

COVID-19 Specific Communicable Disease Management Plan

School District Name: Rogue River School District

School Name: Schools represented in this plan: South Valley Academy, Rogue River Elementary School, Rogue River Jr/Sr High School, River’s Edge Charter School

Principals:

Morgan Cottle, South Valley Academy

Jamie Wright, Rogue River Elementary School

Dan Smith, Rogue River Jr/Sr High School

Cecile Enright, Director, River’s Edge Charter School

Consulting RN, School Nurse, or Medical Professional:

Tina Talamontes (Southern Oregon Educational Service District) 541-776-8551

Bonnie Simpson (Jackson County Public Health) 541-816-5648

Updates and Review:

All schools should use the [Ready Schools, Safe Learners Resiliency Framework](#) and consider the language in that document to be the most up-to-date. The plan below is only a template and not required for use.

Plan Component	Required	Recommendations and Considerations
<p>A protocol to notify the local public health authority (LPHA) of</p> <ol style="list-style-type: none"> 1. Any confirmed COVID-19 case(s) among students or staff 2. Any cluster of any illness among students or staff 	<p>RRSD Protocol to Notify LPHA (Appendix A)</p> <p><i>Plan for educating parents/guardians about the need for them to notify the school immediately upon identification of COVID in a student</i></p>	<p>If anyone who has entered school is diagnosed with COVID-19, report to and consult with the LPHA regarding cleaning and possible classroom or program closure (LPHA directory).</p> <p>An exposure is defined as an individual who has close contact (less than 6 feet) for longer than 15 minutes with a COVID-19 case. If a student or staff member is</p>

	<p><i>Protocol for communicating with students, families and staff who have come into close contact with a confirmed case.</i></p> <ul style="list-style-type: none"> ● <i>The definition of exposure is being within six feet of a COVID-19 case for 15 minutes (or longer).</i> <p><i>Protocol for communicating immediately with staff, families, and the community when anew case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.</i></p> <p><i>Identify name and position of person responsible for notification of district and LPHA: Patrick Lee, Superintendent</i></p> <p><i>Protocol for cooperating with the LPHA recommendations.</i></p> <p><i>Protocol for recording and reporting using a symptom tracking system any illness clusters.</i></p> <ul style="list-style-type: none"> ● <i>Record on the symptom tracking system and monitor the students and staff being isolated or sent home for the LPHA review.</i> <p>Name and position of LPHA contacts:</p> <p>LPHA contact Jackson County Public Health: Bonnie Simpson, 541-816-5648</p> <p>If anyone who has entered school is diagnosed with COVID-19, report to and</p>	<p>diagnosed with COVID-19, then the LPHA should be consulted to review the situation. <i>If a school cannot confirm that six-foot distancing was consistently maintained during the school day, all members of a stable cohort group will need to quarantine until the contact tracing process is completed.</i></p> <p><i>Students who were wearing properly fitting masks are the exception and will not need to quarantine.</i></p> <p>Refer to table in <u>Planning for COVID-19 Scenarios in Schools.</u></p>
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	<p>consult with the LPHA regarding cleaning and possible classroom or program closure (LPHA directory).</p> <ul style="list-style-type: none"> ● <i>Determination if exposures have occurred</i> ● <i>Cleaning and disinfection guidance</i> ● <i>Possible classroom or program closure</i> 	
<p>Protocol for screening students, staff, and visitors/volunteers before entry to school each day</p>	<p>RRSD Protocol for Screening Students and Staff (Appendix B) Symptoms of Concern for screening:</p> <ul style="list-style-type: none"> ● Fever of 100.4 or more ● Sore throat ● Dry cough ● Difficulty breathing ● Muscle pain ● Fatigue ● Loss of smell or taste <ul style="list-style-type: none"> ○ Fever may not be present in the very young or very old or individuals who are immunosuppressed. ○ Gastrointestinal symptoms (nausea, vomiting, diarrhea) are not uncommon. ● More information about symptoms is available at Novel Coronavirus Disease 2019 Interim Investigative Guidelines. <p>† Note that vomiting and diarrhea are listed in OAR 333-019-0010 as conditions for</p>	<p>Schools may consider collecting information about existing conditions that cause coughing on intake forms.</p> <p>Involve school nurses and School Based Health Centers (SBHCs) in development of protocols and assessment of symptoms when available. Consider connecting with District/School Nurses and other contracted RNs where available.</p> <p>Screening protocol must recognize that students and staff who have conditions that cause chronic symptoms (e.g., asthma, allergies, etc.) should not be automatically excluded from school. Cough is an exception: Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.</p>

