

Dufur School District  
Emergency Operation Plan

Communicable Diseases Management  
Annex

**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,

Jack Henderson  
Superintendent  
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## **Background:**

The Dufur School District (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 North Central Public Health Agency, 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.

	Objective	Page #
<b>Objective 1.A</b>	Prepare the school community with ways to limit the spread of illness.	8
<b>Objective 1.B</b>	Maintain a clean environment in all school buildings and transportation vehicles.	9
<b>Objective 1.C</b>	Maintain clear communications with students, staff, parents, and the community on school communicable diseases efforts.	9
<b>Objective 1.D</b>	Track student and staff attendance and absenteeism rates.	10
<b>Objective 1.E</b>	Support mental wellbeing in school community.	10

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

### Courses of Action:

- All Teachers 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.
- Kevin Farrell, Facilities Manager 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.
- Kamala Malcolm, Dufur School Nurse to 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:**

- Kevin Farrell 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.
- Jack Henderson, 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>.

- Jack Henderson, Superintendent 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 541-506-2600 and after hours via the non-emergency phone number to County dispatch services at 541-506-2580 .

**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.
  - Kristin Whitley, Dean of Students
  - Jack Henderson, Superintendent
  - Bonnie Lepinski, Secretary
  - Nancy Little, Secretary
- With District administration approval, deidentified attendance and absenteeism rates to be shared with the NCPHD.
- The District will encourage staff and students with potential communicable disease symptoms to follow NCPHD 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 on page X.*

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

	<b>Objective</b>	<b>Page #</b>
<b>Objective 2.A</b>	Prepare the school community with ways to limit the spread of communicable disease(s).	12
<b>Objective 2.B</b>	Prepare the school community for possible closure.	13
<b>Objective 2.C</b>	Maintain a clean environment in all school buildings and transportation vehicles.	14
<b>Objective 2.D</b>	Safely transport students to and from school.	14
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<b>Objective 2.F</b>	Maintain clear communications with students, staff, parents, and the community on school pandemic response efforts.	15
<b>Objective 2.G</b>	Support mental wellbeing in school community.	16

**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.
- Virginia Albrecht, Business Manager will review the substitute teacher pool list and verify they are willing and able to work during the pandemic. Virginia will report findings to school leadership staff.
- Jack Henderson 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:
  - Full distance education model, Appendix II on page X
  - Full On-site instruction
- 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:**

- See “Course of Action: Maintain a clean environment in all school buildings and transportation vehicles” for cleaning instructions.

- 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.
  - Bonnie Lepinski, Secretary
  - Nancy Little
- With District administration approval, deidentified attendance and absenteeism rates to be shared with the NCPHD.
- 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 LPHA (LPHA) during normal business hours at 541-506-2600 and after hours via the non-emergency phone number to County dispatch services at 541-506-2580.
- 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:** 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 NCPHD of the potential infection by calling 541-506-2600.
- Follow the directions of the NCPHD 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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<b>Objective 3.A</b>	Inventory and stock supplies needed for daily function.	18
<b>Objective 3.B</b>	Maintain a clean environment in all school buildings and transportation vehicles.	18
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<b>Objective 3.E</b>	Support mental wellbeing in school community.	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.

- Kevin Farrell, Facilities Manager 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.
- Kamala Malcolm, Dufur School Nurse 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.

## Addendum I

### Ready Schools, Safe Learners Guidance & COVID-19

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## **1a. Communicable Disease Management Plan**

See “*Communicable Diseases Management Plan Annex*” for general District protocols on limiting the spread of communicable diseases. For COVID-19 specific requirements not covered in the general “*Communicable Diseases Management Plan Annex*,” see the following information.

### **Local Public Health Authority Partnership**

Individuals from the Local Public Health Authority (LPHA), North Central Public Health District (NCPHD) who supported the development of this document include but are not limited to:

- Miriam McDonell, MD, FACOG, Health Officer

- Shellie Campbell, Interim Director
- Teri Thalsofer, RN, BSN, former Director
- Janelle Sandoz, RN, BSN, Public Health Nurse

In the event of a cluster of illnesses among staff or students, the NCPHD will be notified by Kamala Malcolm or Jack Henderson calling the LPHA at 541-506-2600.

School leadership will continue to comply with LPHA guidance and will provide necessary documentation in a timely manner to LPHA as it relates to COVID-19.

### **Process & Procedures to Train All Staff**

**The Dufur School District will provide staff training in sections 1-3 of the RSSL guidance.**

### **Systemic Disinfection of Classrooms, Offices, Bathrooms, and Activity Areas**

See the following Appendices for disinfection protocols:

- Appendix B.1 on page 34 – Routine Disinfection of High Contact Areas
- Appendix B.2 on page 37 – Playground Equipment Disinfection & Cleaning
- Appendix B.3 on page 40 – Preventive Disinfection
- Appendix B.4 on page 45 – COVID-19 Contaminated Area Disinfection

### **Daily Logs for Each Student/Cohort**

Daily logs will be maintained for students/cohorts for the purpose of contact tracing and provision to LPHA as needed. The required components included in the daily student/cohort log include:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information
- All staff names and phone numbers who interact with a stable cohort or individual student.

See Appendix C.1 on page 55 for the protocol to record/keep daily logs to be used for screening and tracking students and staff for a minimum of four weeks to assist the LPHA as needed.

See Appendix C.2 on page 56 for the protocol to record/keep a log or calendar with a running four-week history of itinerant staff time in each school building and all contacts at each site.

In the case an individual tests positive for COVID-19 and has entered a school facility, Kamala Malcolm or Jack Henderson will report to and consult with the LPHA regarding cleaning and possible classroom or program closure. Contact will be made with the LPHA by calling 541-506-2600.

## **1b. High Risk Populations**

The District will continue to serve high-risk population(s) whether learning is happening through on-site, hybrid, or comprehensive distance learning models. Individuals who fall within one or more of the following high-risk categories are encouraged to follow County, State, and Federal guidelines and defer to the guidance of their primary care provider prior to participating in any activities on NWCS D grounds. High-risk populations include:

- Age 65 years or older
- Chronic lung disease or moderate to severe asthma
- COPD (chronic obstructive pulmonary disease)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies.
- Immunocompromising conditions, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Immunocompromised state (weakened immune system) from solid organ transplant.
- Obesity (body mass index [BMI] of 30 or higher)
- Type II diabetes mellitus
- Chronic kidney disease undergoing dialysis
- Liver disease
- Sickle cell disease
- Other conditions or risk factors identified by OHA, CDC, or a licensed health care provider.

The District will account for students who have health conditions that require additional nursing services as defined per ORS 336.201. Staff and school administrators, in partnership with school nurses, or other school health providers, will work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law.

## **1c. Physical Distancing**

See Appendix A on page 33 for details on physical distancing.

Kristin Whitley, Dean of Students and Jack Henderson, Superintendent at Dufur School will establish, implement, and support the enforcement of physical distancing requirements, consistent with the Oregon Department of Education ODE “Ready Schools, Safe Learners Guidance” (RSSL) for the 2020-2021 school year.

- Dufur Elementary
- Dufur Mid-level
- Dufur High School

## 1d. Cohorting

The Dufur School District cohorts will be K-3, 4-5, 6-8, 9-12, each group is their own cohort. In the event of exposure within a cohort, the District will consult with the NCPHD and follow all federal, state and local guidelines.

**Quarantine** refers to individuals that have been *exposed but are not thought to be sick*. Since they could become ill at any time in the following 14 days, that is how long they need to be in quarantine.

**Isolation** *refers to people who are sick already*. Isolation is a 10-day period because studies show that individuals are no longer infectious after 10 days, as long as they are not feverish.

**Folks who are in quarantine- if they become symptomatic-** will restart what was previously a 14-day clock (quarantine) and will now have 10 days of isolation from the onset of symptoms.

**Additionally, individuals who are in quarantine cannot test their way out of the 14-day quarantine window.** So, if an individual tests negative for COVID-19 on day two of their 14-day quarantine they must still complete the 14-day quarantine.

## 1e. Protocol for communicating potential COVID-19 cases to the school community and other stakeholders.

All communication information to staff, students, and the community will be provided in languages and formats accessible to the school community.

- See Appendix F on page 59 for infection control measures communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent the spread of disease. Staff will also be given access to this document.
- See Appendix G on page 60 for protocols for communicating with students, families, and staff who have come into close contact with a confirmed case.
- See Appendix H on page 61 for protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.
- See Appendix I on page 63 for an example communication to the school community informing them of a positive case in the school community population. Credit for the

writing of this letter goes to Patricia Sublette, Superintendents of Columbia Gorge Education Service District [psublette@cgesd.k12.or.us](mailto:psublette@cgesd.k12.or.us).

## **1f. Protocol for Screening Staff & Students**

- See Appendix D on page 57 – Protocol for Screening Staff & Students

## **1g. Visitors/Volunteers**

Only essential visitors will be allowed in school facilities and only when six feet of physical distance can be maintained between all people. Non-essential visitors will not be allowed in school facilities.

