

Myrtle Point School District
Communicable Disease Management Plan (Annex)

Emergency Operations Plan

August 2021

Communicable Disease Management Plan Annex

Background:

The Myrtle Point School 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 Disease 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. We are used to dealing with these annually, however occasionally they catch a larger population requiring a school wide response. Historically we have not had to deal with the larger pandemic which according to the World Health Organization (WHO), is the worldwide spread of a new disease that can overwhelm the healthcare system. This can be exceptionally concerning as a new disease and its impacts are not well known. For this annex we will assume the need to prepare for both an endemic and pandemic response.

In either case, there is usually some warning, and therefore time, to prepare for a response before it reaches the local community. This preparation is vital to mitigating the effects of the disease within the community and school in the case of a pandemic disease-specific information for prevention, protection, mitigation, response and recovery may be slow in becoming available until experts learn more about the disease. While disease-specific information may not always be known, there are general communicable disease prevention practices that can help protect people from infection.

In the case of a communicable disease outbreak it is difficult to say whether or not schools will be closed, or for how long. Every disease outbreak is different in its scope and severity. It is well established historically that many infectious disease outbreaks start in schools, so the District may be asked to close schools early in an event. Any decision to close schools will be done at the recommendation of the Oregon Health Authority and Coos County Health and Wellness.

Whether there is a large endemic event or a pandemic, there is the potential for great impact on general community and school functions. As such, the creation of this Communicable Disease Annex 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 pandemic.

General Outline

This annex is broken down into three sections:

- *Before* – This section details how the school will prepare and protect the school community before the outbreak of disease in the community.
- *During* – This section details how the school will mitigate the impact of and respond to an outbreak if it reaches the school community, whether the school is to remain open or closes.

- *After* – This section details how the school will recover from and return to general operations once the disease is no longer present in the school community or has become endemic in the broader community.

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. A Course of Action may be further explained or expanded by attaching an Appendix. Each appendix has a code and a hyperlink.

<p>Appendix Key: __ Annex Code (initials) (S,#) Section if necessary B = Before D = During A = After Appendix Title <i>Example:</i> CDB Handwashing Protocol</p>

When appropriate, the Communicable Disease Annex may refer to additional *functional annexes*, such as the Communications Annex and COOP annex to support a thorough response.

Considerations in the Communicable Disease Annex Development

Potential School Impact Issues Considered:

- Student absenteeism elevated above normal trends.
- Parents may choose to keep children at home.
- Cancellation of extracurricular activities (i.e. athletic events and dances).
- Cancellation of field trip activities.
- Large numbers of staff are absent, making it difficult to maintain school operations.
- Low availability of substitutes.
- Potential for schools closing; loss of teaching days.
- Loss of services from supply and support services (i.e. food services and transportation).
- Loss of ability to continue operations in support departments.
- School operations could be affected by decreased community support capacities and critical infrastructures due to business shutdowns
- Financial and social impacts of prolonged schools’ closures.

Potential Community Impacts Considered:

- Large percentages of the population may be unable to work for days to weeks during an outbreak either due to illness or caring for ill dependents.
- Significant number of people and expertise would become unavailable.
- Limited daycare facilities may impact worker availability as parents will have to care for their children
- Emergency and essential services such as fire, police, and medical may be diminished.

- Large number of students/kids may be under quarantine protocols.
- Large numbers of unsupervised children may be present in the community.
- Potential for increased domestic violence and/or child neglect and abuse.
- Lack of consumable goods due to transportation or supply disruption
- Alternate methods of instruction by impact employee availability within the community.
- Businesses that counted on school contracts or staff and student patronage may have to close or limit their hours.

Access Control on School District Property:

- School administrators may need to enforce access controls to limit or stop visitors and volunteer entrance to buildings. Buildings will have to have a lock out plan to secure or monitor entrances and exits.
- The closing or limiting of school use may cause other organizations to find new places to meet.

WORKSHEET

BEFORE a Public Health Emergency

Situation: The time before an identified communicable disease has begun spreading rapidly geographically

Goal: To Prepare the MPSD community in mitigating and protecting its members from rapidly spreading infectious diseases