	<p>restriction from school, independent of COVID-19.</p> <p>* For Entry Screening: Schools screening for fever using a thermometer is not recommended.</p> <p>Staff should visually screen students upon entry to the bus/school every day for symptoms of concern.</p> <p>Staff members can self-screen and attest to their own health.</p> <p>Staff should screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19.</p> <p>Student, staff, or visitors/volunteers with any of the above symptoms should be sent home or isolated until they can go home. Review isolation procedures.</p>	<p>For students or staff with other symptoms, see guidance from the Oregon Department of Education and the Oregon Health Authority.</p> <p>When a student develops symptoms consistent with COVID-19 while at school and the school has a consent form on file, the student will immediately be tested. Regardless of the test results, the student will be isolated/quarantined immediately and will not return to class until allowed by the LPHA.</p> <p>Staff members who develop symptoms consistent with COVID-19 while at school may verbally grant consent to test and will immediately be tested. Regardless of the test results, the staff member will leave school immediately and will not return until allowed by the LPHA.</p> <p>The student/staff member who is to be tested will be directed to the isolation area for immediate testing.</p>
<p>Communication protocol for COVID-19 cases</p>	<p>RRSD Communication Tree (Appendix C)</p> <p>Identify name and position of person responsible for communicating with parents, families, district officials, school nurse, and staff aligned with communication tree.</p> <p>Script or talking points for communicating needed information provided to district administration and staff designated to</p>	<p>Parents of all students who were exposed to a person diagnosed with COVID-19, and all exposed adults, should be notified within 24 hours and advised to quarantine at home until allowed to return according to the latest guidance from the LPHA.</p> <p>Refer to table in Planning for COVID-19 Scenarios in Schools.</p>

	<p>communicate information. This information provided to district administration.</p>	<p>An exposure is defined as an individual who has close contact (less than 6 feet) for longer than 15 minutes with a COVID-19 case. If a student or staff member is diagnosed with COVID-19, then the LPHA should be consulted to review the situation. <i>If a school cannot confirm that six-feet distancing was consistently maintained during the school day, all members of a stable cohort group will need to quarantine until the contact tracing process is completed.</i></p> <p><i>Students who were wearing properly fitting masks are the exception and will not need to quarantine.</i></p> <p>Consult with LPHA officials and follow protocol for cooperating with the LPHA recommendations.</p>
<p>Daily logs for each stable cohort group or each individual student to support contact tracing of cases if necessary</p>	<p>Train staff in the importance and requirement of daily contact logs – conducted Monday, 8/24/20.</p> <p>Protocol designating who is responsible for keeping each daily contact log and providing all logs and information to the LPHA in a timely manner (Appendix D)</p> <p>Format for daily contact logs for individual students or cohorts (Appendix K)</p> <ul style="list-style-type: none"> ● Child name ● Drop off/pick up time ● Parent/guardian name and emergency contact information ● All staff that interact with child’s stable group of children (including 	<p>Record keeping protocol for daily contact logs used in contact tracing to assist the LPHA as needed and must be provided to LPHA in a timely manner.</p> <p>If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups), the daily log may be maintained for the cohort.</p> <p>If a student(s) is not part of a stable cohort, then an individual student log must be maintained.</p> <p>Sample logs are available as a part of the Oregon School Nurses Association COVID-19 Toolkit.</p>