All visitors must wash or sanitize their hands upon entry and exit of the school facility and must follow all infection control requirements while in the school facility.

All visitors must wear face coverings in accordance with LPHA, State, and CDC guidelines.

All visitors will be visually screened for symptoms upon every entry to the school facility (see Appendix D on page 57 for screening). Any visitors known to have been exposed to COVID-19 within the preceding 14 calendar days will be restricted from all school facilities.

Itinerant staff who move between District and School buildings are not considered visitors.

## **1h. Face Coverings, Face Shields, and Clear Plastic Barriers**

Face coverings or face shields are required for:

- Staff who are regularly within six feet of students and/or staff.
- Bus drivers; when not actively driving and operating the bus.
- Staff preparing and/or serving meals.
- All students aged five years and older.

Face shields or clear plastic barriers are required for:

- Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.
- Front office staff.

Face masks are required for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.

Students who choose not to wear face coverings will be provided access to instruction; comprehensive distance learning may be an option. For students with existing medical conditions, doctor's orders to not wear face coverings, or other health related concerns will not be denied access to On-Site Instruction.



If a staff member or student requires an ADA or IDEA accommodation for the face covering or face shield requirements, districts and schools will work to limit the individual's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations will be offered.

All students, regardless of accommodations, will be supported, within the guidelines, to have face mask/covering breaks as needed.

To the extent possible, virtual meeting platforms such as video and voice calls will be utilized for parent-teacher conferences and other meetings.

## **1i. Protocol to Isolate Ill or Exposed Persons**

- See Appendix E on page 58 – Protocol for Isolating Ill or Exposed Persons
- See Appendix J on page 64 – Protocol for Assessing Students & Staff Identified as Sick While on School/District Grounds

## **2a. Enrollment**

Students will be enrolled following the standard Oregon Department of Education guidelines. Students will not be disenrolled for non-attendance if they meet the following conditions:

- Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or
- Have COVID-19 symptoms for 10 consecutive school days or longer.

Attendance policies will account for students who do not attend in-person due to student or family health and safety concerns as follows:

## **2b. Attendance**

Please see separate document, Continuity of Operations (COOP) Annex for:

- [Comprehensive Distance Learning Model, Appendix A on page 17](#)
- [On-Line Learning Model, Appendix A on page 17](#)
- [Hybrid Learning Model – Appendix B on page 18](#)
- [OR Appendix O on page 70 of this document](#)

## **2c. Technology**

Please see Appendix K on page 65 for procedures for district-owned devices cleaning requirements.

The procedure to return, inventory, update, and redistribute district-owned devices meets physical distancing requirements as follows:

- The procedure to return, inventory, update and redistribute district owned devices meets physical distancing and state mandates.

## **2d. School Specific Functions/Facility Features**

All people on campus will be advised and encouraged to wash their hands frequently. Communications will be posted around campus with instructions on proper hand washing and encouraging frequently washing/sanitizing of hands.

Students will be encouraged to bring their own equipment and tools necessary for participating in the learning environment and discouraged from sharing resources. In the case this is not possible, the school will provide shared resources which will be sanitized between uses by individual students per cleaning protocols.

The following school events will be modified and/or canceled as necessary to meet requirement for physical distancing:

- Field trips
- Assemblies
- Athletic events
- Practices
- Special performances
- School-wide parent meetings
- Other large gatherings

Transitions in hallways will be limited to the extent possible including, but not limited to, floor decals displaying physical distancing, one-way traffic, and staggered class dismissal start/end times.

Personal property brought to school must be clearly labeled with the student's name and phone number prior to entering the school building. Personal property includes, but is not limited to, the following:

- Refillable water bottles
- School supplies
- Headphones/earbuds
- Cellphones
- Books
- Instruments

## **2e. Arrival & Dismissal**

Please see section “1d. Cohorting” on page 24 and/or Appendix N on page 68 for details on stable cohorts, square footage, arrival and dismissal procedures, staggered times, and entrance and exits.

Please see section “1.a Communicable Disease Management Plan” on page 22 for details on contact tracing protocols and procedures.

Hand sanitizing stations will be made available at the entrance/exit locations for each cohort and in high-traffic areas.

Communication will be made through multiple channels clearly communicating the following procedure and expectations for keeping caregiver drop-off/pick-up as brief as possible:

All students will have an assigned entrance/exit door and will enter on a staggered schedule:

K-3: SW Entry

4-5: SW Entry

6-8: Mid-Level Entry

9-12: Main Front Entry

## **2f. Classrooms/Repurposed Learning Spaces**

Student and staff seating will be rearranged to at least 6 feet apart. Students will be assigned seats so as to be in the same seat at all times.

Students and staff will be encouraged to avoid sharing of community supplies (e.g. scissors, pencils, etc.) when possible. These items will be cleaned frequently.

See Objective 1.A on page 7 of the “Communicable Diseases Management Annex” for details on handwashing/sanitizing and respiratory etiquette efforts.

## **2g. Playgrounds, Fields, Recess, and Breaks**

School playgrounds will follow OHA, ODE, State, and County guidance on when facilities are open, or closed, to the general public. Signage will be posted restricting access to outdoor equipment including, but not limited to, sports equipment.

When students are able to use playground equipment, they must wash or sanitize hands before and after use. Physical distancing requirements, stable cohorts, and square footage

requirements will be maintained. Recess activities that allow for physical distancing and maintenance of stable cohorts will be designed and encouraged.

Playground(s) will be designated for use by one cohort at a time and will be disinfected between sessions and each cohort group's use. See Appendix B.3 on page 40 for cleaning and disinfection protocols.

## **2h. Meal Service/Nutrition**

Staff serving meals will follow facial covering/shielding requirements as detailed in section *"1h. Face Coverings, Face Shields, and Clear Plastic Barriers"* on page 26.

Students must wash or sanitize hands both before and after meals.

Meal items will be cleaned appropriately and daily, including classroom meal locations.

Meal touchpoints and counting systems will be cleaned and sanitized between cohorts.

Tables will be adequately cleaned between meal periods.

Meal services/nutrition staff has been included in the planning for school reentry.

## **2i. Transportation**

For the protocol detailing loading/unloading, including logs for contact tracing, of students please see Appendix L on page 66.

Drivers will follow facial covering/shielding requirements as detailed in section *"1h. Face Coverings, Face Shields, and Clear Plastic Barriers"* on page 24.

Parents/guardians will be informed of practical changes to transportation services.

Transportation staff have been included in the planning for return to service.

## **2j. Cleaning, Disinfection, and Ventilation**

See the following appendices for cleaning and disinfection protocols:

- Appendix B.1 on page 34 – Routine Disinfection of High Contact Areas
- Appendix B.2 on page 37 – Playground Equipment Disinfection & Cleaning
- Appendix B.3 on page 40 – Preventive Disinfection
- Appendix B.4 on page 45 – COVID-19 Contaminated Area Disinfection

Ventilation systems will be properly operated and/or outdoor air circulation will be increased as much as possible when it is safe and does not pose a health risk such as increasing exposure to pollen. Increased ventilation may be needed in areas where students with special health care needs receive medication or treatments.

When possible and as necessary, modifications or enhancements of building ventilation will be carried out.

## **2k. Health Services**

The District will “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs per OAR 581-022-2220.

Licensed, experienced health staff have been included on teams to determine District health services priorities.

## **3a. Prevention and Planning**

Jack Henderson and Kamala Malcolm will check the Wasco, Gilliam, Sherman Coronavirus & COVID-19 Local Updates website daily to stay up to date on current transmission levels. A representative from Columbia Gorge Education Services District will maintain contact, through a liaison, with Wasco, Gilliam, & Sherman Unified Command Incident Commanders on a regular basis to coordinate communication channels with LPHA related to current transmission levels.

The District/School Emergency Response Framework with key stakeholders can be found in Appendix M on page 67.

When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district/school nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.

## **3b. Response**

In the case of an outbreak, the District/School will follow the outbreak response protocol and will coordinate with the LPHA for any outbreak response.

If anyone has been on campus and is known to have been diagnosed with COVID-19, the case will be reported to and consulted on with the LPHA regarding cleaning and possible classroom or program closure.

Any cluster of illnesses (2 or more people with similar illness), among staff or students, will be reported to the LPHA.

When cases are identified in the local region, the District will work with the local Unified Command structure to engage a response within the District.

As previously stated, large school events will be modified or cancelled, in consultation with LPHA, as necessary.

In the case of physical building school closure, Short-Term Distance Learning or Comprehensive Distance Learning models will be implemented for all staff/students.

Regardless of the model of learning, meals will continue to be provided for students following required guidelines.

Criteria that must be met in order for On-Site instruction to resume and relevant timelines will be communicated to families.

