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Prairie City School District

Emergency Operation Plan



Communicable Disease Management

Dear Parents and Community Members,

The following Communicable Diseases Management Annex was developed by administrative leadership, support staff from school districts, and expert partners in our region. Our goal is to carry out practices that can help protect the entire school community of students, parents, and staff in the event of an emergency related to communicable disease(s).

Please read through the following document to help you understand how our school, and schools within our local region, will be responding to a communicable disease event.

I understand that many of our families and community members may have questions, concerns, or comments after reviewing the plan. Please contact me and I will be very willing to help you.

Since much of our local response is guided by state and federal support and oversight, I ask that you continue to monitor our District's web site for current information.

Sincerely,

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Background:

The Prairie City School District (PCSD) (the District) Emergency Operation Plan (EOP) is made up of several components. In order to ensure efficient and effective emergency management, the components of the EOP must be implemented in its entirety.

The purpose of a Communicable Diseases Management Annex (CDM Annex) is to provide a general, comprehensive plan to help protect the whole school community (students, staff, and visitors) from new communicable diseases. This plan is not intended to build fear but to provide a thoughtful, measured response to help support health and safety in the school community.

There are some diseases that are *endemic*, such as the seasonal flu, which are expected to infect people at a general rate every year. According to the World Health Organization (WHO), a *pandemic* is the worldwide spread of a new disease. This can be concerning as the new disease and its impacts are often not well known.

Sometimes there is warning, and therefore time, to prepare for a communicable disease(s) or pandemic event before it reaches the community. Experts will learn more about the disease as it spreads. The information experts learn about the disease will help us plan for the prevention, protection, mitigation, response, and recovery from the disease in order to lessen its community impact. While disease-specific information may not always be known, there are general communicable disease prevention practices that can help protect people from infection.

Whether or not schools will be closed, or for how long, is impossible to say in advance since all communicable diseases are different in their scope and severity. However, it is well established that infectious disease outbreaks most often start in schools so the District may close schools early in an event. Any decision to close schools will be done in consultation with the Grant County Health Department (GCHD) or Local Public Health Authority (LPHA.)

There is the potential for great impact on general community and school functions in relation to communicable disease(s). As such, the creation of this Communicable Diseases MPA is intended to help prepare the District to support the school community (students, staff, and visitors) to be safe and healthy *before, during, and after* a communicable disease(s) event.

General Outline

This annex is broken down into three sections:

- *Before* – This section details how the school will prepare and protect the school community prior to a communicable disease(s) event.
- *During* – This section details how the school will mitigate the impact of and respond to a communicable disease if it reaches the school community.
- *After* – This section details how the school will recover from and return to general operations once the communicable disease is no longer present in the school community, has become endemic, or a vaccine is developed.

Each section will have:

- *Goal(s)* – Broad general statements that indicate the desired outcome.
- *Objective(s)* – Specific, measurable actions that are necessary to achieve the goals.
- *Course(s) of Action* – Address the what, who, when, where, why, and how.

When appropriate, the Communicable Disease MPA will refer to *functional annexes*, such as the Communications Annex and Continuity of Operations (COOP) Annex, to support a thorough response.

Considerations in the Communicable Diseases Management Annex Development

Potential School Impact Issues Considered:

- Potential for schools closing; loss of instructional days.
- Large numbers of staff absent, difficult to maintain school operations.
- Loss of supply and support services (i.e. food services and transportation).
- Student absenteeism elevated above normal trends.
- Parents who choose to keep children at home.
- Loss of ability to continue operations in support departments.
- Cancellation of extracurricular activities (i.e. athletic events and dances).
- Cancellation of fieldtrip activities.

Potential Community Impacts Considered:

- Large percentages of the population may be unable to work for days to weeks during the communicable disease(s) event, either due to illness or caring for ill dependents.
- Significant number of people and expertise may be unavailable.
- Emergency and essential services such as fire, police, and medical may be diminished.
- School operations could be affected by decreased community support capacities and critical infrastructures.
- Financial and social impacts of prolonged schools' closures.
- Large number of students/kids under quarantine protocols.
- Lack of consumable goods.
- Methods of continued instructions should schools close.

Access Control on School District Property:

- Follow visitor and volunteer policies that enables school administrators to control access to the buildings.
- Each should have a plan to lock out certain entrances and exits and to monitor others, if necessary.

Before a Communicable Disease Event

This is the point at which a communicable disease has been identified somewhere in Oregon, and is spreading, but is not yet impacting the school community.

Goal 1: To protect the school community from the spread of communicable diseases.

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Objective 1.A	Prepare the school community with ways to limit the spread of illness.	7
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Objective 1.A: Prepare the school community with ways to limit the spread of illness.

