

# **School-Level Communicable Disease Management Plan**

**Ukiah School District**

**School Year 2023-2024**





## School/District/Program Information

District or Education Service District Name and ID: \_\_ Ukiah School District 80R, ID# 2210\_\_

School or Program Name: \_Ukiah School District\_\_\_\_\_

Contact Name and Title: \_\_\_\_\_Laura Orr, Superintendent/Principal\_\_\_\_\_

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Table 1.



## Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
<b>School District Communicable Disease Management Plan</b> <a href="#">OAR 581-022-2220</a>	<a href="https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1566860/Safe_School_link.pdf">hps://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1566860/Safe_School_link.pdf</a>
<b>Exclusion Measures</b> Exclusion of students and staff who are diagnosed with certain communicable diseases. <a href="#">OAR 333-019-0010</a>	<a href="https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1566860/Safe_School_link.pdf">hps://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1566860/Safe_School_link.pdf</a>
<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>	<b>Ukiah School District utilizes policies and procedures in a layered approach to identifying, monitoring, and managing outbreaks of communicable diseases including COVID-19. USD works with LPHA for guidance.</b>  <b>Students exhibited symptoms shall be isolated in an unused classroom.</b>
<b>Emergency Plan or Emergency Operations Plan</b> <a href="#">OAR 581-022-2225</a>	<b>Emergency Operations Plan on file in District Office</b>

Plan Types	Hyperlinks and Descriptions
<b>Mental Health and Wellbeing Plans</b> such as those prepared for <a href="#">Student Investment Account</a> (optional)	<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>
<b>Additional documents reference here:</b>	



## 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> </ul>	Laura Orr, Superintendent LOrr@ukiahsd.org	

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	<ul style="list-style-type: none"> <li>Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>		
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>	Laura Orr, Superintendent LOrr@ukiahsd.org	
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>	Laura Orr, Superintendent LOrr@ukiahsd.org	
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>	Laura Orr, Superintendent LOrr@ukiahsd.org	

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
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>	Laura Orr, Superintendent  LOrr@ukiahsd.org	
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>	Laura Orr, Superintendent  LOrr@ukiahsd.org	
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>	Laura Orr, Superintendent  LOrr@ukiahsd.org	
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.)

- **USD utilizes the IMESD Equity Lens**



#### Suggested Resources:

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

#### Table 3. Centering Educational Equity

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<sup>1</sup> Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Ukiah School District utilizes a variety of resources to meet the needs of all students. We identify student risk levels and monitor (academics, behaviors, attendance) through regular staff meetings and data tracking. USD works closely with the IMESD to provide supports and interventions in social, academic, behavioral, and family supports.
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.	Ukiah School District policies, protocols and procedures ensure that every student is treated with equality and with respect. Our district staff routinely meets to discuss student need, monitor and change plans of support for students, and evaluate current interventions.
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.	Ukiah School District policies, protocols and procedures ensure that every student is treated with equality and with respect. Our district staff routinely meets to discuss student need, monitor and change plans of support for students, and evaluate current interventions.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	Ukiah School District staff are provided with annual training and support by the district and IMESD. Ongoing training and supports are provided as needed.



### 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	<i>Ukiah SD will follow current laws and guidance pertaining to immunizations for all students enrolled. Support to individual families on gaining needed shots, records, or accessing medical assistance will be provided as needed.</i>
Face Coverings	Ukiah SD will allow any student or staff to wear a mask as they feel warranted. During times of local outbreaks masking will be suggested to all.
Isolation	Ukiah SD provides an isolation space to all students and staff that are exhibiting symptoms of illness. Students exhibiting symptoms will be isolated using procedures outlined in the Communicable Disease Plan
Symptom Screening	The district provides communication with families and staff regarding communicable disease symptoms, including COVID-19. If symptoms are present, families are asked to keep their students home.
COVID-19 Diagnostic Testing	Ukiah School District provides free COVID-19 diagnostic testing on site for both students and staff as requested.
Airflow and Circulation	Instillation of new heating and cooling systems for each classroom has increased the effectiveness of airflow and circulation. Individual rooms also have a dedicated air purification system for use during school hours.
Cohorting	Student cohort groups will be created and used as local need warrants.
Physical Distancing	Ukiah School District classrooms are organized to provide ample space between students during instruction and recreational activities.
Hand Washing	All people on campus are encouraged to frequently wash their hands and/or use hand sanitizer. Staff remind students of handwashing with signage and regular verbal cues.
Cleaning and Disinfection	Daily cleaning of all common touch points in classrooms, hallways, entryways, and cafeterias with a disinfecting cleaner. All restrooms are disinfected regularly. In the event of an outbreak, further cleaning protocols are implemented.

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	
<b>PRACTICING PLAN TO BE READY</b>	

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

Link to Online Plan Posting on District Website

Date Last Updated: **August 17, 2023**

Date Last Practiced: **August 17, 2023**