

School-Level COVID-19 Management Plan

Union Elementary & High School: For School Year 2022-23



School/District/Program Information

District or Education Service District Name and ID: Union School District, #2213


School or Program Name: Union Elementary & Union High School

Contact Name and Title: Carter Wells, Superintendent

Contact Phone: 541-562-6115

Contact Email: carter.wells@unionsd5.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.
School District Communicable Disease Management Plan OAR 581-022-2220	See posted Communicable Disease Plan <i>Communicable Disease addressed through the following district policies: GBEB, JHCC, JHC</i>
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases OAR 333-019-0010	See posted Communicable Disease Plan
Isolation Space 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. OAR 581-022-2220	See posted Communicable Disease Plan
Educator Vaccination OAR 333-019-1030	<i>The Union School District follows state vaccination requirements.</i>
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	<i>Available upon request in the school office.</i>
Additional documents reference here:	



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">• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.• In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Carter Wells, Superintendent	Mendy Clark, District Clerk
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">• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.	Carter Wells, Superintendent	

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"> • Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner. 	Dena Reed, School Nurse	
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	<ul style="list-style-type: none"> • Advises on prevention/response procedures that are required to maintain student services. 	John Reynolds, Lead Custodian	
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	<ul style="list-style-type: none"> • 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. • Shares communications in all languages relevant to school community. 	Carter Wells, Superintendent	
District Level Leadership Support (<i>staff member in which to consult surrounding a communicable disease event</i>)	<ul style="list-style-type: none"> • Has responsibility over COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response. • Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	Carter Wells, Superintendent	

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"> Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. 	Carrie Brogiotti, Center for Human Development (Union County)	
Others as identified by team			



Section 2. Equity and Mental Health

Preparing a plan that centers equity and supports mental health

Preparing a school to manage COVID-19 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 COVID-19 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 COVID-19 (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 Consultation¹, etc.)

- [IMESD Equity Lens](#)

¹ 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.



Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Oregon Data for Decisions Guide](#)
3. [Oregon's COVID-19 Data Dashboards](#) by Oregon Health Authority COVID-19
4. [Data for Decisions Dashboard](#)
5. [Community Engagement Toolkit](#)
6. [Tribal Consultation Toolkit](#)

Table 3. Centering Equity

OHA/ODE Recommendation(s)	Response:
Describe how you identify those in your school setting that are disproportionately impacted by COVID-19 and which students and families may need differentiated or additional support.	<i>Strategically pair educators who infuse culturally responsive and sustaining practices with students who will benefit most, ensuring that students will have staff allies who can look for opportunities to support them and respond to trauma and collective grieving as it arises.</i>
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 COVID-19.	<i>School staff, administration and agency partners collaborate to develop differentiated plans as needed to support students. Refer CARE team services to families if needed.</i>
What support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	<i>We will continue to collaborate with the Union County Health Department (CHD), our school nurse through Intermountain Education Service District and other local and regional partners regarding best practices for operations as well as isolation and exclusion for outbreak or suspected COVID-19 spread and supporting all students.</i>

Mental Health Supports

Schools are encouraged to continue to prioritize cultivating care, connection, and community to support the mental, emotional, and social health and well-being of students, families, staff, and administrators.

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 COVID-19 (e.g., counseling services; partnerships with community mental and behavioral health providers; school district suicide prevention, intervention, and postvention plan; School Based Health Center resources; tribal resources, etc.)

- Union County Health Department
- School Nurse and other IMESD Specialists
- CARE Team



Suggested Resources:

1. ODE [Mental Health Toolkit](#)
2. [Care and Connection](#) Program
3. Statewide [interactive map of Care and Connection examples](#)
4. [Care and Connection District Examples](#)
5. Oregon Health Authority [Youth Suicide Prevention](#)

Table 4.

Mental Health Supports

OHA/ODE Recommendation(s)	Response:
Describe how you will devote time for students and staff to connect and build relationships.	<ul style="list-style-type: none"> • Teacher in-service meetings • 1 class period dedicated to student advisory for High School students • Implementing <i>Character Strong</i> curriculum

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure class time, and individual time if needed, for creative opportunities that allow students and staff to explore and process their experiences.	<ul style="list-style-type: none"> • Hiring a student success coach • Several courses are offered to students to explore and process (e.g. Art, Band, Choir, Woodworking, Ag Mechanics, Welding) • Administrative check-ins with staff • Staff wellness center available
Describe how you will link staff, students and families with culturally relevant health and mental health services and supports.	<ul style="list-style-type: none"> • Hiring a FT on-site student success coach • CARE Team • Student based health center
Describe how you will foster peer/student lead initiatives on wellbeing and mental health.	We have adopted a new curriculum called Character Strong, which is being utilized in K-12. Components of this curriculum include student-led and facilitated discussions around mental health.