Courses of Action:

- The building principal or designee will review the hand hygiene and respiratory etiquette practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- The building principal or designee will post handwashing and respiratory etiquette health promotion materials from the CDC, [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
- The LPHA will create, or provide, a flier detailing information on infection symptoms and how to stop the spread of the communicable disease. The District will communicate this information to families.
- The Oregon Health Authority (OHA) website, [hyperlink here](#), and at <https://www.oregon.gov/oha/pages/index.aspx> can provide up-to-date information on communicable diseases.
- The building principal or designee will check district first aid and biohazard kits as needed.

Objective 1.B: Maintain a clean environment in all school buildings and transportation vehicles.

Courses of Action:

- Shanna Wright, Head Cook and Rocky Prince, Maintenance will find out if vendors in the food and cleaning supply chains have a pandemic or emergency plan for continuity or recovery of supply deliveries.
- Custodial staff will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure custodial staff has appropriate training on proper cleaning and disinfecting of work and play areas.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- Casey Hallgarth, Superintendent will ensure teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Ensure transportation support staff has appropriate training on proper cleaning of transportation vehicles.
- Transportation and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Hand sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Hand sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to mealtimes.
- Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected individual is identified on school grounds to create separation from the general population prior to arrangements for their transportation off campus.

Objective 1.C: Maintain clear communications with students, staff, parents, and the community on school communicable diseases efforts.

Courses of Action:

- Make the CDM Annex available for access online by the general public via the District website.
- Link to information online, via the District website, regarding pandemic planning for families. If there are disease-specific recommendations available from the CDC or Oregon Health Authority (OHA) utilize those resources. If not, utilize the CDC published "Get Your Household Ready for Pandemic Flu April 2017" [which can be found at the](#)

[hyperlink here](https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf) or at <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>.

- The building principal or designee will create a one-page information sheet detailing the steps being taken by the District to prepare for, protect from, limit and mitigate the impact of, and recover from the communicable disease(s) event. The District will plan for communication to families sharing the steps being taken to protect the school community.
- Ensure that all communications are posted and available in both English and Spanish, and other languages as necessary.
- Review and/or test emergency communications protocols.
- Establish a direct line of communication with the LPHA during normal business hours at 541-575-0429 and after hours via the non-emergency phone number to County dispatch services at 541-575-0030.

Objective 1.D: Track student and staff attendance and absenteeism rates.

Courses of Action:

- Identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of both students and staff.
- Staff person to report weekly trends to District and School leadership individuals.
 - Building Principal
 - Designated Teachers
 - Superintendent
- With District administration approval, deidentified attendance and absenteeism rates to be shared with the LPHA.
- The District will encourage staff and students with potential communicable disease symptoms to follow LPHA guidance on what steps should be taken by ill individuals.
- Staff, students, and visitors who observe potential pandemic symptoms in themselves or others while on school grounds are to notify the front office or a supervisor.

Objective 1.E: Support mental wellbeing in school community.

Courses of Action:

- When staffed, and if available, school-based Counselors, Social Emotional Learning Assistants (SELAs), and/or the Local Mental Health Authority (LMHA) will support student mental wellbeing. Any students who attest to or show visible signs of distress or unease are to be given the option of connecting with a mental health professional.

- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and LPHA to take appropriate actions relating to communicable disease(s).
- Staff may only share information related to the communicable disease that has been verified by the LPHA as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.

During a Communicable Disease Event

This is the point at which a communicable disease is impacting the school community.

For plans related to the Ready School, Safe Learners Guidance and COVID-19 specific information, please see Addendum I.

Goal 2: To mitigate the impact of the spread of communicable disease(s) on the school community.

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Objective 2.A: Prepare the school community with ways to limit the spread of communicable disease(s).

Courses of Action:

- Repeat all “Courses of Action” listed in the “Before a Communicable Disease Event” section as appropriate.
- Educated the school community on “physical distancing” practices which are things that can be done to reduce the spread of communicable disease from person to person by discouraging people from coming into close contact with one another. For a list of potential physical distancing practices, please see Appendix A on page 33.
- Staff will work to maintain calm, supervise, and reassure all students of the efforts the school is taking to support health and limit the spread of communicable disease.

- When possible, during the day when weather and operations permit, increase ventilation to the facility to decrease spread of communicable disease.
- When possible, following each school day, the school should be thoroughly ventilated opening all doors and windows or turning the air conditioning/heating systems up.
- In the event a vaccine becomes available, the District may partner with the LPHA on vaccination availability.
- Staff, students, and visitors who observe potential communicable disease(s) symptoms in themselves or others while on school grounds are to notify the front office or a supervisor immediately.