Objective 1: Develop a culture of good hygiene throughout the MPSD community

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Human Resources	All staff will be instructed in proper community hygiene to stop transmission including hand washing, respiratory etiquette, and avoiding touching the eyes, nose, and mouth. CDB: Handwashing Protocol	Yearly	
Human Resources	Staff will be instructed on health insurance and sick leave policies and encouraged to stay home when sick.	Upon Hire & Yearly Thereafter	
Human Resources	Flu shot clinics will be held across the district. Dates and times will be shared with staff.	Yearly	
Human Resources	Identify a staff person to be responsible for surveillance and infection control. See surveillance plan CDB: Surveillance Plan	Yearly	
Human Resources	Review staff contracts, board policy and staff handbook regarding expectations of staff reporting requirements.	Yearly	
Maintenance	Public areas will be kept clear of all trash and clutter. See leveled cleaning plan CDB: Leveled Cleaning Plan	Daily	
Maintenance	Cleaning schedules and protocols will be prepared and reviewed to meet standard and incident appropriate levels. See leveled cleaning plan CDB Leveled Cleaning Plan	Yearly	
Maintenance	Hand Sanitizer, tissue and trash receptacles will be placed at all entrances and exits.	On-going Analysis	
Administration	Distribute communication on hand washing and infection control to schools, facilities and on school and district websites.	Yearly	

Administration	All parents and students will be made aware of remote learning opportunities	When Needed	
Administration	Provide information to schools, parents, and staff about how to stop the spread of disease cough and sneeze etiquette signs and symptoms of influenza.	Fall and during season	
Administration	Provide information to staff and parents on general emergency readiness: 2-week plan.		
Objective 2: Systems will be put in place to properly respond to a public health event			
WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Superintendent	Develop Incident Command Center protocol, location, equipment and staff reassignment. CDB Command Center Protocol	Updated Yearly	
Superintendent	Develop plans for operating with staff workforce reduction.	When Needed	
Superintendent	Develop plans to secure buildings, information technology, and finance.	When Needed	
Superintendent	Develop plans for educational continuity if schools close.	When Needed	
Superintendent	Review COOP plan to insure readiness to execute in case of illness or closure.	When Needed	
Superintendent	Prepare an annual schedule to conduct table-top exercises to practice and refine communicable disease plan.	At monthly EOP Meetings	
Superintendent	Plan for a full school closure or a partial school closure (i.e., some but not all schools are closed, or students are dismissed but staff works with local agencies to assist families).	When Needed	
Business office	Encourage employees to use Direct Deposit.	At Hire & Yearly Thereafter	
Superintendent	Prepare sample templates for news releases to public, staff, and parents regarding communicable disease responses.	Review Drafts When Needed	

Superintendent	Establish and test emergency communication protocol, including an internal communication staff tree.	Yearly at Leadership Meetings	
Administration	Provide information to staff and parents on communicable disease planning for families.	When Needed	
Admin./Nurse	Identify resources for influenza surveillance and control at school.	Annually by Sept 1	
Admin./Nurse	Track international, national, regional, and local trends, utilizing the local health department resources.	Annually by Sept 1	
Admin./Nurse	Identify and develop public health department contacts (including 24/7 contact information) See list CDB Surveillance Plan	Annually by Sept 1	
Superintendent	Communicate with your local health department and discuss collaboration on communicable disease preparedness.	Annually by Sept 1	
Admin./Nurse	Identify any local or state reporting requirements.	Annually by Sept 1	
Admin./Nurse	Monitor and report obvious trends by conducting surveillance of students, staff and visitors	Annually by Sept 1	
Admin./Nurse	Establish procedures for screening to be utilized with pandemic. CDB: Surveillance Plan	Annually by Sept 1	
Admin./Nurse	Identify administrative measures to accomplish "social distancing." CDD: Social Distancing Protocol	Annually by Sept 1	
Admin./Nurse	Identify areas within the school facility that can be used for isolation and quarantine. CDD Isolation Room	Annually by Sept 1	
Nurse	Nurse will monitor changes with the Oregon Health Authority.	Annually by Sept 1	
Administration	Develop alternative delivery options for continuation of education: consider local and state guidance.	When Needed	
Administration	Develop workforce Reduction plan	When Needed	
Maintenance Supervisor	Emphasize frequent cleaning and disinfection of high touch areas, i.e., door knobs, keys, telephones, etc. CDB Leveled Cleaning Plan	At time of outbreak	

Maintenance Supervisor	Ensure custodial staff has an appropriate plan for proper cleaning and disinfecting teaching, learning, shared spaces and play areas. CDB Leveled Cleaning Plan	When shifting between levels	
Maintenance Supervisor	Find out if vendors in the supply chain have a pandemic or emergency plan for continuity or recovery of supply deliveries.	At the onset of the outbreak	

● **Objective 3: Equipment and Supplies will be maintained at levels recommended for preparedness.**

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Maintenance Supervisor	At least two months inventory of cleaning and sanitation supplies will be maintained on site, including soaps, bottles, microfiber cloths, hand sanitizers, and paper products and disinfectant wipes.	At the onset of the outbreak	
Admin./Nurse	A supply of PPE will be maintained equal to 10 times the average number of staff in the building.	At all times	
Admin./Nurse	Supplies sufficient to set up two isolation or quarantine rooms will be stored in the building for emergency use. (See Appendix CDD2 Isolation Room)	At all times	
Safety Committee	Emergency supplies will be inventoried and replenished biannually.	Reviewed Yearly	

DURING an Infectious Disease outbreak: School may be open or closed.