	<p>floater staff) names and phone numbers</p> <p>Maintain log for a minimum of 4 weeks</p>	
<p>Record of anyone entering the facility</p>	<p>Link or Attach Protocol (Appendix E) designating who is responsible for keeping the daily log</p> <p>Format for daily log</p> <ul style="list-style-type: none"> ● Name ● Contact information (phone, address) ● Date of visit ● Time of entry and exit <p>All itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of:</p> <ul style="list-style-type: none"> ● Time in each school building ● Who they were in contact with at each site <p>Maintain log for a minimum of 4 weeks.</p>	

Isolation Measures

Protocol to restrict any potentially sick persons from physical contact with others

Attach or link an Attestation to the existence of [\(Appendix F\)](#):

1. Adequate supply of face coverings for sick staff and students, medical-grade personal protective equipment (PPE) should be made available to [school nurse or health staff](#) in close contact with sick persons, other Personal Protective Equipment (PPE) may be needed, including location of the listed supplies. After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol.
2. Designated space to isolate student or staff members who develop COVID-19 symptoms. Isolate students and staff who report or develop symptoms, with staff supervision and symptom monitoring by a school nurse or other school-based health care provider, until they are able to go home. While waiting to go home, people displaying symptoms should wear a face covering, as should supervising staff. *If students are

- Anyone developing any of the following symptoms while at school must be isolated from other immediately, provided testing if a consent is provided, and sent home.
 - Fever of 100.4 or more
 - Sore throat
 - Dry cough
 - Difficulty breathing
 - Muscle pain
 - Fatigue
 - Loss of smell or taste
 - Fever may not be present in the very young or very old or individuals who are immunosuppressed.
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea) are not uncommon.

Anyone with these symptoms must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. Refer to table in [Planning for COVID-19 Scenarios in Schools](#).

Involve school nurses and school-based health centers (SBHCs) in development of protocols and assessment of symptoms, when available.

	<p>nauseous, struggling breathing, or in distress, they should not wear any face covering while waiting to go home.</p> <p>3. Designated space for students to receive non-COVID-19 health services that is separate from COVID-19 isolation space.</p>	
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Environmental Management

<p>Ensure hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol</p> <p>Hand washing or alcohol-based hand sanitizer with 60-95% alcohol is required before every meal and before and after using playground equipment</p> <p>Hand washing with soap and water for 20 seconds after restroom use</p> <p>Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</p> <p>Visitors/volunteers must wash or sanitize their hands upon entry and exit.</p>	<p>Link or Attach Documented plan for ensuring student and staff hand hygiene upon entry into school, prior to meals, before and after using playground equipment, and after restroom use.</p> <p>Link or Attach Documented plan for ensuring staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</p> <p>(Appendix G)</p>	<p>Handwashing</p> <ul style="list-style-type: none"> • Students will complete hand hygiene at a minimum: <ul style="list-style-type: none"> ○ Upon arrival and dismissal ○ Prior to and after eating lunch or snacks ○ After restroom use (must wash hands with soap and water for 20 seconds) ○ Before and after using outdoor equipment or being in outdoor spaces ○ After handling trash ○ After handling shared items such as play equipment, toys, or supplies ○ After blowing your nose, coughing, or sneezing and disposing of used Kleenex ○ Before and after providing first aid to a cut or wound. ○ Any other time the hands are potentially contaminated • Staff will complete hand hygiene at a minimum: <ul style="list-style-type: none"> ○ When arriving and leaving the program site ○ Before donning and after doffing PPE
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		<ul style="list-style-type: none"> ○ After using the bathroom (must wash hands with soap and water for 20 seconds) ○ Prior to and after preparing meals/snacks or eating ○ After using cleaning/disinfecting products ○ After handling trash ○ After returning indoors ○ Before and after providing first aid to a cut or wound ○ After assisting student with toileting needs (must use soap and water for 20 seconds) ○ After handling shared items such as logs/pens ○ After blowing your nose, coughing, or sneezing and disposing of used Kleenex ○ After handling materials with body fluids ○ After handling shared items such as play equipment, toys, or supplies ○ After a de-escalation event (must use soap and water for 20 seconds) ○ Before and after caring for someone who is sick with COVID-19 symptoms, vomiting, or diarrhea ○ Before and after treating a cut or wound ○ After touching an animal, animal food or treats, or animal waste. ○ Any other time the hands are potentially contaminated ○ Between interactions with different stable cohorts
<p>Appropriate cleaning and contingency plans for routine infection prevention,</p>		<p>Routine cleaning and disinfecting should follow CDC cleaning and disinfecting guidance, and includes</p>