Objective 2.B: Prepare the school community for possible closure.

Courses of Action:

- Encourage parents to have alternative childcare plans in the event of a school building or district-wide closure. For parents who are employed, inform them of Oregon’s Family Leave Law which entitles them to 12 weeks unpaid leave within a 12-month period for care of a family member with a serious health condition. This is to be done via the website, social media, and mass email whenever possible.
- Susie Combs, Secretary will review the substitute teacher pool list and verify they are willing and able to work during the pandemic. Report findings to school and district leadership staff.
- The building principal or designee will create a workforce reduction plan in the case of an increase in workforce absenteeism rates. Determine the point at which an administrative closure would be necessary.
- Inform the school community of the different kinds of potential closures:
 - Administrative closure – done in the event the school, or district, can no longer maintain staffing levels necessary to provide essential school functions and ensure student safety.
 - School Emergency Closure – done in the event a school in the school district comprised of more than one school is unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.
 - District-wide Emergency Closure – done in the event that all school buildings in the school district are unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.
- The District will work in consultation with the LPHA in order to decide whether or not a school closure is necessary at any point in relation to a communicable disease.

- In the event someone tests positive for the communicable disease of concern, and has been on school grounds, the district will work with the LPHA to determine the process moving forward and whether or not a school, or district closure, will occur.
- If, and when, possible the District will prepare the school community for hybrid education and/or distance education options. See the separate document titled “Continuity of Operations (COOP) Annex” for the following documents:
 - Hybrid education model, Appendix I
 - Full distance education model, Appendix II
- Essential District personnel, in partnership with LPHA representatives, will maintain regular contact with each other to stay up to date on any changes to the impact on school closure and functions.
- Visitors who present to the school, either before dismissal or after, are not permitted to move throughout the building and must wait in a designated area after following usual check-in procedures.

Objective 2.C: Maintain a clean environment in all school buildings and transportation vehicles.

Courses of Action:

- Custodial staff will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure custodial staff has appropriate training on proper cleaning and disinfecting of work and play areas.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- Ensure teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Ensure transportation support staff has appropriate training on proper cleaning and disinfection of transportation vehicles.
- Transportation and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Hand sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Hand sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.

Objective 2.D: Safely transport students to and from school.

Courses of Action:

- Maintain a clean environment in all school buildings and transportation vehicles.
- Any transportation staff with communicable disease symptoms are not to transport students in any capacity.
- If a staff member or student displays new communicable disease-like symptoms, based on LPHA guidelines, while on a transportation vehicle, the driver is to:
 - If someone is in need of emergency services call 911.
 - Notify the transportation office immediately to inform them of the situation.
 - The transportation office is to inform the District administration office of the situation.
 - The individual's emergency contact person(s) will be notified per District policy.
 - The District administration office will call the LPHA for consultation on next best steps.
 - Upon arrival to the school building, any isolation protocols in place will be followed.
- The transportation staff will account for all students and personnel on their vehicle at that time and report this information to the transportation office.

Objective 2.E: Track student and staff attendance and absenteeism rates.

Courses of Action:

- Identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of both students and staff.
- Staff person to report daily trends to District and School leadership individuals.
 - Building Principal
 - Designated Teachers
 - Superintendent
- With District administration approval, deidentified attendance and absenteeism rates to be shared with the LPHA.
- Encourage staff and students with potential symptoms to follow LPHA guidance on ill individuals.

Objective 2.F: Maintain clear communications with students, staff, parents, and the community on school communicable disease response efforts.

Courses of Action:

- Ensure that all communications are available in both English and Spanish.

- Provide information to the public regarding the CDM Annex and any changes in school functions.
- Identified District leadership and/or School Administrators maintain communication with the Grant County Health Department (GCHD) during normal business hours at 541-575-0429 and after hours via the non-emergency phone number to County dispatch services at 541-575-0030.
- Identify a liaison to communicate with County Emergency Response Incident Command Center on behalf of the District.
- In the case of individual school(s) or district-wide closure, communicate with the public via available pathways. Include clear, concise information on:
 - Reason for closure.
 - Planned length of closure.
 - How the decision was made.
 - Agencies involved in the decision-making process.
 - Date it is anticipated school will restart.
 - Impact on student schoolwork, how students can obtain necessary materials, and plan for distance education options.
 - How updates will be communicated.

Objective 2.G: Support mental wellbeing in school community.

Courses of Action:

- When staffed, and if available, school-based Counselors, Social Emotional Learning Assistants (SELAs), and the Local Mental Health Authority (LMHA) will support student mental wellbeing. Any students who attest to or show visible signs of distress or unease are to be given the option of connecting with a mental health professional.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and LPHA to take appropriate actions relating to the pandemic.
- Staff may only share information related to the communicable disease that has been verified by the LPHA as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
- The District will contact the LMHA for support services and resources.