Section 3. COVID-19 Outbreak Prevention, Response & Recovery:

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 COVID-19 transmission within the school environment for students, staff, and community members. COVID-19 will continue to circulate in our communities and our schools for the indefinite future. Schools will utilize different mitigation measures based on COVID-19 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 COVID-19 transmission, and as they roll back the increased mitigating measures, incorporating lessons learned.



Suggested Resources:

1. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
2. [Communicable Disease Guidance for Schools](#) which includes information regarding
 - Symptom-Based Exclusion Guidelines (pages 8-12)
 - Transmission Routes (pages 29-32)
 - Prevention or Mitigation Measures (pages 5-6)
 - School Attendance Restrictions and Reporting (page 33)
3. [COVID-19 Investigative Guidelines](#)
4. [Planning for COVID-19 Scenarios in School](#)
5. [CDC COVID-19 Community Levels](#)
6. [Supports for Continuity of Services](#)

Table 5.

COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
COVID-19 Vaccination	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community.</i></p> <p>Publicize opportunities for vaccination through county clinics Encourage and share information about vaccinations through emails, websites, etc. Comply with Oregon's vaccine mandate for school districts</p>
Face Coverings	The district has made face masks optional for all staff, students, and volunteers. Face mask requirements will be reinstated if local COVID-19 infections increase or if the state requires indoor mask wearing.
Isolation	New isolation room/nurses station available. Complies with all regulations.
Symptom Screening	Guidance is provided to families on symptom screening through our communicable disease plan and regular communication with office staff.
COVID-19 Testing	<p><i>OHA offers both diagnostic and screening testing programs to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively.</i></p> <p>We will direct students and staff to local testing and screening providers upon request. The clinic is across the street from the schools.</p>
Airflow and Circulation	The district complies with all state, federal and manufacturer guidelines for upkeep and maintenance of HVAC systems. Filters meet or exceed current standards.
Cohorting	<p>Set cohorts up beginning of school year</p> <ul style="list-style-type: none"> • Students will be in cohorts to every extent possible. K-2, 3-6th grade, 7/8. 9-12th • Create staggered lunch and recess times • Cafeteria tables will be assigned per grade level and seating will be assigned for students
Physical Distancing	Class sizes are small enough and facilities are large enough that during baseline times, physical distancing naturally occurs in the school environment.
Hand Washing	Students will be encouraged to wash hands before and after each meal, after using the restroom and recess. Signage will be used to remind students and staff of the importance of good hygiene. Hand sanitizer will be deployed at all main entrances/exits to buildings, hallways and classrooms. Sharing of equipment will be kept to a minimum and cleaned frequently.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
Cleaning and Disinfection	School Buildings are cleaned and sanitized on a daily basis.
Training and Public Health Education	<ul style="list-style-type: none"> Continue to partner with our local health departments, school nurse and ESD services to access and share accurate public health information. Plan/methods for communicating with and updating staff and school community about the required and advisory health and safety measures undertaken by the district. Post signs and other information around the school buildings. Follow established protocols for communicating with students, families and staff who have come into close contact with a person who has COVID-19. Instructional posters remind proper handwashing technique and respiratory etiquette.

Table 6.

COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	MEASURES DURING PERIODS OF HIGH TRANSMISSION*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in-person learning? *Within the community, high transmission is defined at the county level through CDC COVID-19 Community Levels . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
COVID-19 Vaccination	Publicize opportunities for vaccination through county clinics Encourage and share information about vaccinations through emails, websites, etc. Comply with Oregon's vaccine mandate for school districts
Face Coverings	<i>CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. Please include whether your school will implement this critical recommendation.</i> During periods of high transmission we will follow the recommendations of our local health department to reinstate the wearing of face coverings.
Isolation	New isolation room/nurses station available. Complies with all regulations.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	MEASURES DURING PERIODS OF HIGH TRANSMISSION*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in-person learning? *Within the community, high transmission is defined at the county level through CDC COVID-19 Community Levels . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
Symptom Screening	Guidance is provided to families on symptom screening through our communicable disease plan and regular communication with office staff. Other communication venues (Thrillshare) will be utilized to remind parents during periods of high transmission.
COVID-19 Testing	We will continue to direct students and staff to local testing and screening providers upon request. The clinic is across the street from the schools. The district also has a student-based health center which will be more heavily involved during periods of high transmission.
Airflow and Circulation	The district complies with all state, federal and manufacturer guidelines for upkeep and maintenance of HVAC systems. Filters meet or exceed current standards.
Cohorting ²	<p><i>Union SD will notify our Union County Public Health agency (CHD) about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms:</i></p> <ol style="list-style-type: none"> <i>1. At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent</i> <i>2. At the cohort level: ≥ 20% absenteeism, with at least 3 students and staff absent</i>
Physical Distancing	<p>Although physical distancing is inherent in the Union SD environment we will pay extra attention as follows:</p> <ul style="list-style-type: none"> ● Support physical distancing in daily activities and instruction, maintaining at least 3 feet between students to the extent possible. ● Consider physical distancing requirements when setting up learning and other spaces, arranging spaces and groups to allow and encourage at least 3 feet of physical distance ● Minimize time standing in lines and take steps to ensure that required distance between students is maintained ● The district prioritizes access to instruction and encourages positive reinforcement to help all students adapt to the changes in school facilities while maintaining health and safety, including marking spacing on floor, one way traffic flow in constrained spaces, etc.