### **3c. Recovery and Reentry**

Instructional model(s) that support all learners in Comprehensive Distance Learning can be found in Appendix X on page X of the *Continuity of Operations (COOP) Annex* document.

Courses of Action listed in the “After a Communicable Disease Event” section of this document will be followed along with disinfection protocols and CDC guidelines for classrooms, cafeteria settings, restrooms, and playgrounds.

Families will receive communication regarding options and efforts to support returning to On-Site instruction.

LPHA guidance on bringing students back into On-Site instruction will be followed.

# Appendix A

## Physical Distancing

### **COVID-19 Specific Requirements (Section 1c of Guidance)**

- Establishing a minimum of 35 square feet per person when determining room capacity.
- Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.
- Minimize time standing in lines and work to maintain six feet distance including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
- Schedule modifications to limit the number of students in the building. See Continuity of Operations (COOP) Annex.
- Plan for students who will need additional support in learning how to maintain physical distancing requirements.

### **Physical distancing may include, but is not limited to, the following examples:**

- Not holding hands.
- Not sharing writing or eating utensils.
- Not sharing beverages.
- When possible, maintaining of distance of 6 or more feet between all individuals.
- Not shaking hands, hugging, or kissing.
- Wearing of cloth facial coverings.
- Stopping non-essential functions in the school and administrative offices.
- Encouraging students and staff to eat box lunches in the classroom instead of gathering together in the cafeteria.
- Cancelling after school activities and fieldtrips.
- Cancelling special functions such as dances, theater presentations, assemblies, etc.
- Allowing only essential school visitors.
- Prohibit congregation of students and staff in the hallways.
- Stagger class changes to avoid gathering of students in the hallways.
- Stagger daily arrival and dismissal to avoid gatherings of students.
- Separate student desks and work areas when possible.
- Closure of school buildings and/or the entire district.
- Designation of one-way only movement through hallways and rooms.







# Appendix B.1

Dufur School District #29


## ROUTINE DISINFECTION FOR FREQUENTLY TOUCHED SURFACES

Department	Facilities
SOP or Method	Method
Category	Disinfection
Date	August 10, 2020

<p>#.1</p> <p>Description</p>	<p>This Method describes the preparation of the damp wiper cleaning solution, chemical selection and techniques to effectively clean and disinfect frequently touched surfaces.</p> <p>These standards apply to all procedures unless they conflict with the facility or local regulatory policies. In that case, the facility or regulatory policy takes precedence.</p> <p>This Method is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.</p>
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<p>#.2</p> <p>Health and Safety</p> 	<ul style="list-style-type: none"> <li>● Have you been trained for the task to be performed?</li> <li>● Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?</li> <li>● Do you have the correct equipment to carry out the task?</li> <li>● Is it safe to carry out the task?</li> </ul> <p>If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.</p>  <p>Hazards associated with this activity:</p>     <ul style="list-style-type: none"> <li>● Hazardous materials including chemicals, blood borne pathogens, mold, bacteria, dust etc.</li> <li>● Manual handling (furniture and equipment etc.).</li> <li>● Walking and working surfaces (slips, trips and falls).</li> <li>● Infectious diseases and bodily fluids.</li> </ul>
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<p>#.3</p> <p>Before Starting</p>	<ul style="list-style-type: none"> <li>● Assess your planned work schedule.</li> <li>● Visually inspect the environment and determine if additional items need to be included.</li> <li>● Check the equipment and materials are safe to use before starting the task.</li> <li>● When assembling equipment, for safety reasons check for damage, specifically checking that plugs and cables are intact, have no cuts or abrasions and are safe for use.</li> <li>● Operatives must: <ul style="list-style-type: none"> <li>● Visually inspect the work area and ensure the area is safe. If there is a hazard and you are not able find a solution, inform your immediate supervisor before proceeding.</li> <li>● Put on (don) PPE that is appropriate for the work to be performed.</li> <li>● Perform the '3 Checks for Safety'. Before starting a job, stop and think ... <ul style="list-style-type: none"> <li>▪ 1. Do I know how to do the job?</li> <li>▪ 2. Do I have the right equipment?</li> <li>▪ 3. Is my environment safe?</li> </ul> </li> </ul> </li> </ul>
<p>#.4</p> <p>Equipment and Materials</p> 	<ul style="list-style-type: none"> <li>● PPE: Disposable, moisture impervious gloves, safety glasses, protective apron or clothing.</li> <li>● District approved disinfectant, preferably concentrated and/or ecologically certified, wherever available, diluted according to manufacturer's instructions</li> <li>● Wipers/cloths, disposable acceptable.</li> <li>● Hazard warning signs.</li> </ul>
<p>#.5</p> <p>Procedure</p>	<p><b>Surfaces to disinfect daily:</b></p> <p>The following surfaces are example of surfaces that fit into this category:</p> <ul style="list-style-type: none"> <li>● Light switches</li> <li>● Door knobs</li> <li>● Keyboards</li> <li>● Push plates (on doors)</li> <li>● Telephones</li> <li>● Furniture</li> <li>● Faucets</li> <li>● Dispensers</li> <li>● Shower fixtures</li> <li>● Toilet flushing handle</li> <li>● Toilet seat</li> <li>● Wall moldings</li> <li>● Window sills</li> <li>● Restroom handrails</li> <li>● Hand sanitizers</li> </ul>

### Procedure

1. Wear disposable, moisture impervious gloves and safety glasses whenever handling disinfectant/cleaning agents.
2. Place hazard warning sign at the entrance to the room in such a way as to allow safe access to the room.
3. Move all light furniture and equipment except stationary items (if appropriate) to enable the task to be carried out. Seek assistance if larger items need to be moved.
4. Scrub the surface clean to remove visible soil. A surface must be free of visible soil before disinfection can occur. For soil embedded into a surface use an abrasive sided pad and plain water to remove the soil.
5. For petroleum-based soil use a degreaser.
6. If feasible, mist area with disinfectant and allow to air dry.
7. If wiping is required, disinfect the surface a presaturated disinfecting wiper or spray disinfectant on surface (if applicable).
8. After air drying per the disinfectant manufacturer's recommendations, surfaces may be dried using a dry clean wiper or paper towel if there is a risk of skin contact to the damp surface or if the surface is a highly reflective surface such as glass for streaking might be visible.
9. Leave the hazard warning sign in place until the floor is dry and the final check inspection is complete.
10. Remove, clean and store hazard warning signs.

#.6

The Final  
Check



- Ensure the disinfectants are stored safely and securely
- Inspect the area or room carefully:
  - Picture Perfect Room: all furniture and items need to be replaced correctly.
  - Correct any deficiencies.
- Equipment is clean and safe to re-use.
- PPE is cleaned and properly stored or disposed of.
- Report any damaged equipment and interiors, needed repairs or water leaks.
- Waste and potentially contaminated materials are properly sorted, disposed of and stored correctly.
- Cleaning equipment is switched off and unplugged.
- Complete any activity record sheets for the task and return them to your supervisor if required.
- Floors are free of spills and debris fluids.
- Dispensers are adequately filled.
- Ceilings, ledges, countertops, furniture, and cabinets are clean and free fluids.
- Waste receptacles are clean and free of all debris and contamination.
- Washbasins are clean and free of mineral build-up.
- Bathrooms are clean and free of dust, odors, and buildup.
- All other contact items have been disinfected.






## Appendix B.2

*Dufur School District #29*

### PLAYGROUND EQUIPMENT DISINFECTION/CLEANING SOP

<b>Department</b>	Facilities
<b>SOP or Method</b>	Standard Operating Procedure
<b>Category</b>	Disinfection/Cleaning
<b>Version</b>	August 10, 2020

<p><b>#.1</b></p> <p><b>Description</b></p>	<p>This Standard Operating Procedure (SOP) covers the method for disinfecting/cleaning outside playground equipment.</p> <p>This SOP is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.</p>
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<p><b>#.2</b></p> <p><b>Health and Safety</b></p> <div style="text-align: center; margin-top: 20px;">  </div>	<ul style="list-style-type: none"> <li>● Have you read the risk assessments for the task to be performed?</li> <li>● Have you been trained for the task to be performed?</li> <li>● Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?</li> <li>● Do you have the correct equipment to carry out the task?</li> <li>● Is it safe to carry out the task?</li> </ul> <p>If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.</p> <div style="text-align: center;">  </div> <p>Hazards associated with this activity:</p> <div style="text-align: center; margin-bottom: 10px;">    </div> <ul style="list-style-type: none"> <li>● Hazardous materials including chemicals, bloodborne pathogens, mold, bacteria, dust etc.</li> <li>● Manual handling (furniture and equipment etc.).</li> <li>● Walking and working surfaces (slips, trips and falls).</li> <li>● If moving or lifting items to clean behind and underneath them, remember to apply the correct manual handling techniques.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Assess your planned work schedule.</li> </ul>
--	--

### #.3

#### Before Starting

- Check that the equipment and materials are safe to use before starting the task.
- When assembling equipment, for safety reasons check for damage, specifically checking that plugs and cables are intact, have no cuts or abrasions and are safe for use.
- Check all portable electrical equipment
- Staff must:
  - a. Familiarize themselves with all applicable SDS
  - b. Visually inspect the work area and ensure the area is safe. If there is a hazard and you are not able find a solution, inform your immediate supervisor before proceeding.
  - c. Put on (don)PPE that is required for the work to be performed.
  - d. Perform the '3 Checks for Safety'. Before starting a job, stop and think ...
    1. Do I know how to do the job?
    2. Do I have the right equipment?
    3. Is my environment safe?
  - e. Place all necessary signage.
  - f. Assure all required PPE and equipment is readily available.
  - g. All staff are trained in use of products and equipment being used.
  - h. Inform playground users/building administrator that the area will be closed until the disinfection process has been completed

### #.4

#### Equipment and Materials



#### **Note:**

The following is the minimum required PPE. All SDS must be read and PPE requirements followed for each specific item.