Situation: Confirmed disease outbreaks have reached the area, have the potential to reach the areas and are beginning to impact the district.

Goal: Maintain educational functions with the lowest infectious spreading, close schools if necessary.

Objective 1: Effectively focus the attention of Staff, Students and parents to mitigate the impact of any outbreak

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Superintendent	Conduct meeting/briefing with Incident Command Center staff to pre-stage full activation of Center.		
Superintendent	Maintain a daily link to the local health department and, if possible, to the State Emergency Operations Center and/or Oregon Health Authority via local agencies.		

Superintendent	Provide ongoing communication to key staff on their roles and responsibilities.		
Superintendent	Alert all Administrators within the MPSD of Response Plan Activation and remind them that the Event Level may escalate rapidly.		
Superintendent	Gather ICS designated staff to review jobs and prepare for response options.		
Superintendent	Develop a continuous direct link to the local health department; make plans with the local health department to establish daily communications if a widespread outbreak occurs. CDD LPHA Communication Plan		
Superintendent	Keep staff and parents current with updates through communication channels; make certain that health-related information and infectious disease updates have been verified for accuracy by the local health department. See Communication Protocol D3 Keep relevant groups informed (as appropriate) through emails, newsletters, fact sheets, social media, text alerts, on-demand phone system, and websites.		
Superintendent	Inform the public and school district employees using appropriate communication channels; coordinate news release with district LPHAs and ODE where needed.		

Objective 2: Reduce the spread of infectious disease in the school population

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Superintendent	Activate Incident Command Structure, Assign duties as per communicable Disease Annex.		
Superintendent	Review CDD: Outbreak Protocol		
Business Office	Track all expenses that are connected to the event. Fill out all required forms for reimbursement by state or federal agencies.		
HR/Business Office	Develop safe staff engagement processes.		

Human Resources	Monitor staff attendance daily as needed. Report any escalation to Supt.		
Administration	Review and communicate staff expectations for reporting when ill and daily screening for symptoms. CDD Staff Screening Protocol		
Human Resources	Review substitute teacher pool list. Place them on standby.		
Maintenance Supervisor	Ensure that sanitation procedures are in conjunction with public health advisories. Review CDB Leveled Cleaning Plan.		
Maintenance Supervisor	Post signs at entrances limiting access as directed by administration. Exterior signs for parking and pickup may be necessary to limit exposure.		
Maintenance Supervisor	Increase environmental cleaning of “high touch” surfaces, e.g., door knobs, keys, telephones. Disinfect all work areas, counters, restrooms, door knobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important).		
Maintenance Supervisor	During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.		
Maintenance Supervisor	The school health office and isolation areas for ill children and staff should be cleaned after each use.		
Administration	Educate employees and visitors not to come to the facility if they have influenza-like symptoms.		
Administration/Office Managers	Initiate screening for influenza-like illness at front desk and nurses’ offices and conduct active surveillance to look for influenza cases (i.e., review temperature logs, triage/sick call, hospitalizations, staff absences, unexplained deaths, etc.). Interview influenza-like illness cases for pandemic risk factors. CDD: Arrival and Screening		

Admin./Nurse	Activate designated influenza isolation and quarantine rooms. CDD: Isolation Room		
Admin./Nurse	Isolate and send home staff or students with influenza-like symptoms, utilizing supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area); a carefully monitored student checkout system should be activated. CDD: Isolation Room		
Administration	Review and implement possible measures to increase social distancing. Designate social distancing officer. CDD: Social Distancing Protocol		
Administration	Review and implement cohorting plans where needed. CDD: System of Daily Logs		
Admin./Office Managers	Restrict school visitors to parents and vendors; be alert to parents or vendors with influenza-like symptoms. CDD: Arrival and Screening Protocol		
Administration	Prohibit congregation in hall ways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason; cancel gym class, choir or other school activities that place individuals in close proximity.		
Administration	Comply with state guidance on safe school procedures.		
All Employees	Regularly wipe down high touch areas including desks, door knobs, counter tops, etc. with school supplied materials. CDB: Leveled Cleaning Plan		
Objective 3: Plan and Prepare for a possible shut down of program/district office			
WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Superintendent and Human Resources	Review workforce reduction plan.		
Supt. and Principals	Activate distance learning plan.		