² Cohorting refers to establishing a consistent group of students that stay together for a significant portion of the school day. Examples include stable mealtime cohorts, classrooms, table groups, lunch bunches, and other group situations. Cohorts should be as small as feasible to minimize exposure.

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Hand Washing	Students will be encouraged to wash hands before and after each meal, after using the restroom and recess. Signage will be used to remind students and staff of the importance of good hygiene. Hand sanitizer will be deployed at all main entrances/exits to buildings, hallways and classrooms. Sharing of equipment will be kept to a minimum and cleaned frequently.
Cleaning and Disinfection	School Buildings are cleaned and sanitized on a daily basis.
Training and Public Health Education	<ul style="list-style-type: none"> • Continue to partner with our local health departments, school nurse and ESD services to access and share accurate public health information. • Plan/methods for communicating with and updating staff and school community about the required and advisory health and safety measures undertaken by the district. • Post signs and other information around the school buildings. • Follow established protocols for communicating with students, families and staff who have come into close contact with a person who has COVID-19. • Instructional posters remind proper handwashing technique and respiratory etiquette.

Table 7.

COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
COVID-19 Vaccination	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community.</i></p> <p>Publicize opportunities for vaccination through county clinics</p> <p>Encourage and share information about vaccinations through emails, websites, etc.</p> <p>Comply with Oregon's vaccine mandate for school districts</p>
Face Coverings	The district has made face masks optional for all staff, students, and volunteers. Face mask requirements will be reinstated if local COVID-19 infections increase or if the state requires indoor mask wearing.
Isolation	New isolation room/nurses station available. Complies with all regulations.
Symptom Screening	Guidance is provided to families on symptom screening through our communicable disease plan and regular communication with office staff.
COVID-19 Testing	We will direct students and staff to local testing and screening providers upon request. The clinic is across the street from the schools.
Airflow and Circulation	The district complies with all state, federal and manufacturer guidelines for upkeep and maintenance of HVAC systems. Filters meet or exceed current standards.
Cohorting	<p>Set cohorts up beginning of school year</p> <ul style="list-style-type: none"> Students will be in cohorts to every extent possible. K-2, 3-6th grade, 7/8. 9-12th Create staggered lunch and recess times Cafeteria tables will be assigned per grade level and seating will be assigned for students
Physical Distancing	Class sizes are small enough and facilities are large enough that during baseline times, physical distancing naturally occurs in the school environment.
Hand Washing	<p>Students will be encouraged to wash hands before and after each meal, after using the restroom and recess.</p> <p>Signage will be used to remind students and staff of the importance of good hygiene. Hand sanitizer will be deployed at all main entrances/exits to buildings, hallways and classrooms. Sharing of equipment will be kept to a minimum and cleaned frequently.</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
Cleaning and Disinfection	School Buildings are cleaned and sanitized on a daily basis.
Training and Public Health Education	<ul style="list-style-type: none"> Continue to partner with our local health departments, school nurse and ESD services to access and share accurate public health information. Plan/methods for communicating with and updating staff and school community about the required and advisory health and safety measures undertaken by the district. Post signs and other information around the school buildings. Follow established protocols for communicating with students, families and staff who have come into close contact with a person who has COVID-19. Instructional posters remind proper handwashing technique and respiratory etiquette.

PRACTICING PLAN TO IMPROVE PROCESS

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: <https://www.union.k12.or.us/documents/operational-blueprints/181637>

Date Last Updated: **August 18, 2022**

Date Last Practiced: **August 23, 2022**