#### **Required PPE:**

- Disposable moisture impervious non-latex gloves. Wear gloves when using cleaning chemicals or handling waste. Change gloves and wash hands with soap and water when transitioning from a soiled/dirty area to a clean area.
- Safety glasses/goggles if using spray disinfectant.
- Face mask when using the electrostatic disinfection system.

#### **Equipment and materials:**

- District approved disinfectant, preferably concentrated and/or ecologically certified, wherever available, diluted according to manufacturer's instructions
- Wipers/cloths, disposable acceptable.
- Electrostatic disinfection system (if required)
- Appropriate signage.

**Safety Data Sheets (SDS)**

An SDS must be on file for all disinfectant chemicals used or handled. Copies of SDSs must be kept in an area readily accessible to all employees. Operations with remote work sites should keep applicable SDSs in each work area.

#.5

Procedure

**Procedure:**

1. Ensure area is adequately ventilated (if appropriate).
2. Place hazard warning sign at the playground area.
3. Move all non-fixed material (e.g., jackets, lunch pails, recreational toys, etc) .
4. Spray ALL touch points on the playground equipment:
  - Handrails
  - Slides
  - Climbing equipment and monkey bars
  - Swing set seats and securing chains 5ft up from seat.
  - All polls
  - Benches and chairs
  - Exterior hand sanitizing stations closest to where students are exiting the building to enter the playground area.
5. Report any Blood Borne Pathogen (BBP) spills and clean/disinfect the area via BBP policy.
6. Leave the hazard warning sign in place until the necessary dwell time is reached.
7. Report any damaged equipment and Tag Out if un-safe.
8. Ensure all disinfectants and equipment are stored safely and securely.
9. PPE is cleaned and properly stored or disposed of.
10. Remove, clean and store the hazard warning signs.
11. Inform Supervisor that disinfection/cleaning has been completed.

#.6

The Final  
Check**Prior to re-opening area:**

- Inspect the area carefully:
  - Ensure that all touch point areas were adequately disinfected.
  - Correct any deficiencies.
- Equipment is clean and safe to reuse.
- Waste and potentially contaminated materials are properly sorted, disposed of and stored correctly.
- Cleaning team equipment is switched off and unplugged.
- Inform building administrator that area is complete and ready to use.


## Appendix B.3

*Dufur School District #29*

### PREVENTIVE DISINFECTION (MAY ALSO BE USED AFTER 7 DAY VACANCY OF AREA)

<b>Department</b>	Facilities
<b>SOP or Method</b>	Standard Operating Procedure
<b>Category</b>	Special Guidance
<b>Date</b>	August 10, 2020

<p>#.1</p> <p>Description</p>	<p>This SOP describes how to disinfect an environment to help prevent the spread of COVID 19.</p> <ul style="list-style-type: none"> <li>• Use this procedure when there is no known case(s) onsite or after a 7-day vacancy (7 days x 24 hours) of an area with COVID 19 on site.</li> </ul> <p>These standards apply to all procedures unless they conflict with the facility or local regulatory policies. In that case, the facility or regulatory policy takes precedence.</p> <p>This procedure is generic and should be adapted, as appropriate, to take account of the specific risks associated with the work to be performed as well as local regulations and guidelines.</p>
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<p>#.2</p> <p>Health and Safety</p> <div style="text-align: center; margin-top: 20px;">  </div>	<p>Cleaning staff must have all Personal Protective Equipment (PPE) available before starting the cleaning and disinfection process.</p> <p>Food Safety: If you disinfect a food contact surface by accident, that surface must be thoroughly rinsed with potable water to remove all chemical residue.</p> <p>Ensure every operative is trained, informed and instructed on the outcomes of the risk assessment and how to undertake this work activity safely (i.e. through the implementation of this method statement).</p> <p>In the event a Health and Safety concern is identified, do not begin the task, or stop the task if already in progress. Sodexo management must ensure the task can be carried out safely before it commences (or re-starts).</p> <ul style="list-style-type: none"> <li>• Have you been trained for the task to be performed?</li> <li>• Do you have the correct Personal Protective Equipment [PPE] for the task to be performed?</li> </ul>
--	--

- Do you have the correct equipment to carry out the task?
- Is it safe to carry out the task?

If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.



Hazards associated with this activity:



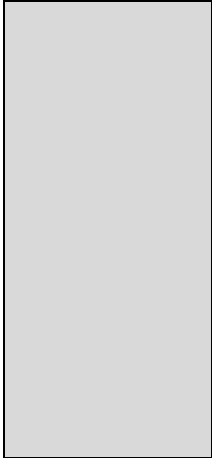
- Hazardous materials including chemicals, blood borne pathogens, mold, bacteria, dust etc.
- Manual handling (furniture and equipment etc.).
- Walking and working surfaces (slips, trips and falls).
- Infectious diseases and bodily fluids.

#.3

Before Starting

#### **Review Personal Protective Equipment (PPE) and Hand Hygiene**

- PPE must be worn as specified in Section 4.
- When spraying disinfectant, wear safety goggles. Disinfectant must be sprayed within 6-8 inches of surface to be effective and to be safely applied. This minimizes respiratory sensitivity.
- Hand Hygiene: Remove gloves after cleaning and disinfecting the area. Wash hands immediately after gloves are removed.
- Cleaning staff and others must wash hands often, including immediately after removing gloves by washing hands with soap and water for 20 seconds. In addition, an alcohol-based hand sanitizer that contains 60%-95% alcohol should be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Personal Hygiene and Respiratory Etiquette - normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance (e.g., a child)
  - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Where possible, ventilate the area.
- Check that all equipment and materials are safe to use before starting the



task.


- Visually inspect the work area and using the “step back” process and ensure the area is safe.
- If there is a hazard and you are not able to find a solution, you must inform your immediate supervisor before proceeding.
- Set up hazard warning signs so they can be clearly seen by all.

**Perform the ‘3 Checks for Safety’. Before starting a job, stop and think ...**

- 1. Do I know how to do the job?
- 2. Do I have the right equipment?
- 3. Is my environment safe?

#.4

Equipment and Materials



**Note:**  
The following is the minimum required PPE. All SDS must be read and PPE requirements followed for each specific item.

**Required PPE:**

- Disposable moisture impervious non-latex gloves. Wear gloves when using cleaning chemicals or handling waste. Change gloves and wash hands with soap and water when transitioning from a soiled/dirty area to a clean area.
- Safety glasses/goggles if using spray disinfectant.
- Face mask when using the electrostatic disinfection system.

**Equipment and materials:**

- District approved disinfectant, preferably concentrated and/or ecologically certified, wherever available, diluted according to manufacturer’s instructions
- Wipers/cloths, disposable acceptable.
- Electrostatic disinfection system (if required)
- Hazard/wet floor warning signs.

**Safety Data Sheets (SDS)**

- An SDS must be on file for all disinfectant chemicals used or handled. Copies of SDSs must be kept in an area readily accessible to all employees. Operations with remote work sites should keep applicable SDSs in each work area.

#.5

**Procedure:**

1. Don all required PPE
2. Place all applicable signage
3. Read the manufacturer’s instructions so you know the wet contact time (wet contact time is the time disinfection remains visibly wet on



Procedure

surface) and dilution required for the disinfectant to be effective and whether there are any materials you must not use it on.