Supt. and Principals	Review continuity of operations plan. Implement as needed. See COOP functional Annex		
Superintendent	Maintain contact with Oregon Health, Coos County Health and Wellness, and Oregon Dept. Ed. For guidance and timing of any school shutdown. CDD: LPHA Communications Protocol		
Superintendent	Confirm closure with the Oregon Department of Education and Oregon Health Authority if needed/required.		
Superintendent	Review schedule and cancel or postpone meetings that cannot be done remotely.		
Supt./IT	Monitor and Secure information technology systems		
Supt and Principals	Implement Continuity of Operations Plan		
Supt. and Principals	Communicate with staff regarding staffing needs, payroll, benefits, alternate ways of working.		
Administration	Inform the public and school district employees using appropriate communication channels; coordinate news release with public health and the Oregon Department of Education.		
Maintenance Supervisor	During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.		
Maintenance Supervisor	Disinfect all work areas, counters, restrooms, door knobs, and stair railings several times daily; in areas still in use. Areas not in use should be cleaned and locked except for ventilating. CDB: Leveled Cleaning Plan		

AFTER an infectious disease outbreak

Goal: Transition to a model that comes closest to meeting educational and operational goals

Objective 1: Determine what the new standard of operations may look like assuming the potential for future waves of illness.

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
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Superintendent	Meet with stakeholders and staff to evaluate current situations and develop a plan to achieve recovery goals.		
Superintendent	Communicate with OHA and county health to determine best and worst case scenarios for future infectious disease relapse.		
Superintendent	Review standards for daily hygiene and cleanliness for staff, students and buildings. Adjust if necessary based on information from OHA.		
Administration	Human Resources will communicate with staff members to determine return to work plans.		
Human Resources	Human Resources will develop a status report for each staff category.		
Objective 2: Scale back ICS as students and staff return to buildings and adjust to the new standard practices of educational experience			
WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Administration	Communicate with staff and public regarding plans to move forward using all available means of communication		
Administration	Post information on the school district website for parents regarding helping children cope with the impacts of the communicable disease.		
Administration	Work with staff to solidify instructional plans, and provide training and tools to support plan implementation.		
Administration	Based on the length of school closure, develop a plan to fulfill short-term or long-term goals focused on make-up work and reorganizing the instructional calendar, benchmarks, testing, etc.; The plan should include information for students, staff and parents that clearly outlines the expected goals and courses of action to meet them. Plans should include anticipated instructional materials and supplies.		
Administration	Be prepared when schools reopen, to assist students who may still need homebound or alternative instruction applications. Ensure that all students have access to instruction that meets their educational requirements.		

Administration	Follow all state and local guidance about conditions and needs of reopening.		
Admin./Nurse	Monitor staff and students regarding health and readiness to return to school. Set up monitoring protocol to insure any new cases are isolated immediately. Compile daily health reports for the Command Center. CDB: Surveillance Plan		
Admin./Nurse	Close or scale back isolation rooms. CDD: Isolation Room		
Administration	When possible, the administrative team will meet to activate the mental health plan for students and staff, in conjunction with local mental health services staff, to mitigate and respond to any need for Psychological first aid or counseling consistent with recognized trauma informed practices.		
Administration	A mental health status report, based on guidelines provided by the counselors and the local resources, should be provided to the Command Center each day. This report should include the mental status of students and staff in order to determine if additional mental health services are needed.		
Maintenance Supervisor	Inspect all buildings, facilities, equipment, materials, etc. and determine status and needs for operations. Maintain a status update for facilities not ready for occupancy.		
Maintenance Supervisor	Institute school cleaning routines appropriate to a new level of cleaning. CDB: Leveled Cleaning Plan		
Maintenance Supervisor	HVAC conditioning system filters should be cleaned or changed.		
Maintenance Supervisor	The school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up.		
Maintenance Supervisor	Survey supply vendors to determine when the supply chain and delivery system will be partially or fully operational; provide vendors with supply needs.		
Business Office	Collect and complete all forms documenting expenses that may be reimbursable by state or federal agencies.		

Objective 3: Prepare for future response to a similar situation.

WHO IS RESPONSIBLE	COURSE OF ACTION	DUE DATE	FOLLOW-UP REQUIRED
Administration	Evaluate the effectiveness of efforts. Adjust plan for future use.		
Administration	Develop a schedule to drill on and evaluate Communicable disease management plan		
Office Managers/Nurse	Inventory supplies and re-order as approved.		
Maintenance Supervisor	Inventory infection control and cleaning supplies to re-order as approved.		

According to experts, in the most severe pandemic situations, the duration of public health response could be weeks to months, having major educational implications for students. Planning now for a prolonged period of student dismissal will allow Myrtle Point School District to be prepared as much as possible to minimize the impact on educational goals and opportunities.

If students are dismissed from school but schools remain open, school- and education-related assets, including school buildings, school kitchens, school buses, and staff, may continue to remain operational and potentially be of value to the community in many other ways, especially if another type of emergency event were to occur.

