

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



**School/District/Program Information**

District or Education Service District Name and ID: Yamhill Carlton School District - 2215

School or Program Name: Yamhill Carlton School District

Contact Name and Title: Clint Raever, Superintendent

Contact Phone: 503-852-6980 Contact Email: raeverc@ycschools.org

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>  <a href="#">OAR 581-022-2220</a></p>	<p>OHA Communicable Disease Guidance for Schools  <a href="https://cdnsm5-ss3.sharpschool.com/UserFiles/Servers/Server_743116/File/COVID%20Communications%20Folder/commdiasease%20managment%20plan.pdf">https://cdnsm5-ss3.sharpschool.com/UserFiles/Servers/Server_743116/File/COVID%20Communications%20Folder/commdiasease%20managment%20plan.pdf</a></p> <p>YCSD Communicable Disease Management Plan  <a href="https://www.ycsd.k12.or.us/cms/One.aspx?portalId=743200&amp;pageId=66722879">https://www.ycsd.k12.or.us/cms/One.aspx?portalId=743200&amp;pageId=66722879</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>Staff and students will be excluded per current health and safety protocols, in consultation with our LPHA, as outlined in</p> <p>333-019-0010                      Disease Related School, Child Care, and Worksite Restrictions: Imposition of Restrictions.</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>Bus: Students developing symptoms on the bus shall be seated in designated row and will be taken immediately to office upon arrival to the school for additional screening. Students with symptoms upon screening will be sent to the supervised isolation room until they may be picked up.</p> <p>Upon Arrival: Students shall be visually screened by staff. Students exhibiting symptoms will report to the office for screening and appropriate care until they may be picked up.</p>

Plan Types	Hyperlinks and Descriptions
	<p>During Day: Students and staff exhibiting symptoms shall be sent to the front office for screening and placement in an isolation room. Isolations rooms are identified below.</p> <ul style="list-style-type: none"> <li>o YCES: Room 226 and Room 227</li> <li>o YCIS: Office Isolation Room</li> <li>o YCHS: Room 25</li> </ul> <p>Students who report or develop symptoms will be isolated and monitored until they are picked up by a parent or caregiver.</p> <p>Students or staff in need of emergency transport to a medical facility shall be transported via ambulance.</p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="tel:581-022-2225">OAR 581-022-2225</a></p>	<p><a href="https://www.ycsd.k12.or.us/cms/one.aspx?portalId=743200&amp;pageId=50538536">https://www.ycsd.k12.or.us/cms/one.aspx?portalId=743200&amp;pageId=50538536</a></p>
<p><b>Mental Health and Wellbeing Plans such as those prepared for <a href="#">Student Investment Account</a></b>          (optional)</p>	<p><i>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 incidents of a communicable disease outbreak.</i></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>	YCES:Amanda Dallas-Principal  YCIS: Matt Wiles–Principal  YCHS:Tanner Smith - Principal	Kelli Fletcher  Chad Tollefson  Brad Post
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>	YCES:Amanda Dallas-Principal  YCIS: Matt Wiles–Principal  YCHS:Tanner Smith - Principal	Kelli Fletcher  Chad Tollefson  Brad Post

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative <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>	YCSD District Nurse	YCES:Amanda Dallas-Principal YCIS: Matt Wiles-Principal YCHS:Tanner Smith-Principal
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>		
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>	YCES:Amanda Dallas-Principal  YCIS: Matt Wiles–Principal  YCHS:Tanner Smith - Principal	Kelli Fletcher  Chad Tollfelson  Brad Post
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>	Clint Raever - Superintendent	John Horne – HR Director

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
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>	Bill Michielsen	
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.