4. Surface Cleaning
5. Surfaces must be cleaned using Dufur SD current Standard Operating Procedures (SOPs). Cleaning must be completed prior to disinfection. Use disposable cleaning cloths. Change cleaning cloths frequently to prevent transferring soil from one surface to another. Surface is clean when there is no visible contamination.
6. Apply disinfectant according to EPA's master label instructions for the product. Each disinfectant has specific instructions for required process and wet contact times. Refer to the product's instructions to identify the required wet contact time. Additional applications may be required to ensure the surface remains wet for the required wet contact/dwell time.
7. After the required wet contact time is achieved, the surface can be allowed to air dry or can be polished dry with a clean disposable paper towel. If the surface appears streaky, a water dampened, clean paper towel can be used to remove streaking.
8. If feasible, mist area with disinfectant and allow to air dry.
9. Clean systematically and methodically:
  - a. Top to bottom
  - b. Work clean to dirty: start in clean area and work toward dirty area
  - c. Space to space
10. Use electrostatic disinfection system if necessary.
11. Porous surfaces such as carpets and up upholstery should be treated by misting disinfectant and/or the electrostatic disinfection system.
12. If using disposable cloths, dispose of as waste. (Note: If using microfiber cloths, remove to be laundered, see below for detailed laundry instructions).
13. Wash hands
14. Leave the hazard warning sign in place until the floor is dry and the final check inspection is complete.
15. Remove, clean and store hazard warning signs.

**Waste Handling and Items That Go in the Laundry**

- Always wear disposable moisture impervious gloves when handling waste or soiled laundry.
- Place waste and soiled laundry carefully into appropriately lined waste containers.
  - Do not shake dirty laundry; this minimizes the possibility of dispersing virus into the air.
- Wash items as appropriate in accordance with the manufacturer's

instructions. If possible, launder items using the hot water setting for the items and dry items completely.

- Clean and disinfect laundry hampers.
- Remove disposable gloves and place in trash.
- Wash hands thoroughly with soap and water for at least 20 seconds and dry thoroughly using a disposable paper towel if available.

#.6

The Final  
Check



**Prior to re-opening area:**

- Ensure the disinfectants are stored safely and securely
- Inspect the area or room carefully
- Picture Perfect Room: all furniture and items need to be replaced correctly.
- Correct any deficiencies.
- Equipment is clean and safe to re-use.
- PPE is cleaned and properly stored or disposed of.
- Report any damaged equipment and interiors, needed repairs or water leaks.
- Waste and potentially contaminated materials are properly sorted, disposed of and stored correctly.
- Cleaning equipment is switched off and unplugged.
- Complete any activity record sheets for the task and return them to your supervisor if required.
- Floors are free of spills and debris fluids.
- Dispensers are adequately filled.
- Ceilings, ledges, countertops, furniture, and cabinets are clean and free fluids.
- Waste receptacles are clean and free of all debris and contamination.
- Washbasins are clean and free of mineral build-up.
- Bathrooms are clean and free of dust, odors, and buildup.
- All other contact items have been disinfected.
- Inform Supervisor that disinfection has been completed

## Appendix B.4

### **Dufur School District #29**

#### COVID 19 - CONTAMINATED AREA DISINFECTION

<b>Department</b>	Facilities
<b>SOP or Method</b>	Standard Operating Procedure
<b>Category</b>	Special Guidance
<b>Date</b>	August 10, 2020

<p><b>#.1</b></p> <p><b>Description</b></p>	<p><b>IMPORTANT: This contaminated area disinfection process applies to confirmed or suspected COVID-19 cases.</b> COVID-19 is a concern because it is new and therefore people don't have any immunity. It is highly contagious and can cause serious illness including pneumonia.</p> <p>There is no vaccine against the virus.</p> <p>You should be aware that for most people:</p> <ul style="list-style-type: none"> <li>• COVID-19 disease in an unpleasant but not severe illness</li> <li>• Its effects may feel similar to those of influenza (dry cough, high temperature, muscle soreness, etc.)</li> </ul> <p>BUT you should be aware that for some people, the effects of this infection are more likely to be severe and potentially life threatening, especially for:</p> <ul style="list-style-type: none"> <li>• Individuals over the age of 60;</li> <li>• Individuals with Diabetes (type I and type II);</li> <li>• Individuals with Heart Disease (e.g. heart failure, coronary heart disease, arrhythmias, or history of heart attack);</li> <li>• Individuals with Lung Disease (e.g. Asthma, Bronchitis, Emphysema, or COPD); and</li> <li>• Individuals with compromised immune systems (e.g. autoimmune diseases).</li> </ul> <p><b>The medical advice for high risk individuals, including those with the conditions listed above, is to avoid exposure to COVID-19.</b> As a responsible employer, Dufur School District #29 (Dufur SD) will take precautions as deemed appropriate to minimize risk of COVID-19 infection. This may include</p>
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advising employees who believe they may have a higher risk of serious illness to avoid tasks that may expose them to COVID-19.

**For these reasons, it is essential that Dufur SD employees strictly follow the procedures when working in areas where COVID-19 may be present.**

Any staff who are going to undertake the work must be trained, understand and acknowledge the risks associated with working in an environment exposed to possible COVID 19 contamination.

Your disinfection team must have a minimum of 4 people depending on size of space to be disinfected, with one person leading the team.

Has the area to be cleaned remained undisturbed for a minimum of 72 hours (3 days) OR have a minimum of 12 air changes taken place in the area to be cleaned?

NOTE 1: This must be confirmed by a competent staff member. If confirmation is in writing, preserve the document. If confirmation is verbal, send a confirmatory email to the Director of Facilities and preserve the email.

NOTE 2: Local health authority and NWASCO SD requirements must be followed.

**SAMPLE FORM OF CONFIRMATORY EMAIL:**

Subject: SAFETY CONFIRMATION

Dear \_\_\_\_\_:

This email is to confirm our conversation today that [specify location or room #, etc.] has been [undisturbed for a minimum of 72 hours] [has undergone a minimum of 12 air changes since \_\_\_\_\_]. Based on this information Dufur SD will commence to clean the [room] at approximately \_\_\_\_\_ [specify date and time].

**Note:**

(If an area can remain undisturbed for 7 full days, COVID 19 Preventive Disinfection SOP may also be used)

**#.2**

**Health and Safety**





Specific training is required for cleaning and disinfection after persons suspected/confirmed to have Covid 19 have been in the facility.

Staff must have all PPE available prior to starting the disinfection process.

Treat all waste as potentially contaminated. Tie bags securely with tight knot. Bags removed from contaminated area must be wiped with disinfectant on the exterior of bag. Waste should be disposed per health department guidelines.

Prior to starting process ask:

- Have you been trained for the task to be performed?
- Do you have the correct Personal Protective Equipment [PPE] for the task to be

	<p>performed?</p> <ul style="list-style-type: none"> <li>• Do you have the correct equipment to carry out the task?</li> <li>• Is it safe to carry out the task?</li> </ul> <p>If the answer to any of the above questions is NO, then STOP and speak to your immediate supervisor.</p>  <p>Hazards associated with this activity:</p>  <ul style="list-style-type: none"> <li>• Hazardous materials including chemicals, blood borne pathogens, mold, bacteria, dust etc.</li> <li>• Manual handling (furniture and equipment etc.).</li> <li>• Walking and working surfaces (slips, trips and falls).</li> <li>• Infectious diseases and bodily fluids.</li> </ul>
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<p>#.3</p> <p>Before Starting</p>	<p><b>Before entering the affected building / area the manager or supervisor must hold a team briefing and cover the following:</b></p> <ul style="list-style-type: none"> <li>- Check that no one on the team is showing any symptoms associated with COVID-19, or otherwise feeling unwell.</li> <li>- Establish a 'buddy' system, so each member of the team has a work partner as a second 'pair of eyes' to check they are working safely at all times.</li> <li>- Check that everyone is clear on the risks and the measures to control them.</li> <li>- Talk through the Zoning and disinfecting procedures.</li> <li>- Review all necessary SDS and environmental hazards</li> <li>- Assign tasks accordingly.</li> <li>- Address any questions.</li> <li>- Check that everyone on the team is prepared and ready to start the disinfection process.</li> </ul>
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<p>#.4</p> <p>Equipment and Materials</p>	<p><b>Required Personal Protective Equipment (PPE) includes the following:</b></p> <ol style="list-style-type: none"> <li>a. A N95 mask</li> <li>b. Protective eye goggles or face shield</li> <li>c. Disposable gown or Tyvek suit/coverall</li> <li>d. Hair protection if not part of the Tyvek suit/coverall</li> <li>e. Disposable moisture impervious gloves</li> <li>f. Disposable shoe covers</li> </ol> <p><b>Other:</b></p>
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Plastic liners and ties  
Hydrogen Peroxide based Disinfectant  
Rags  
Oxivar Wipes  
Cleaning equipment  
Non-porous chairs  
Barrier material  
Appropriate signage  
First aid kit  
Step ladder (if required)  
Electrostatic disinfecting system  
Bru-tabs or Vital Oxide (for electrostatic sprayer)

#.5

Procedure

#### **Team Leader Checklist - PPE Donning Process**

Team Leader puts on (dons) disposable moisture impervious gloves and begins the following validation process:

1. Inform staff where restroom is in Green Zone and indicate it can be used before the donning process begins in Green Zone
2. Inform staff that hydration is important to safety and offer them drinking water before entering Red Zone. No food or beverages may be taken into the Red Zone. Yellow Zone will be equipped with drinking water before, during and after Red Zone activities.
3. Staff removes the following items from their person including jewelry, watches, cell phones, pagers, pens, mobile devices etc. in Green Zone before donning any PPE. Personal eyeglasses may be worn under the face shield or goggles.
4. Staff wears washable footwear.
5. Staff performs hand hygiene using handwash sink in Green Zone. If handwash sink is not available in Green Zone, use Alcohol Based Hand Sanitizer.
6. Staff fingernails are trimmed (to prevent glove puncture) and no artificial fingernails are worn.
7. If staff has long hair, it is pulled back and secured in a ponytail.
8. Staff puts on PPE in the following sequence:
  - a. Gloves
  - b. Disposable shoe covers
  - c. Gown or Tyvek suit/coverall. Ensure glove cuffs are tucked into

the gown sleeve. Staff should be comfortable and able to extend the arms, bend at the waist, and go through a range of motions to ensure there is enough range of movement while all areas of the body remain covered. A mirror in the Green Zone can be useful for the staff during the donning process.