Appendix

Before

CDB: Handwashing Protocol

CDB: Surveillance Plan

CDB: Leveled Cleaning Plan

CDB: Incident Command System Protocol

During

CDD: Social Distancing Protocol

CDD: Isolation Room

CDD: LPHA Communication Plan

CDD: System of Maintaining and Contact Tracing

CDD: Outbreak Protocol

CDD: Staff Screening Protocol

Additional COVID Protocols

Electrostatic Sprayer

COVID Training Protocol

Protocol to Cooperate with LPHA Recommendations



GENERAL PUBLIC ARRIVAL SCREENING PROTOCOL

1. The MPSD main offices are open to the public however appointments are encouraged.
2. Visitors will check in at the main office of each building.
3. Upon arrival, the secretaries follow the building check in procedures and assist the visitor to their location.
4. If visitors are experiencing the following symptoms, they are encouraged to remain in the lobby:
 - Cough
 - Temperature of 100.4 degrees or higher
 - Chills
 - Shortness of breath
 - Difficulty breathing
 - New loss of taste or smell
5. Wearing of face coverings will be optional.



SOCIAL DISTANCING PROTOCOL

- To the extent possible, staff will strive for at least three feet of distance in daily activities and instruction. This includes times when students may need to stand in line.
- If staff and students work does not allow for striving for at least three feet of distance, staff and students are encouraged to implement other mitigating measures, such as face coverings.



SYSTEM OF MAINTAINING AND CONTACT TRACING

1. Regular seating charts will be kept for all daily school bus routes.
2. Students will be scanned into the school building upon arrival each day.
3. Classroom attendance will be utilized for purposes of notification in the event there is an exposure.
4. In the event of an exposure, notification to individuals and families will be made to allow them to take additional precautions according to their individual needs.



HANDWASHING PROTOCOL

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. **Frequent** handwashing should occur throughout the day.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Follow these steps when using hand sanitizer.

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds

Anytime you enter the classroom, you must wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. This includes:

- Arrival at the start of the day
- Re-entering after leaving the classroom
- After using the restroom
- Before and after eating
- After blowing your nose, coughing, or sneezing or helping a student with these things
- After cleaning and disinfecting
- After working with a student when 6 feet of social distance was not able to be maintained

Staff serving and/or feeding students must wash their hands with soap and water for 20 seconds or use alcohol-based hand sanitizer with 60-95% alcohol.



Myrtle Point School District

Nanette Hagen, Superintendent

LEVELED CLEANING PLAN

No Presence of Communicable Disease	General Cleaning Plan
Communicable Disease Present in Person in a Classroom, Staff, or Other School Personnel	<p>Cleaning Plan for Communicable Disease</p> <ul style="list-style-type: none"> • All common areas cleaned daily (conference areas, breakroom, kitchen, lobbies) • Bathrooms daily • Office garbage cans • Vacuum daily *Cleaning routines include soap, water, cleaning solution where necessary
Communicable Disease Present in Person in a Classroom, Staff, or Other School Personnel	<p>Cleaning Plan for Communicable Disease</p> <ul style="list-style-type: none"> • All common areas cleaned daily (conference areas, breakroom, kitchen, lobbies) • Bathrooms cleaned daily • All office garbage cans cleaned daily • All common areas vacuumed daily (if possible) • Lobbies, hallways, and other common areas cleaned with disinfectant • Offices and other individual rooms cleaned with disinfectant and high-temperature water (if possible) • In high-traffic areas, common areas, and restrooms, the disinfectant sprayer will be used to clean common areas • Office garbage cans daily • Vacuum daily • Cleaning routines include soap, water, cleaning solution where necessary, sprayer with disinfectant



COOPERATION WITH LPHA RECOMMENDATIONS PROTOCOL

An effective communicable disease management plan surveils for potential and actual outbreaks.

1. A staff member will be assigned as the monitor of potential and actual outbreaks
2. Once a potential outbreak has been identified the designee will:
 - a. Activate the Emergency Operations Plan (EOP) Committee to review the potential outbreak
 - b. The EOP team will review the CDMP ensuring that all of the "before" steps are in place and adding steps based on the type of outbreak
3. The designee will continue to monitor the exposure rate in the community
4. With the support of the LPHA the designee will determine if/when the "During" phase of the CDMP needs to be activated.
5. The EOP will implement necessary steps based on the spread of the disease
6. The designee will provide real time information to inform the team throughout the disease spread event.



LPHA COMMUNICATION PLAN

MPSD will cooperate with the LPHA on all contact tracing needs, communicate quickly and succinctly with LPHA partners and will engage in collaborative problem solving on all protocols, processing and procedures that need adjusted based on their advice and input.

Confirmed Cases

1. If the school district is notified that there is a confirmed case of a student or staff member do the following:
 - a. Call the LPHA at 541-435-4525
 - b. Collect the contact logs for that person to provide to the LPHA
 - c. Follow the LPHA guidelines for processing the next steps to respond to a potential exposure to the wider school population.