<p>and for closing cohort, schools, or districts based on identified COVID-19 cases and in compliance with public health and CDC guidelines in collaboration with LPHA</p>	<p>See Appendix H for protocol for systematic cleaning and disinfecting in classrooms, offices, bathrooms, and activity areas for routine infection prevention including cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) between multiple students uses, even in the same cohort.</p> <p>See Rogue River School District Operational Plan (Prevention and Planning section) for protocol for cleaning and classroom closure in case of a COVID case in a single cohort and protocol for cleaning after school-wide exposure.</p> <p>Facilities will be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC’s guidance on disinfecting public spaces).</p>	<p>cleaning classrooms between groups, playground equipment daily or between groups as much as possible, restroom door or faucet handles, etc.</p>
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Physical Distancing and Protection

<p>Maintain three feet of physical distance between people.</p>	<p>Maximum space between individuals will be used in classrooms, cafeteria, gyms, and other building locations. This also applies for professional development and staff gatherings.</p> <p>Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent</p>	<p>Minimize time standing in hallways; consider marking spaces on floor, one-way travel in constrained spaces, staggered passing times, or other measures to prevent congregation and congestion in common spaces</p> <p>Consider usable classroom space in making calculations.</p> <p>Establish cohorts of students using the same classrooms with the same teachers each day.</p>
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	<p>ODE/OHA’s Ready Schools, Safe Learners guidance and other guidance from OHA.</p> <p>Link or Attach Protocol (Appendix I) for minimizing interactions between cohorts and minimizing changes in stable cohorts while balancing educational needs for individual curricula.</p> <p>Protocol must specify how physical distancing requirements will be maintained in classrooms, hallways, restrooms; at arrival and dismissal, mealtimes, recess, time between classes, and assemblies.</p>	<p>Students should remain in one classroom environment for the duration of the learning day unless this would severely impact educational needs. Teachers of specific academic content areas may rotate through student cohorts where feasible. In high schools or other settings where cohorts must change to allow individual curricula, maintain physical distancing, and disinfect desks and high-touch surfaces between groups.</p> <p>Restrict interaction between student cohorts, e.g., access to restrooms, activities, common areas.</p>
<p>Face coverings for staff and students</p>	<p>Link or Attach Protocol for regular communication to staff, parents, families, and students on appropriate use of face coverings (Appendix J)</p> <p>Attach Documented communication templates for staff on use of face coverings (Appendix N)</p> <p>Attach Documented communication templates for parents, families, students on expectations for face coverings (Appendix O)</p> <p>All communications must include statement that all K-12 students along with all staff, contractors, other service providers, or visitors or volunteers are required to wear face coverings or face shields. Those</p>	<p>See ODE/OHA guidance on face covering, shields, and masks</p> <p>Face coverings should be washed daily, or a new covering worn daily.</p> <p>Provide disposable face coverings and instructions on appropriate face covering use to students, parents, families, and staff (available on OHA website)</p>

	<p>students with existing medical conditions, doctor's orders to not wear a face covering, or other health related concerns should not wear a face covering or other covering; face coverings must never be worn by children while sleeping.</p> <p>If staff member cannot wear a face covering or face shield, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possible exposure.</p>	
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- Current COVID19 outbreak or conditions in your local community support you moving forward with your plan, subject to changing conditions

Positive COVID-19 Identification:

- 1) Building Principal Message to parents/guardians with plan to inform them the importance of notifying the school immediately of a positive COVID19 identification.
- 2) Building Principal Message to all Staff to inform them of the importance of notifying the Principal or the Principal Designee with a positive COVID-19 test result.