#### 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.)

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**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>YCES: Teachers are will create alternative plans for students impacted by illness that requires them to be excluded from school. These plans will consider the duration of the absence, the subject matter and possible alternatives, access to technology, access to supports and timeline for completion of the work. Students will be provided necessary equipment and materials to complete the work, i.e. Chromebook, etc.</p> <p>YCIS: Teachers are will create alternative plans for students impacted by illness that requires them to be excluded from school. These plans will consider the duration of the absence, the subject matter and possible alternatives, access to technology, access to supports and timeline for completion of the work. Students will be provided necessary equipment and materials to complete the work, i.e. Chromebook, etc.</p> <p>YCHS: Teachers are will create alternative plans for students impacted by illness that requires them to be excluded from school. These plans will consider the duration of the absence, the subject matter and possible alternatives, access to technology, access to supports and timeline for completion of the work. Students will be provided necessary equipment and materials to complete the work, i.e. Chromebook, etc.</p>

<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.

OHA/ODE Recommendation(s)	Response:
<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>	<p>YCES: Families that lead in communal setting tend to be more apt to have multiple families living together such as apartment building and multifamily dwellings. This disproportionately impact low income and Hispanic families in our community. We will use our enrollment data to help identify those disproportionately impacted.</p> <p>YCIS: Families that lead in communal setting tend to be more apt to have multiple families living together such as apartment building and multifamily dwellings. This disproportionately impact low income and Hispanic families in our community. We will use our enrollment data to help identify those disproportionately impacted.</p> <p>YCHS: Families that lead in communal setting tend to be more apt to have multiple families living together such as apartment building and multifamily dwellings. This disproportionately impact low income and Hispanic families in our community. We will use our enrollment data to help identify those disproportionately impacted.</p>
<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>	<p>YCES: The schools main of contact, usually the school secretary, will pass information on to the Principal who will then identify a staff member to support the family, ie nurse, counselor, county counselor, or WESD extended supports. We will also proactively train staff to identify families that may need more resources.</p> <p>YCIS: The schools main of contact, usually the school secretary, will pass information on to the Principal who will then identify a staff member to support the family, ie nurse, counselor, county counselor, or WESD extended supports. We will also proactively train staff to identify families that may need more resources.</p> <p>YCHS: The schools main of contact, usually the school secretary, will pass information on to the Principal who will then identify a staff member to support the family, ie nurse, counselor, county counselor, or WESD extended supports. We will also proactively train staff to identify families that may need more resources.</p>
<p>Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>YCES: The YCSD Superintendent will attend regional meetings and will disseminate information to administrators. As a district we will continually monitor our local and state health authority and CDC. All information will be communicated to staff through professional development and to parents following the districts communication plan.</p> <p>YCIS: The YCSD Superintendent will attend regional meetings and will disseminate information to administrators. As a district we will continually monitor our local and state health authority and CDC. All information will be communicated to staff through professional development and to parents following the districts communication plan.</p>

OHA/ODE Recommendation(s)	Response:
	YCHS: The YCSD Superintendent will attend regional meetings and will disseminate information to administrators. As a district we will continually monitor our local and state health authority and CDC. All information will be communicated to staff through professional development and to parents following the districts communication plan.



### 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**

<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>
Immunizations	Information about opportunities for Covid-19 vaccinations will be provided to the community. YCSD will track and comply with required vaccinations and exclusion protocols and will follow rules for vaccination exceptions and exemptions.
Face Coverings	Face coverings will be optional for students and staff.
Isolation	We will follow the CDC, OHA and local public authority recommendations regarding isolation.
Symptom Screening	We will continue to encourage students and staff to self-screen prior to arriving at campus and stay home if experiencing any symptoms of illness.
COVID-19 Diagnostic Testing	We will and provide diagnostic testing when requested.
Airflow and Circulation	We will continue to monitor and maintain appropriate levels of airflow and circulation.
Cohorting	We will consult with our LPHA.
Physical Distancing	We will consult with our LPHA.
Hand Washing	Students and staff will be encouraged to practice good hygiene including handwashing and sanitization.
Cleaning and Disinfection	We will maintain practices of regular cleaning and disinfection.
	We will provide information to our school community on symptoms of illness, how to self-screen, and under what circumstances staff and students should not report to school.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	

**PRACTICING PLAN TO BE READY**

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.

**INSERT THE LINK** where this plan is available for public viewing.

Date Last Updated: **INSERT**

Date Last Practiced: **INSERT**