Cluster of Illness

1. School staff will complete screening and reporting on contact logs of symptoms of illness.
2. If there are two similar repeated symptoms experienced by students and or staff that are not connected to a specific known health condition. The school district will report the cluster by doing the following:
 - a. Call the LPHA at 541-435-4525
 - b. Follow the LPHA guidelines for processing the next steps to respond to a potential exposure to the wider school population.

Reporting Students/Staff who are Sent to Isolation

1. Students and staff will be isolated using the isolation procedures if they are screened or report COVID-19 like symptoms.
2. The primary symptoms of concern include:
 - a. Cough
 - b. Fever
 - c. Chills
 - d. Shortness of Breath
 - e. Difficulty Breathing
3. The school district will report students or staff that were sent to isolation to the LPHA at 541-435-4525
4. Follow the LPHA guidelines for processing the next steps to respond to a potential exposure to the wider school population.



ISOLATION PROTOCOL – Positive Test or Primary Symptoms

Individuals who had COVID-19 and had symptoms, should isolate for at least 5 days.

1. To calculate the 5-day isolation period, day 0 is the first day of symptoms or a positive test result. Day 1 is the first full day after the symptoms developed or a positive test result.
2. Isolation may end after 5 full days if the individual is fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved.
3. Individuals should wear a well-fitting mask around others at home and in public for 5 additional days (day 6 through day 10) after the end of the 5-day isolation period.



ISOLATION PROTOCOL

Isolation Room

1. The isolation room is located in the Library at MPHS and the Nurses Room at Myrtle Crest.
2. The room includes:
 - a. Adequate space for the sick individual and a staff member to be 6 feet apart
 - b. Medical grade masks, gowns, gloves and other PPE necessary to support the sick individual

If a student or staff is screened upon entry and displays signs and symptoms of COVID-19, or develops symptoms during the day help them to the isolation room immediately.

Isolation Protocol Steps

1. The staff member tending to the sick individual will put on a medical grade mask and any other necessary PPE.
2. Assist the sick individual using the protocol for monitoring sick people.
3. The sick individual will be asked to wear a mask if it is safe to do so.
4. The staff member will communicate clearly with the individual what is happening and what steps are being taken to keep themselves and others safe.
5. For a student, call the parent or guardian.
6. For staff, ask them if/whom they want called.

Transportation

1. If the student or staff needs transported home or to a health facility but the parent or guardian is unable to do or a staff member needs assistance so complete the following:
 - a. The designated person will wear a mask, gloves and other necessary PPE.
 - b. The sick individual will be placed in the car with a mask on, if possible, and sitting on disposable exam room paper.
 - c. The person will be transported to the location designated by the health facility and will follow all directions for safely dropping them off in their care.
 - d. If the sick individual will be taken to their residence ensure that a person, as needed, is there to support them.

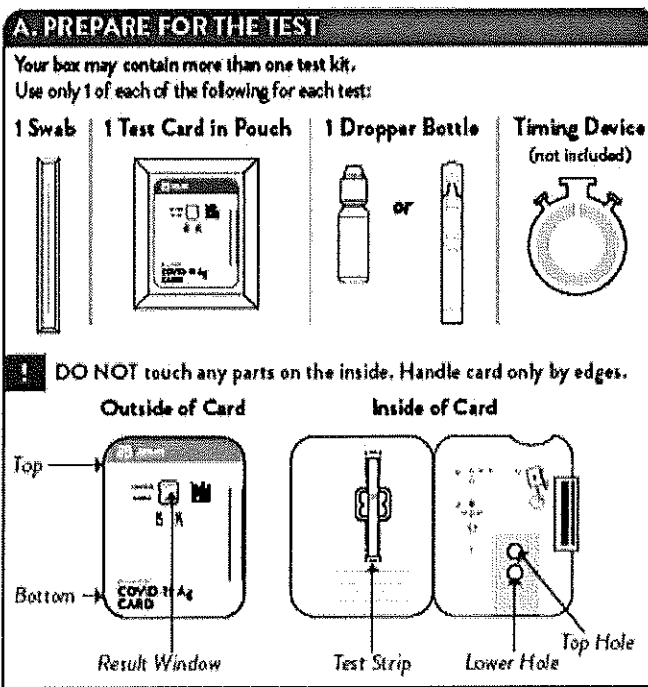
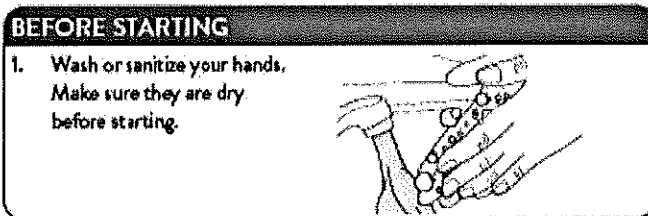
Cleaning up after Isolation

1. Once the sick individual has left the isolation room:
 - a. Throw all items in the trash and dispose of them
 - b. Clean and disinfect all surfaces
 - c. Wash your hands and follow the LPHA guidance on next steps.