If District/School is informed first:

- 1) When a school is made aware of a positive result(s), immediately contact Patrick Lee (RRSD Superintendent).
- 2) Upon report from a building, Patrick Lee will report within 24 hours to the appropriate County Health Contact.
 - a. **Jackson County: Communicable Disease Department**
Phone: (541) 774-8209 (During business Hours)
(541) 618-4651 (After 5:00 pm message provides contact information for on call person)
- 3) The LPHA will need to conduct an initial review to know what contact and/or cohort logs to request. Once the review has been completed, the LPHA will request a specific set of contact and/or cohort logs from the district/school, and request to have those contact and/or cohort logs as soon as they can be provided, at maximum 24 hours.

If LPHA is informed first:

- 1) When the LPHA is made aware of a positive result(s), the LPHA will notify Patrick Lee within 24 hours.
- 2) Upon report from the LPHA, Patrick Lee will work with the LPHA to determine next steps.
 - a. The LPHA will request a specific set of contact and/or cohort logs from the district/school, and request to have those contact and/or cohort logs as soon as they can be provided, at maximum 24 hours.

If School Identifies an Illness Cluster:

- 1) School front office staff track absences for the day and utilize the Influenza Like Illness Tracking spreadsheet/other tracking spreadsheet to mark symptoms/reason for absence. Office staff use the “line list” spreadsheet to do that.
- 2) Once complete, they notify district nurse/other health staff if the log identified an illness cluster.
- 3) District nurse/other health staff, together with Patrick Lee, makes determination if it should be reported to LPHA.
- 4) If determination is YES, district nurse/other health staff will call the LPHA. If determined by LPHA, the school/district will fax the completed log to the LPHA (not email due to confidentiality reasons). Patrick Lee is notified.

- 5) LPHA reviews faxed log and makes determination if “opening an outbreak” (LPHA term for tracking illness outbreaks is necessary.)
- a. If yes, LPHA gets an outbreak number and request contact and/or cohort logs from the school and request to have those contact and/or cohort logs as soon as they can be provided, at maximum 24 hours.
 - b. If no, LPHA continue business as usual no need to send additional logs unless another cluster is identified.
 - c. District nurse/other health staff and District Representative is notified by the LPHA of their determination.

All Public Health Contacts

Jackson County:

Operational Blueprint Submission, Questions and Support:

Bonnie Simpson, Environmental Health Specialist

Email: SimpsoBL@jacksoncounty.org Phone: (541) 816-5648

COVID-19 Case/Concern:

Communicable Disease Department

Phone: (541) 774-8209 (During business hours)

(541) 618-4651 (After 5:00 pm message provides contact information for on call person)

Staff:

- 1) Attestation/Affirmation from staff that they are not experiencing symptoms.
 - A. Recorded on a staff screening protocol daily log via Google form maintained by the designated person in the office.
 - B. Daily staff screening protocol daily log saved on the district Google drive & stored for a minimum 4-week time period.

Students:

- 2) Students will undergo a visual screening or will have an attestation from parents that they are not experiencing symptoms that day.
 - a. Entry Plan with designated screeners who maintain the student screening protocols/contact logs for entry
 - b. Entry student screening protocols/contact logs stored for a minimum 4-week time period in the following locations:
 - i. SVA: Locked file cabinet at main secretary desk (west side).
 - ii. RRES: Located in each individual classroom
 - iii. RRJSHS: Locked in the vault in the main office.
 - iv. REACH: Locked file cabinet with secretary at each campus
- 3) If a student has any of the primary symptoms (see list below) from the visual screening, they will be sent to the office for a temperature check in the COVID-19 designated area.

Primary Symptoms for screening taught to all staff.