- d. N95 mask
  - e. Face shield or protective eye goggles
  - f. Hair cap/bonnet. Ensure cap covers all hair – including ponytail (if any).
9. Team Leader ensures PPE was not damaged/breached during the donning process. No visible tears or punctures appear in PPE. No hair is loose or not contained by the hair cap/bonnet.
  10. Team Leader authorizes staff to pass through Yellow Zone and enter Red Zone with equipment and supplies.
  11. Team Leader remains in Yellow Zone during the cleaning process, ensures Red Zone is not entered by unauthorized individuals, and remains alert to the staff in the event of an emergency and calls for help or emergency services (911) if needed.
  12. When cleaning and disinfection is complete in the Red Zone, Team Leader ensures staff returns to Yellow Zone to begin the PPE removal (doffing) process. See the Team Leader PPE Doffing Checklist.

**Contaminated area must be vacant of people and pets.**

The team must have a minimum of 4 people depending on the size of the space to be disinfected, working in pairs, with one Team Leader the team.

- Staff, in teams of two cleans and disinfects the Red Zone.
- One Team Leader in the Yellow Zone.
- One staff in the Green Zone.
- Isolate area using signage / barrier or tape – to prevent anyone other than the disinfecting team moving from the GREEN RISK ZONE into the YELLOW RISK zone.
- Put on (don) full PPE in GREEN ZONE as specified in section under the supervision of the Team Leader.
- Bring cleaning materials, equipment and disinfectant from the GREEN RISK ZONE into the YELLOW RISK ZONE.
- Confirm all supplies and equipment are ready to transition to RED Zone. Enter Red Zone with supplies and equipment. Where possible, open windows in RED ZONE to allow ventilation (if not already open).
- Before entering the RED ZONE, use a plastic liner to hold single use microfiber mops, disposable disinfectant wipes, bowl mop and caddy, paper towels, and any other materials used to clean. After room is cleaned, make sure all disposable cleaning materials as well as the

plastic liner in which they were carried, are placed into an approved waste bag.

- Always place a wet floor sign at the entrance of the room.
- **LEAVING AREA** - If you must leave area/exit the room, remove all PPE properly with your manager's assistance in the YELLOW ZONE - then proceed to shower. Enter/exit guidelines must be followed upon returning to GREEN ZONE.
- **NEVER** use a counter brush, dry mop or broom in an isolation area because of possible cross contamination that could occur.
- Discuss with your manager if any issue or concern arises during this process.

#### **CLEANING PROCEDURES:**

**Step 1-** Verify all required PPE is being used.

**Step 2-** Using the squeegee, carefully collect all floor debris and collect in the lobby dustpan.

**Step 3-** Start at the furthest point inside the RED ZONE and work back toward the YELLOW ZONE.

**Step 4** – Pull all trash, linen, remove all paper, used hand soap and hand gel supplies in room. Place all items in an approved waste bag. All waste and linen containers, paper towel and soap containers must be damp wiped/disinfected before refilling. Wipe down or treat with electrostatic disinfection sprayer all porous surface includes cloth window coverings, furniture, carpets etc.

**Step 5** – Complete the High Dust process using a disposable dampened high duster head. High dust everything that is above shoulder level or out of reach by using an extension pole with an adjustable contour high duster head. Dispose of the high duster head into an approved waste bag in the room.

**Step 6** – Damp Wipe all contact surfaces. Wipe everything you are able to reach. Use the disinfectant damp wiping solution for all contact surfaces. Use a dry cloth or a paper towel to polish both interior and low-level glass to a dry streak-free appearance. Dispose of all dry cloths and/or paper towels into an approved waste bag in the RED ZONE room.

**Clean all horizontal and vertical surfaces to hand height, and paying special attention to frequently touched points including:**

Light switches / pulls



Door handles  
Tables  
Desks  
Cabinets  
Chairs  
Wall moldings  
Window sills  
Telephone Keyboards (as appropriate)  
Dispensers  
Faucets, faucet handles  
Shower fixtures  
Toilet flushing handle  
Toilet seat  
Toilet base and exterior of bowl  
Bathroom handrails  
Handrails  
Railings

After wipers are used, place into an approved waste bag in the RED ZONE room.

**Step 7** – Thoroughly clean the restroom and any restroom type fixtures that are part of the room. Start by the door and end with the toilet. Pour disinfectant solution from the wide mouth bottle into the toilet bowl. Use the bowl mop for only the inside of the toilet. Do not use it anywhere else. When done cleaning bowl, immediately place bowl mop into waste bag.

**Step 8** – Damp mop all appropriate areas using a disposable microfiber mop head with an approved disinfectant.

Once completed, place disposable mop head into a waste bag in RED ZONE. Tie waste bag with tight knot. Disinfect exterior of bag using disinfectant wipes adhering to wet contact time.

Staff notify Trained Observer that Red Zone decontamination is complete, and Cleaning Services Workers are ready to transition to Yellow Zone with

waste and equipment.

### **After Red Zone Decontamination is Complete**

Staff enter Yellow Zone and begin the PPE Doffing (removal) process.

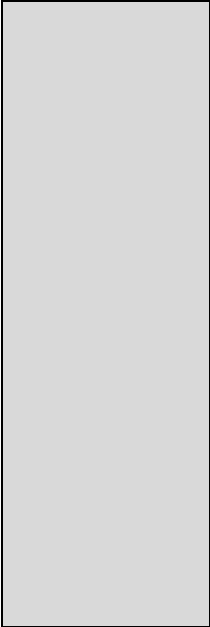
Team Leader puts on (dons) disposable moisture impervious gloves and begins the following validation process:

1. Informs staff they must remain in the Yellow Zone during the PPE doffing (removal) process.
2. If a plastic sheet was used as a barrier to separate the RED Zone from the Yellow Zone, the plastic sheet may either:
  - a. Be discarded as waste in the waste bag; OR
  - b. The side of the plastic sheet that faced the Red Zone may be disinfected by the Cleaning Services Workers before exiting the Red Zone. If disinfected, it may be re-used.
3. Trained Observer ensures Cleaning Services Workers damp wipe/disinfect all Cleaning Equipment and exterior of the waste bag removed from the Red Zone with an approved disinfectant. Used wipes are placed into waste bag in Yellow Zone.
4. Trained Observer asks Cleaning Services Workers if they are ready to begin the PPE removal (doffing) process.
5. Trained Observer informs Cleaning Services Workers to avoid action that may put them at risk, such as touching their face or any skin.
6. **Staff must remove PPE in the following sequence:**
  - a. Disinfect gloves using Alcohol Based Hand Sanitizer. When using Alcohol Based Hand Sanitizer, always allow gloves to dry before starting next step.
  - b. Remove hair bonnet by pulling straight up and do not let it touch your face or any skin. Place it into waste bag in Yellow Zone.
  - c. Disinfect gloves with Alcohol Based Hand Sanitizer and allow gloves to dry before starting next step.
  - d. Remove face shield and/or goggles. Disinfect face shield and/goggles with disinfectant wipes and place with supplies. Remove N95 mask or surgical mask. Place mask into waste bag in Yellow Zone.
  - e. Disinfect gloves with Alcohol Based Hand Sanitizer and allow gloves to dry before starting next step. If Cleaning Services Worker is wearing eyeglasses, carefully wipe with disinfecting wipes and allow to remain wet for required wet contact time. Then, rinse with potable water. Polish with clean/unused disposable wipe.