Objective 2.H: Isolation areas

Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected, or exposed, individual is identified on school grounds to create separation from the general population prior to their transportation off campus.

Courses of Action:

- If someone is in need of emergency services call 911.
- If someone is identified with possible communicable disease symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community with appropriate supervision.
- Notify the LPHA of the potential infection by calling 541-506-2600.
- Follow the directions of the LPHA on next steps.
- Follow school protocols for parent/guardian notification.
- The Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) will be followed as appropriate in relation to communicable disease infections and outbreaks.
- See Appendix G on page 60 for protocol and list of isolation locations in each school.

After a Communicable Disease Event

This is the point at which the community has either been declared free of the disease, the disease has become endemic in the population, or a vaccine been administered and herd immunity achieved.

Goal 3: Return the school community to normal, daily functions.

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Objective 3.B	Maintain a clean environment in all school buildings and transportation vehicles.	17-18
Objective 3.C	Support the school community to return to the learning environment.	18
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Objective 3.E	Support mental wellbeing in school community.	18-19

Objective 3.A: Inventory and stock supplies needed for daily function.

Courses of Action:

- Custodial staff to inventory all cleaning and disinfecting materials and supplies making note of any products that need to be ordered. Inform supervisor of inventory numbers and needs.
- Custodial staff to inventory hand sanitizer supplies. Supervisors, in collaboration with school leadership and custodial staff, are to determine the necessary amount of hand sanitizer needed to be prepared for future communicable disease(s) events. Product is to be ordered, stocked, and cycled through on a regular basis so as not to expire.
- Food services staff are to inventory all remaining perishable and non-perishable food items taking note of any foods or products that need to be ordered. Inform supervisor of inventory numbers and needs.

Objective 3.B: Maintain a clean environment in all school buildings and transportation vehicles.

Courses of Action:

- The District will consult with the LPHA to determine whether or not supplemental contracted custodial staff and/or specialized training is necessary to properly disinfect the school prior to returning to normal daily functions.

- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily on an ongoing basis.
- Hand sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Hand sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.

Objective 3.C: Support the school community to return to the learning environment in the case a closure was necessary.

Courses of Action:

- The District will work with the Oregon Department of Education (ODE) to determine appropriate courses of action following school closures.
- School District Leadership is to document and share with the school community information on any waivers from the Oregon Department of Education.
- Continue working with the County Emergency Response Incident Command Center via the identified liaison.
- Communicate the reopening plan to the school community.

Objective 3.D: Continue messaging and education to the school community on ways to limit the spread of illness.

Courses of Action:

- The District will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- The administrator or designee will post handwashing health promotion materials from the CDC, [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
- The administrator or designee to check district first aid and biohazard kits as needed.

Objective 3.E: Support mental wellbeing in school community.

Courses of Action:

- When staffed, and if available, school-based Counselors, Social Emotional Learning Assistants (SELAs), and/or the Local Mental Health Authority (LMHA) will support student mental wellbeing. Any students who attest to or show visible signs of distress or unease are to be given the option of connecting with a mental health professional.

- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and LPHA to take appropriate actions relating to the communicable disease.
- Staff may only share information related to the communicable disease that has been verified by the LPHA as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
- The District will contact the LMHA for support services and resources.

Isolation and Quarantine

1. Students who arrive at school with excludable symptoms will be held in the isolation area. Parent will be contacted and asked to pick up their child.
2. All students who become ill at school with excludable symptoms (see chart below) will remain at school supervised by staff until parents can pick them up in the designated isolation area. Student will be provided a facial covering (if they can safely wear one). Staff should wear a facial shields/facial covering and maintain physical distancing, but never leave a child unattended. While exercising caution to maintain (ensure) safety is appropriate when working with children exhibiting symptoms, it is also critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family.
3. Staff will maintain student confidentiality as appropriate.
4. Student are not transported by school staff. Parent are called for pickup.
5. Staff and students with known or suspected COVID-19 cannot remain at school and should return only after their symptoms resolve and they are physically ready to return to school. In no case can they return before:
 - the passage of 14 calendar days after exposure; and
 - Symptoms have been resolved for 24 hours without the use of anti-fever medications; or GCHD recommendations are met;
6. The health department has reviewed our plan. When medical personnel access is limited by distance, telehealth could be an option for some instances.
7. Daily logs must be maintained containing the following:
 - Name of students sent home for illness, cause of illness, time of onset, as per designated communicable disease surveillance logs; and

Name of students visiting the office for illness symptoms, even if not sent home, as per routine health logs.