Covid Testing

Protocol

1. Gather supplies (cart will be located _____)
 - Covid test card (make sure that the test card is out of box that has had the quality control testing completed-see instructions at the end)
 - nasal swab
 - bottle of extraction reagent (inside test kit box)
 - gown
 - gloves
 - KN95 mask
 - trash bags
 - approved cleaner
2. Sanitize or wash hands.

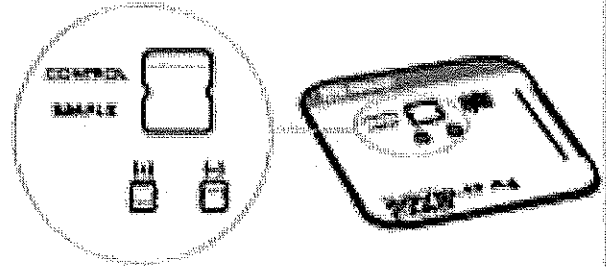


3. Put on appropriate PPE (gown, gloves, KN95 mask)

- Meet student and/or staff member in the designated spot.
- Open card and place **SIX** drops into the top hole on test card (right side of card).

2. Remove test card from pouch.

Make sure the blue control line is present in the result window. Do not use the card if it is not.



Open the card and lay it flat on the table with the pink side down. You may bend the spine in the opposite direction to help the card lay flat.



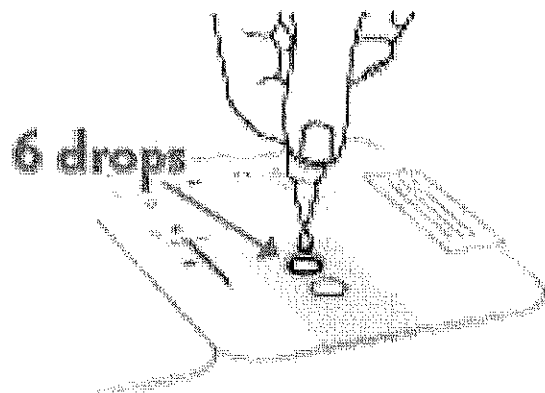
DO NOT touch the test strip.

! Card must stay **FLAT** on table for entire test.

3. Remove dropper bottle cap.

Hold dropper bottle straight over top hole, not at an angle.

Put 6 drops into top hole.
Do not touch card with tip.



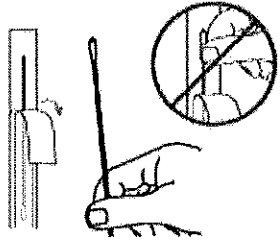
Notes: False negative result may occur if more than 6 drops of fluid are put in the hole.

6. Open and hand student/employee the nasal swab, instruct to insert $\frac{1}{2}$ to $\frac{3}{4}$ " into nostril and rotate **FIVE** big circles, hitting all sides of nostril. Inform staff member that it should feel "uncomfortable" but should not be painful. Repeat procedure with the other nostril. *Employee must be able to perform this step on their own.*

B. COLLECT NASAL SAMPLE

1 Keep fingers away from the swab end.

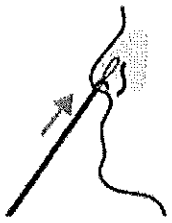
4. Open swab package at stick end. Take swab out.



5. Swab both nostrils carefully as shown.

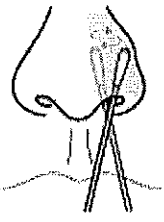
Insert the entire soft tip of the swab into a nostril (usually $\frac{1}{2}$ to $\frac{3}{4}$ of an inch). You do not need to go deeper.

Up to $\frac{3}{4}$ of an inch



Using medium pressure, rub the swab against all of the inside walls of your nostril. Make at least 5 big circles. Do not just spin the swab.

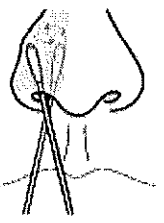
At least 5 big circles



Each nostril must be swabbed for about 15 seconds.

Using the same swab, repeat step 5 in your other nostril.