- a. Fever of 100.4 or more
- b. Sore throat
- b. Dry cough
- b. Difficulty breathing
- c. Muscle pain
- d. Fatigue
- e. Loss of smell or taste

Fever may not be present in the very young or very old or individuals who are immunosuppressed.

Gastrointestinal symptoms (nausea, vomiting, diarrhea) are not uncommon.

Some Chronic conditions may cause some of these symptoms. Staff will work with parents and health professionals. (Examples include allergies or asthma)

† Note that vomiting and diarrhea are listed in OAR 333-019-0010 as conditions for restriction from school, independent of COVID-19.

Protocol for Communication for Positive COVID-19 Cases

Parents and Staff who were exposed to a diagnosed individual will be notified within 24 hours and will be advised to quarantine at home for proceeding 14 calendar days following exposure and to seek testing should symptoms develop.

District office Designee will create a script/talking points for communicating needed information.

SVA:

1. Communication with Parents: Morgan Cottle, Principal
2. Communication with Staff: Morgan Cottle, Principal
3. Communication with District Office: Sarah Walch, Secretary
4. Communication with District/School Nurse: Sarah Walch, Secretary

RRES

1. Communication with Parents: Jamie Wright, Principal
2. Communication with Staff: Casey Olmstead, Assistant Principal
3. Communication with District Office: Pam Weaver, Secretary
4. Communication with District/School Nurse: Pam Weaver, Secretary

RRJSHS

1. Communication with Parents: Dan Smith, Principal
2. Communication with Staff: Dan Smith, Principal
3. Communication with District Office: Janice Harlacher, Admin. Assistant
4. Communication with District/School Nurse: Janice Harlacher, Admin. Assistant

REACH

1. Communication with Parents: Cecile Enright, Executive Director
2. Communication with Staff: Cecile Enright, Executive Director
3. Communication with District Office: Denise Purrier, Admin. Assistant
4. Communication with District/School Nurse: Denise Purrier, Admin. Assistant

Resource for creating the script for communication: <https://www.cdc.gov/coronavirus/2019-ncov/php/notification-of-exposure.html>

- 1) Student Daily Contact Entry Logs to be maintained. Designated individuals at designated entry points for:
 - A. SVA
 1. West Entry: Sarah Walch
 2. North Entry: Robin Soliz
 - B. RRES
 1. East campus: Individual Classroom Adult
 2. West campus: Individual Classroom Adult
 - C. RRJSHS
 1. Main entry: Tori Kirkpatrick, Rachel Davis, Assigned Duty Staff Members
 2. Bus entry: Chris Carmiencke, Paula Wright, Assigned Duty Staff Members
 - D. REACH
 1. Rogue River campus Main entry: Denise Purrier
 2. Grants Pass campus main entry: Denise Purrier
 - b. Recorded and then Daily Contact Logs stored for minimum of 4 weeks:
 - A. SVA location: Locked file cabinet, secretary's desk West side.
 - B. RRES east location: individual classroom adult
 - C. RRES west location: individual classroom adult
 - D. RRJSHS location: Locked in the Vault in the Main Office
 - E. REACH Rogue River location: secretary's file cabinet
 - F. REACH Grants Pass location: secretary's file cabinet
- 2) Daily Contact Log Format (Appendix J):
 - A. Child name
 - b. Drop off/pick up time
 - c. Parent/guardian name and emergency contact information
 - d. All staff that interact with child's stable group of children (including floater staff)
 - A. names and
 - B. phone numbers