- f. Untie gown ensuring no PPE touches face. Carefully remove from the back to the front rolling it down body keeping it away from face. Place into waste bag in Yellow Zone.  
If Tyvek suit/coveralls were worn, unzip and remove top to bottom – rolling down the Tyvek suit/coveralls to the floor. While sitting on a non-porous/non-upholstered chair, remove rest of Tyvek suit/coveralls. Place into appropriate waste bag in Yellow Zone.
- g. Disinfect gloves with Alcohol Based Hand Sanitizer and allow gloves to dry before starting next step.
- h. While sitting on a non-porous/non-upholstered chair, remove disposable shoe covers and place them into waste bag. Wipe top, sides and bottom of shoes with disinfectant and put wipe into waste bag in Yellow Zone.
- i. Disinfect gloves with Alcohol Based Hand Sanitizer and allow gloves to dry before starting next step.
- j. Remove gloves by pinching at the wrist and pulling up and away from the hand, thereby inverting the glove and pull up and away. Place into waste bag in Yellow Zone.
- k. Wash hands in hand washing sink in Yellow Zone. If no sink is available, disinfect hands using Alcohol Based Hand Sanitizer. Allow hands to air dry.

**TRAINED OBSERVER DECOMMISSIONS RED ZONE:**

- Team Leader authorizes Cleaning Services Worker to exit Yellow Zone and enter Green Zone bringing the disinfected cleaning equipment and disinfected Red Zone waste bag (tied with tight knot). Cleaning Services Worker passes disinfected Red Zone waste bag to Green Zone support person who is wearing disposable moisture-impervious non-latex gloves.
- Team Leader disinfects the chair used by Cleaning Services Workers during their PPE removal process in Yellow Zone.
- Team Leader removes Red Zone and Yellow Zone signs and any barriers/caution tape and places into the waste bag with the doffed/used PPE.
- Team Leader ties tight knot in the waste bag utilized to collect used PPE, removes it from the waste receptacle and wipes exterior of bag with an approved disinfectant. Once it has achieved its wet contact time, Team Leader passes the tied bag to Green Zone support person who is wearing disposable moisture impervious gloves. Team Leader performs hand hygiene while wearing gloves using wash sink or Alcohol Based Hand Sanitizer if sink not available in Yellow Zone and then moves to Green Zone.

- 
- Team Leader removes Green Zone sign and any barriers/caution tape that were implemented to separate the Green Zone from the Yellow Zone and places into regular trash in Green Zone.
  - Team Leader confirms all items are completed.
  - Team Leader performs hand hygiene, removes gloves and places into regular trash in Green Zone.
  - Green Zone support person ties the Green Zone regular trash bag with a tight knot. Green Zone support person transports waste to appropriate storage area.
  - Team Leader emails the manager confirming that all steps on the Decommissioning Checklist were completed.

**WASTE HANDLING, STORAGE AND DISPOSAL •**

- The waste is stored in a secured area pending pickup by licensed waste hauler or disposed of according to local health department guidance.

## Appendix C.1

### Protocol for Completing & Maintaining Screening Logs

DATE	ASD Staff Name (First, Last)	IN	Location beyond the Cohort	OUT	Symptoms and/or exposures noted

**\*Entrance Screening** – Must include either a visual check: check for the primary symptoms of concern.

All itinerant staff is required to complete this daily log tracking their locations and all contacts with other persons within school facilities. Upon completion, the daily log is to be submitted to their supervisor and save for a 4-week period. Logs will be shared with the LPHA as necessary.

## Appendix C.2

### Protocol for Completing and Maintaining Itinerant Staff Logs

**PLEASE NOTE:** Itinerant and district staffs who move between buildings must keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site.

## Staff Daily Log – COVID-19

DATE	ASD Staff Name (First, Last)	IN	Location beyond the Cohort	OUT	Symptoms and/or exposures noted

**\*Entrance Screening** – Must include either a visual check: check for the primary symptoms of concern.

All itinerant staff is required to complete this daily log tracking their locations and all contacts with other persons within school facilities. Upon completion, the daily log is to be submitted to their supervisor and save for a 4-week period. Logs will be shared with the LPHA as necessary.

## Appendix D

### Protocol for Screening Staff & Students

All students and staff will be screened for COVID-19 symptoms on entry to the school every day. This will be done visually and/or with confirmation from a parent/caregiver/guardian. This

information will be kept in a log for a minimum of four weeks. Staff members can self-screen and attest to their own health.

Anyone displaying or reporting the primary symptoms of concern must be isolated (see Appendix E on page 58) and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.

The District will follow LPHA advice on restricting from school any student or staff known to have been exposed to COVID-19 within the preceding 14 calendar days.

## **Appendix E**

### **Protocol for Isolating Ill or Exposed Persons**

- If someone is in need of emergency services call 911.
  - Emergency signs that require immediate medical attention:
    - Trouble breathing
    - Persistent pain or pressure in the chest
    - New confusion or inability to awaken
    - Bluish lips or face
    - Other severe symptoms
- If someone is identified with COVID-19 symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community.
- COVID-19 symptoms are as follows:
  - Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
  - Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available [from CDC](#) and at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- 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.
- Staff and students will follow privacy guidelines and maintain anonymity of any individuals identified as having potential symptoms.

## Appendix E

### Protocol for Isolating Ill or Exposed Persons

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      - Trouble breathing
      - Persistent pain or pressure in the chest
      - New confusion or inability to awaken
      - Bluish lips or face
      - Other severe symptoms
  - If someone is identified with COVID-19 symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community.
  - COVID-19 symptoms are as follows:
    - Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
    - Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available [from CDC](#) and at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - 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.
- 
- Staff and students will follow privacy guidelines and maintain anonymity of any individuals identified as having potential symptoms.

## Appendix F

### School Operations and Logistics

- Physical Distancing requirements are in place. We must maintain classrooms with 35 square feet per person (Including Staff). We will strive to keep students six feet apart during the day, with consistent seating and desks.
- We will deliver lunches to classrooms to eliminate interactions across groups.
- Volunteers and non-essential guests are not allowed in school buildings during the school day. Essential visitors must be screened prior to entry and must wear masks.



- Students must be kept in stable cohorts as much as possible.
- Buildings will be cleaned and logged multiple times per day and sanitized each day.
- Each student K-12 can receive a Chromebook or laptop on loan assigned for their use.

## Health and Safety

- Students and staff displaying symptoms must stay home. While students are home, they are welcome to participate in the online option. Students may flow in and out of the online opportunities as needed.
- Students will be assessed, temperature checked and sent home as necessary.
- Students and staff are required to wear face coverings.
- Students and staff will wash or sanitize hands upon entry and when exiting the building at numerous times per day.
- We will work with the North Central Public Health Department (NCPHD) throughout the year.

## Transportation

- Screenings will be done for symptoms as students enter the bus each day.
- Drivers and students must wear face coverings.
- We will practice social distancing to the best of our ability.

### Appendix G

#### Close Contact Communication Protocol

Upon learning of potential close contacts occurring within the District, the Superintendent will notify the school community, via appropriate available communication methods, of the potential exposures. The following is an example communication which can be adapted on a case by case basis as needed.

[Date]

Dear Dufur parents, staff and community members:

As our country fights the spread of COVID-19, we believe one of our greatest responsibilities is to communicate transparently and often with you, our school community. It is our hope that accurate and up-to-date correspondence will help you

make well-informed decisions for your family. Nothing is more important to Dufur School than the safety and health of our students, our employees and their families. When we work together, we can provide the best care for all involved.

Last night, we learned the following information: [Insert details of the possible exposure. State facts and avoid words that cause unnecessary alarm. Be reassuring but honest. Also, do not violate student or employee privacy laws. If possible, as a courtesy, allow the family involved to read the letter before it is distributed.]

**Here is an example for school administrators of what might be included above:**

*A [School] family recently received notification that five cases of COVID-19 may be associated with a cruise they took last month. This information was received several days after the [School] family had returned from their vacation to their regular routines, including school and work. The family has exhibited no symptoms of the illness; however, they are self-quarantining at this time as an added precaution and safeguard.*

[District] will continue to clean and disinfect surfaces inside all district schools.

Additionally, we will [include additional actions taken by the district here, such as suspending summer activities.]

As more cases are being confirmed across the state, it is important to remain vigilant. The CDC recommends the following best practices to help prevent the spread of COVID-19.

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Disinfect frequently touched surfaces and objects.
- Practice social distancing, leaving at least six feet between you and other people.
- When you are unable to practice social distancing in a public setting, wear a cloth mask.

Symptoms of COVID-19 include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, you are encouraged to contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

Our greatest priority is the safety of our students, staff and community members. We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support of [District].

Sincerely,

Jack Henderson, Superintendent

## Appendix H

### New COVID-19 Positive in School Community Template Communication

[Date]

Dear Dufur parents, staff and community members:

Today, we received notification that a Dufur [student or employee] has tested positive for COVID-19. While we must protect the privacy of the person involved, we believe it is best to communicate transparently with you so you can make well-informed decisions for your family.

There is nothing more important to [District] than the safety and health of our students, our staff and their families. We are working directly with county health officials to address this situation. They have recommended we share the following with you: [Insert guidance from medical professionals here. State the facts and avoid words that cause unnecessary alarm. Be reassuring but honest. Also, do not violate student or employee privacy laws. If possible, as a courtesy, allow the family involved to read the letter before it is distributed.]

