to message prevention measures
- Implement screening procedures to stop sick staff, students, and visitors from coming into the school

### **Building Office Staff**

- Utilize staff to assist monitoring of access to school buildings; district nurse, should train all staff in screening procedures.
- Persons presenting COVID-19 should not be allowed into the buildings.
- If a parent is at school to pick up his or her child before normal dismissal, the student should be brought to the parent outside the building.
- Each person entering the building will need to check in with school personnel upon arrival and dismissal. Cleared to enter the building will display their identification badge or school issued sticker.
- Notify district nurse or person designated upon observance of any suspected symptomatic person.
- Non-essential visitors and volunteers are not permitted in school buildings.

## **School Nurse, Staff with Delegated Nursing Duties and School-Based Health Center Staff**

- Work with sites to develop a conditions-based screening plan
- Assist with training staff and students on signs and symptoms of illness
- Work with district and sites on messaging to parents on expectations for screening kids at home prior to sending them to school, support “pick up” plan in the event a student needs to go home after showing signs and symptoms, and a return policy following a sickness.
- Work with sites to promote the first level of triage to be in the classroom for minor scrapes, cuts and bruises that do not warrant a visit to the health room
- Work with sites to establish a dedicated quarantine area for sick students separate from the health room or the location determined to provide routine care (diabetic care, medication administration, etc.)
- Utilize ODE’s guidance to evaluate students and make decisions:
  - Fever: A student with a fever of 100.4 or > must be picked up from school and not return until they are 72 hours fever free w/o the use of fever reducing medications (this used to be 24 hours)
  - Persistent Cough: The student must stay out of school for 72 hours and be cough free, or have a clearance letter from their doctor to return (in the past a cough on it's own was not a reason to be excluded from school)
  - Vomiting and Diarrhea: The student must be picked up from school and not return until they are 72 hours vomit and diarrhea free (used to be 24 hours only)

## **First Student Transportation**

- Bus capacity determined by ODE’s social distancing requirements will significantly limit the number of students per bus.
- Anticipate increased staffing costs for added route times and routes.
- Maintain daily ridership record as required. Daily logs must be kept for at least four weeks after grading terms.
- Procedures in place to isolate suspected ill students on bus and contact school for handling.
- Buses disinfected between routes.
- Accept training by district nurse in screening procedures.

## **Central Point Food Services**

- Central Point Food Services will provide meal options to comply with social distancing protocols in classrooms, cafeteria, or other areas; additionally meals must be provided to virtual students and during off-instruction days for hybrid students.
- Regular meetings with school & district administration to coordinate expectations and activities.
- Staff serving meals must wear face shields or face covering.
- Students must wash hands before meals and should be encouraged to do so after.
- Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.
- Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.
- Adequate cleaning of tables between meal periods allowing dry time of five minutes.

### **Athletics Director and Campus Activities**

- Follow ODE guidance on extracurricular activities
- Oregon School Activities Association (OSAA) guidance is followed as applicable
- Follow social distancing and site capacity guidelines for any on-site school activities, practices, and events, considering:
  - Anticipated crowd size will depend on county metrics.
  - Facility capacities for social distancing (gyms, football stands and stadiums, outdoor fields, practice space needs) will depend on county metrics.
  - Game management staff.
  - Explore broadcasting options for events.

#### Stadium and gym management considerations:

- Social distancing enforcement actions.
  - Decisions to cancel events if adequate distancing cannot be reliably maintained.
  - Encourage athletes not to share equipment and drinks.
  - Emphasize cleanliness and personal hygiene.
  - Face coverings are optional and a personal choice.
- Ensure non-District facility users (i.e. YMCA only) understand and comply with cleaning, disinfecting and social distancing requirements.

### **All Teachers and Instructional Staff**

- Review, provide feedback, disseminate and utilize the Communicable Disease Plan.
- Keep tabs on best practices across from organizations and establish feedback mechanisms to facilitate necessary change in a timely manner.