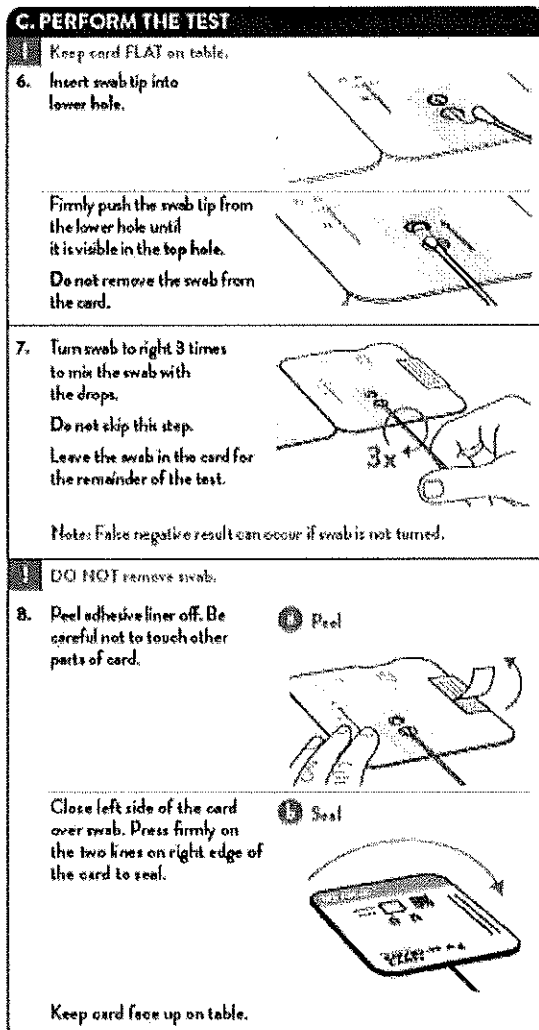
At least 5 big circles




Check:
Did you swab **BOTH** nostrils?

Notes: False negative result may occur if the nasal swab is not properly collected.

7. Once sample is collected, place swab into lower hole and firmly push upwards so swab tip is visible in the upper hole and rotate swab clockwise **three** times. **DO NOT** remove swab. Peel off adhesive liner from right edge of test card. Close and seal card by pushing on the two lines on right edge of closed card. (see image below)



8. Place card on cart, set timer and read results in 15 minutes. (If it is cold outside, bring card inside-test should be at room temperature to work). Remove PPE and place in trash.
9. Have employee wait in their car or you may get their phone number to call them with their results. Get their date of birth as well.
10. While waiting for results, clean door handles or surfaces you may have touched.

- Set timer and read results in 15 minutes. Inform staff member and their administrator of results.

D. INTERPRET RESULTS


A. Check for Positive COVID-19 Result

Find result window and look carefully for two pink/purple lines.

Positive Result: If you see two pink/purple lines (one on the top half and one on the bottom half), this means COVID-19 was detected.


CONTROL

SAMPLE



Solid Line


OR



Faint Line

Look very closely!
The bottom line can be very faint. Any pink/purple line visible here is a Positive Result.

Below are photos of actual positive tests. On the right, note how faint the bottom line can get.




B. Check for Negative COVID-19 Result

Find result window and look for a single pink/purple line in window.

Negative Result: If you see only one pink/purple line on the top half, where it says "Control" this means COVID-19 was not detected.

CONTROL

SAMPLE



No Line

C. Check for Invalid Result

If you see any of these, the test is invalid. An invalid result means this test was unable to determine whether you have COVID-19 or not. A new test is needed to get a valid result.

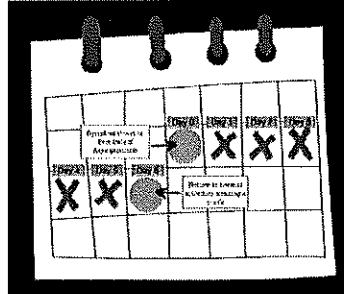
Please contact Technical Support at +1 833-637-1594

	Blue control line only	No lines seen	Pink/purple sample line only	Blue control line AND pink/purple sample line
CONTROL				
SAMPLE				

Note: See other side to read about what your results mean.

- Positive Test Results (see above image for reference):
 - Student/Employee needs to leave immediately and isolate at home for 5 days (Positive test day is day 0). On the sixth day, student/employee may return to work if symptoms have

improved and is fever free for 24 hours without the use of fever reducing medications. Day 6-10 it is recommended they wear a well fitted mask and keep it on. They will not be able to remove it around others, such as at lunch or while outside with others.



13. Negative Test Results (see above image for reference):
Student/Employee needs to go home. If symptoms, have improved and fever free for 24 hours without use of fever reducing medications, student/employee may come back to school/work the next day or when symptoms are improving. If symptoms are not better or worse, staff member needs to stay home. Remind them that this could be a false negative and to monitor symptoms and continue to be vigilant with mask wearing.
14. Invalid test Results (see above image for reference): Will need to retest.
15. Put on gloves and dispose of test in garbage can. Clean all surfaces that you may have touched that test card touched. Remove gloves and dispose of in garbage can.