The District will continue to follow all COVID-related safety procedures including [insert implemented precautions and protocols].

COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. As more cases are being confirmed across the state, including in our community, we must be vigilant. Symptoms of COVID-19 include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

The CDC recommends the following best practices to help prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid close contact with those who are sick.
- Cover your coughs and sneezes with a tissue or your sleeve.
- Avoid touching your eyes, mouth and nose.
- Disinfect frequently touched surfaces and objects.
- Stay at home when you are sick.

- Practice social distancing, leaving at least six feet between you and other people.
- Wear a cloth mask in public when you cannot social distance.

Our greatest priority is the safety of our students, staff and community members. It is important to remember that children are greatly influenced by the reactions of adults when facing difficult circumstances. I encourage everyone to remain calm and to be empathic and respectful to those affected.

We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support of the Dufur School District.

Sincerely,

Jack Henderson, Superintendent

## **Appendix I**

### **Example Communication to School Community Regarding New Positive Case in School Community Population**

Good afternoon,

As always, the safety and well-being of our children, students, staff and school community is our top priority. My continued heartfelt thanks go out to all the frontline healthcare workers who are making around the clock sacrifices for our county, state, and nation. Their dedication, commitment, and courage deserve our deepest gratitude and admiration. The Dufur School District is working closely with county health officials to do what we can to serve students and families as we continue the fight against COVID-19. This includes healthcare workers, local county employees/volunteers, businesses, parents/guardians, and staff who are wearing protective gear, keeping workspaces sanitized, and preparing open air and online instruction.

The Dufur School District is committed to open communication and keeping students, families, staff, and the community informed. Today, I was notified that a member of our staff tested positive for the COVID-19 virus. Any needed contact investigation is being carried out by staff from the Local Public Health Authority (LPHA), North Central Public Health District. All close contacts of this individual considered at risk for contracting the virus, are being notified. The affected staff member had not been on school premises for more than 3 days prior to onset of symptoms. I am pleased to report that the staff member is at home and plans to remain there for at least the next 14 days per recommendation by public health. Please know that we are taking all measures recommended by local, state, and federal authorities to keep our staff, families and the community we serve safe and healthy.

I am asking for understanding from our entire community and consideration for those who may have been affected by this situation. This is particularly important at a time when fears about the virus can easily raise suspicion or denial without regard for facts. We have implemented safety protocols and will continue to adhere to those protocols in order to keep staff and those who come into contact with them as safe as possible. As we all experience anxiety over the global coronavirus pandemic, it is a vital time to treat everyone with respect and recognize the dignity and humanity of everyone. We know that this time is not easy. However, it is also a vital time to continue to use the tools we have for fighting this virus, namely social distancing, hand washing, disinfecting, and mask wearing to keep others and ourselves safe.

Thank you for your continued support of each other and the students, families and districts we serve.

Sincerely,

Jack Henderson, Superintendent

## **Appendix J**

### **Protocol for Assessing Students & Staff Identified as Sick While on School/District Grounds**

All staff should be made aware of symptoms associated with COVID-19.

- Individuals should be *visually* screened by designated staff each day upon entry to the school bus or the school building, to determine if illness may be present. (Individuals should remain 6 feet apart as they enter the building or school bus, and staff must ensure that they are not shamed or subjected to bias based on race, ethnicity, clothing, or perceived socioeconomic status.) If individuals are positive for any items listed in *Visual Screening*, they should be sent to the office to be further screened by designated staff.
- Any student who reports or is visually assessed to be ill during the course of the day should be referred to designated staff for further screening and isolation.

#### Visual Screening

- Unusual coloration (flushed, pale)
- Unusual behavior (lethargy, fatigue)
- New or significant coughing
- Shortness of breath
- Chills

- Students who present to the office should be logged into the health room log.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Designated health staff will wear appropriate PPE and specifically screen students as per the following *Symptom Screening Criteria*.

#### Symptom Screening Criteria

- Check temperature to assess for fever
- Identify if the following symptoms are present:
  - Chills
  - New onset of cough
  - Shortness of breath (not explained by an underlying condition such as asthma)
  - New onset of loss of smell or taste

- Students meeting exclusion criteria should be dismissed to home.
- Ill students must be placed in separate isolation spaces until picked up by parents or transported by EMS in the case of an emergency.
- Symptomatic individuals will be logged into a symptom tracker shared by the front office, health room, and isolation space.

## Appendix K

### Procedures for District-Owned Devices Cleaning

Cleaning protocols will be explained and monitored by adult supervisor appropriate to the environment. STEPS:

1. Obtain fresh cleaning wipe (approved for electronics preferred)
2. Wipe all touchable surfaces on the electronic device including but not limited to keyboard, mice, attached peripherals, touch screens, rims of monitors, printers, other output devices
3. Wipe touchable desk area in the area of the device
4. Wipe areas touched by user when leave the workstation or change users

## **Appendix L**

### **Transportation Protocol**

Protocol must include:

- Buses are frequently cleaned.
- Targeted cleanings are conducted between routes, with focus on disinfecting frequently touched surfaces.
- Protocol for loading/unloading that includes visual symptom screening and completion of logs for contact tracing.
- Consult with parents/guardians of students who may require additional support.

## **Appendix M**

### **Emergency Response Framework**

This section establishes the operational organization, or framework, that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The principal and assistant principals are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident

Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this Safety Plan is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

### **Building Administrator**

The superintendent may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the superintendent's office and the Incident Commander.

### **Incident Commander**

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this Safety Plan.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

### **Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.



- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

### **Instructional Assistants**

Responsibilities include assisting teachers as directed.

### **Counselors, Social Workers, and Psychologists**

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

- Responsibilities may include:
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

### **Custodians/Maintenance Personnel**

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.

### **School Secretary/Office Staff**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to Callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.

- Assist with health incidents as needed, acting as messengers, etc.
- Organize first aid and medical supplies.

### **Food Service/Cafeteria Workers**

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

### **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

### **Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

### **Students**

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

### **Parents/Guardians**

Responsibilities include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

## **Appendix N**

### **Cohorting**

Dufur School District cohorts will be as follows:

- **K-3**
- **4-5**
- **6-8**
- **High School**

In the event of exposure within a cohort, the District and schools will consult with the NCPHD and follow federal, state, and local guidelines.

## **Appendix N**

### **Distance Learning/Hybrid Models**

#### **Comprehensive Distance Learning Model**

- Student will receive online instruction using the district's Acellus online curriculum based on grade level instruction for CORE subjects and electives (music, PE, Advanced Coursework)
- All materials and assignments will be graded based on current grading practices.
- Teachers will make daily contact with students/parents providing support.
- Meals will be delivered on a **daily** basis through transportation services.
- This model will be based on a 3-week cycle of evaluation and determine the proper time for return to on-site learning.

#### **On-Line Learning Model – “Family Choice”**

- Students participating in Dufur School District's on-line model will be assigned core subjects through the Acellus Learning Platform.
- Students will be provided with a Chromebook or Ipad.
- Student support will be given through Dufur School District personnel.

#### **Hybrid Learning Model**

- The school will follow all state requirements for on-site learning
- Students will be assigned grade level classes
- Cohort groups will be as follows:
  - Transportation/Non-Transportation
  - K-3,4-5,6,7,8-9,10,11,12
- Each grade level will be divided into an A and B schedule.
  - A Schedule- Monday and Tuesday
  - B Schedule- Thursday and Friday

- Educational practices will follow set routines with lunch, PE, music and recess allowed within cohort groups.
- Once state requirements are met, specific to K-3, K-3 students will return to full on-site learning.

## **Appendix O**

### Distance Learning/Hybrid Models

#### **Comprehensive Distance Learning Model**

- Student will receive online instruction using the district’s Acellus online curriculum based on grade level instruction for CORE subjects and electives (music, PE, Advanced Coursework)
- All materials and assignments will be graded based on current grading practices.
- Teachers will make daily contact with students/parents providing support.
- Meals will be delivered on a **daily or weekly** basis through transportation services.
- This model will be based on a 3-week cycle of evaluation and determine the proper time for return to on-site learning.

#### **On-Line Learning Model – “Family Choice”**

- Students participating in Dufur School District’s on-line model will be assigned core subjects through the Acellus Learning Platform.
- Students will be provided with a Chromebook or Ipad.
- Student support will be given through Dufur School District personnel.

#### **Hybrid Learning Model**

- The school will follow all state requirements for on-site learning
- Students will be assigned grade level classes
- Cohort groups will be as follows:
  - Transportation/Non-Transportation
  - K-3,4-5,6-8,9,10,11,12
- Each grade level will be divided into an A and B schedule.
  - A Schedule- Monday and Tuesday
  - B Schedule- Thursday and Friday
- Educational practices will follow set routines with lunch, PE, music and recess allowed within cohort groups.
- Once state requirements are met, specific to K-3, K-3 students will return to full on-site learning.