- Determine maximum occupancy of spaces based on physical distancing guidelines (35 square feet per person).
- Message, train, post signage and emphasize the importance of hand washing (frequency + 20 seconds), cough and sneeze etiquette, not touching your face, stay home/go home if you are sick, and social distance when you can at a minimum of 3’.
- Face coverings are optional.
- Add social distancing markers on the ground and floors where necessary.
- Encourage students and staff to use individual water bottles in lieu of communal drinking fountains.
- Eliminate unnecessary water coolers and consolidated food events (buffets, potlucks, etc.)
- Establish break room protocol to prevent unnecessary gathering and to maintain cleanliness (offset times, eat in your work space, clean up and disinfect your area before leaving, etc.)
- Conduct analysis by site/department of contact points inherent to your daily operation and determine what can be done to eliminate and/or mitigate them (sign in kiosks, distribution points, waiting areas, etc.)
- Determine locations that will require plexi-glass barriers – public contact area.
- Entry points will be reduced on each school campus.
- Non-essential visitors and volunteers are prohibited from school groups. Determine who genuinely needs to enter schools/departments, stop drop off/pick up congregating in schools, kids will be escorted by a designated school employee instead of the public coming in; consider moving to an appointment only system where feasible.
- Develop a visitor log for work spaces/classrooms that captures date, time, name and contact information for all visitors; retain for four weeks after each term to be used for tracing in the event there is a positive COVID identification on site.
- Stop meeting in person unnecessarily - utilize virtual meetings for necessary meetings; when in-person meetings are unavoidable make sure the set up incorporates physical distancing techniques.
- Enable a culture that encourages those sick to stay home and if you get sick, to go home.
- If a staff member has tested positive for COVID-19 and/or recently had contact with a person with COVID-19 they will follow self-quarantine practices and other official medical guidance.
- Close off areas utilized by a positive-tested person, clean and disinfect, and not use the area for 24 hours if possible.

### **Maintenance Facilities Department**

- Conduct a critical supply inventory/analysis on consumption rates and lead times to establish re-ordering triggers for essential supplies (cleaning/disinfecting agents, gloves, masks, face

shields, disinfectant wipes, screen wipes, spray bottles, microfiber cloths, hand sanitizer, soap, bleach, toilet paper, etc.)

- Plan, coordinate and conduct custodial training for expectations and disinfecting process for high contact surfaces, cleaning techniques, schedules, etc.
- Schools will provide Personal Protective Equipment.
- CPSD Warehouse Manager to regularly review cleaning guidance from CDC, OHA and local health authorities and implement changes as they occur.
- Evaluate custodial schedules, current staffing and substitute needs to meet COVID/pandemic service level requirements.
- Site analysis of high contact surfaces for each school and building.
- Increase frequency of cleaning and sanitizing high contact areas (tables, doorknobs, light switches, countertops, handles, handrails, desks, tables, phones, keyboards, toilets, faucets, sinks, elevator buttons, drinking fountains, playground equipment, etc.)
- Confirm cleaning products are EPA registered.
- Multiple electrostatic hand held sprayers will be provided at each school site.
- Front office school personnel will maintain a supply of disposable masks for students/staff/visitors who are unable to provide their own.
- Maintain supply of face shields for teaching and other staff use with supplies and instruction for regular cleaning.
- Maintain supply of disinfectant/sanitary wipes for building staff/student use.
- Research and build classroom barrier prototypes for use in select classroom environments.
- Multiple hand-held electrostatic sprayers and disinfectant wipes are available for every classroom, designated and custodial staff to assist with disinfecting.
- Thermometers are available in every building for staff/student screening.
- Maximize fresh air intakes and HVAC run times when and where feasible.
- Confirm startup/shutdown times to increase air flow.
- Ensure out of district facility users (i.e YMCA only) understand and comply with cleaning, disinfecting and social distancing requirements as well.
- Determine space capacities based on ODE square footage guidelines.

### **Human Resources**

- Develop and disseminate procedures for employees in high risk categories.
- Develop and disseminate a remote work option where feasible. Any work done remotely should be done remotely.
- Develop a return to work/fit for duty process for post sickness.
- Ensure privacy for all staff/student medical concerns.

- Monitor staff and student absenteeism and maintain sub-pools.

### **Information Technology**

- Schools will have daily sign-in/sign-out capability electronically or in writing.
- Order, process, and prepare Chromebooks for Comprehensive Distance Learning.
- Publish guidance to sites regarding staff/student cleaning of Chromebooks.
- Work with Student Services to continue to develop Google and PowerSchool training and support for students, staff and parents.
- Keep district internet structure, filter and monitor student internet use. Study and provide portable routers and/or hotspots.

### **Student Services**

- Maintain communication contacts between Central Point School District and the local health department and notify them immediately of any developing situations.
- Establish virtual learning options.
- Provide on-going Professional training for virtual learning within blended learning models.
- Maintain online curricula options.
- Oversee special education and support services

### **Appendix A: [Cleaning Protocol](#)**

### **Appendix B: [Hand Hygiene Protocol](#)**

### **Appendix C: [Isolation Measures Protocol](#)**

### **Appendix D: [Notifying Public Health Authority Protocol](#)**