- 1) Office Staff maintain the daily log of entry into the building. Visitors and Itinerant Staff must enter the building at the main entry by the office.
- 2) Staff members can self-screen and attest to their own health. Staff members such as student teachers, itinerant staff, substitute teachers and other district staff who move between buildings are not considered visitors.
- 3) Office Staff will complete a visual screening of visitors with same symptom check as students and ask about symptoms. (Consistent message created by building administrator.)
 - a. Office staff will ask the visitor for the information required on the daily log.
 - b. Format of Daily log with example attached.
 - i. Name
 - ii. Contact Information (phone, address)
 - iii. Date of Visit
 - iv. Time of Entry and Exit
 - c. If the visitor has any of the symptoms, they will be asked to go home and not enter the rest of the building.
 - d. Visitors must wash or sanitize their hands upon entry and exit.
- 4) Daily logs will be stored in locking filing cabinet in main office for a minimum of 4 weeks. Logs will be stored in the following locations:
 - a. SVA: locked file cabinet at main secretary desk (west side)
 - b. RRES: secretary's desk on each campus
 - c. RRJSHS: locked vault in main office
 - d. REACH: secretary's desk at each campus
- 5) All itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of:
 - a. Time in each school building
 - b. Who they were in contact with at each site
- 6) Maintain log for a minimum of 4 weeks. Logs will be maintained by the individual.

Attestation

- 1) Staff will be provided an adequate supply of face coverings for students and staff. Medical-grade face masks for school nurse or health staff in close contact with sick persons, other Personal Protective Equipment (PPE) may be needed. These are stored at:
 - a. SVA: "Vault" backroom on Westside.
 - b. RRES: Pam Weaver's Office
 - c. RRJSHS: The Sick room that is located behind the Main Office
 - d. REACH: back of office for GP Campus, GED testing room for RR campus
- 2) Container for disposal of masks and PPE used by isolated individuals and school nurse/health staff located in isolation area.
- 3) There is a designated space to isolate students or staff members who develop COVID-19 symptoms. There will be supervision of students in the isolation room by a school nurse, school-based health provider, or other staff as designated until students can go home.
 - a. While in the isolation room, students and supervising staff will wear facial coverings with the following exceptions: students are nauseous, struggling breathing, or in distress, they should not wear any face covering while waiting to go home.
 - b. School nurses or a school-based health center will be involved in the development of further protocols and the assessment of symptoms when available.
- 4) The message to parents is that anyone with these symptoms will be advised they must remain home until allowed to return according to latest guidance from LPHA.
- 5) There is a designated space for students to receive non-COVID-19 health services that is separate from COVID-19 isolation space.

- 1) Upon entry into school building, students will have access to the following:
 - a. Handwashing stations (i.e., sinks in the bathroom) with soap and water for 20 seconds
 - i. Handwashing strategies will be taught and signs explaining the best way to wash hands will be displayed next to hand washing stations/in bathrooms.
 - b. Alcohol based hand sanitizer (with 60-95% alcohol) stations
- 2) Prior to going to lunch, students will wash their hands with soap and water for 20 seconds or use hand sanitizer with 60-95% alcohol. Students should be encouraged to wash/hand sanitize hands after lunch.
- 3) Students will be required to wash their hands with soap and water for 20 seconds after restroom use.
 - a. Handwashing strategies will be taught and signs explaining the best way to wash hands will be displayed in bathrooms.
- 4) Students will be required to wash their hands before and after using playground equipment. Students will have access to the following:
 - a. Handwashing stations (i.e., sinks in the bathroom) with soap and water for 20 seconds
 - b. Alcohol based hand sanitizer (with 60-95% alcohol) stations
- 5) Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.
CDC posters and fact sheets for handwashing in English and Spanish: <https://www.cdc.gov/handwashing/campaign.html>

Routine Cleaning and Disinfection should follow [CDC Cleaning and Disinfecting Guidance](#) and includes cleaning classrooms between groups, playground equipment daily or between groups as much as possible, restroom doors, faucet handles, etc.

- Consider what cleaning will need to happen if cohorts are moving between rooms (should be cleaned each time).
- Consider cleaning needs of the cafeteria and restrooms.
- Consider cleaning needs of both isolation and non-COVID-19 health rooms.
- Consider cleaning needs of playgrounds and gym equipment between cohorts.
- Others as needed.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

Protocol for Cleaning and Classroom Closure in case of COVID Case in a **Single Cohort***

(School/District Facilities managers will have a much greater understanding of cleaning requirements and will collaborate with LPHA)

Protocol for Cleaning after School-Wide Exposure*

(School/District Facilities managers will have a much greater understanding of cleaning requirements and will collaborate with LPHA)

***Protocols must include type and storage location of supplies and the people responsible**

Protocol must specify how physical distancing requirements will be maintained in classrooms, hallways, restrooms, at arrival and dismissal, mealtimes, recess, time between classes, and assemblies. Support physical distancing in all daily activities and instruction, maintaining at least three-feet between individuals to the maximum extent possible.

- 3 feet between people (to the maximum extent possible)
- Minimizing interactions between cohorts
- Physical distancing in classrooms, hallways, restrooms, arrival and dismissal, meals, recess, passing times, assemblies

Regular Communication to staff, parents, families, and students on appropriate use of face coverings.

Requirements

- Documented Communication Templates for staff on the use of Face Covering.
 - All staff, contractors, other service providers, or visitors or volunteers are required to wear face coverings or face shields following [CDC guidelines Face Coverings](#).
 - Face coverings should be washed daily, or a new covering worn daily.
 - Bus drivers must wear a face covering or face shield when not actively driving or operating the bus.
 - Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy must wear a face shield or face covering.
 - School/District nurses or other medical personnel must wear medical-grade face masks and should wear appropriate Personal Protective Equipment when providing direct contact care and monitoring of staff/students displaying symptoms.
- Documented Communication Template for parents, families, students on expectations for Face Coverings.
 - All K-12 students are required to wear face coverings or face shields following [CDC guidelines Face Coverings](#).
 - Face coverings should be washed daily, or a new covering worn daily.
 - All communications must include statement that any student that requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure.
 - All communications must include statement that any student with existing medical conditions, doctor's orders to not wear a face covering, or other health related concerns should not wear a face covering or other coverings. Schools/districts must not deny access to On-site instruction.
 - Face coverings must never be worn by children while sleeping.
- Provide disposable face coverings and instructions on appropriate face covering use to students, parents, families, and staff (available on OHA website).

[Comparison of Protective Equipment](#)

[Fact Sheets English](#)

[Face Covering Signage](#) English

Cohort Logs

Appendix K

School Location _____

Cohort Location _____

Grade(s) _____

Dates of Log _____

Student or Staff Name	Student ✓	Staff ✓	Arrival Time	Departure Time	Parent/Guardian Contact Info.

Rogue River School District COVID-19 Location Contact Tracing Log
Visitors/Itinerant Log

Appendix L

Screener: _____ School/Location: _____

- Individuals should be **visually** screened by designated staff each day upon entry to the building. If individuals are positive for any items listed in *Visual Screening*, they should be further screened by designated staff using Symptoms Screening Criteria (pg.2)

Visual Screening (need to be free of all symptoms to clear screening):

- Fever of 100.4 or more
- Sore throat
- Dry cough
- Difficulty breathing
- Muscle pain
- Fatigue
- Loss of smell or taste
 - Fever may not be present in the very young or very old or individuals who are immunosuppressed.
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea) are not uncommon.

Name – PLEASE PRINT	Cleared visual screening	Time In	Time Out	Phone number

People meeting the exclusion criteria should not be permitted entry to the building.

Symptomatic individuals will be logged in below:

Name	Time	Date

- Symptoms of concern:
- o Fever of 100.4 or more
 - o Sore throat
 - o Dry cough
 - o Difficulty breathing
 - o Muscle pain
 - o Fatigue
 - o Loss of smell or taste
 - Fever may not be present in the very young or very old or individuals who are immunosuppressed.
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea) are not uncommon.

RRSD Intra-district contact log

Appendix M

Week _____

Staff Member: _____

All itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of:

- Date
- Time in each school building
- Who they were in contact with at each site

(Maintain log for a minimum of 4 weeks)

Date	Time	Who you were in contact with.