

School-Level Communicable Disease Management Plan
Union Elementary & High School Building Plan For School Year 2023-2024



School/District/Program Information

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

School or Program Name: Union Elementary & Union High School

Contact Name and Title: Carter Wells, Superintendent

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Table 1.



Policies, protocols, procedures and plans already in place

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

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	https://www.union.k12.or.us/documents/operational-blueprints/181637
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	See our Communicable Disease Plan linked above.
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	See our Communicable Disease Plan linked above.
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	Available upon request in the district office.
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of a communicable disease outbreak. N/A
Additional documents reference here:	N/A



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials.

Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2. Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none">• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.• In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Carter Wells, Superintendent	Mendy Clark, District Clerk
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	<ul style="list-style-type: none">• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.	Carter Wells, Superintendent	
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	<ul style="list-style-type: none">• Supports building lead/administrator in determining the level and type of response that is necessary.• Reports to the LPHA any cluster of illness among staff or students.• Provides requested logs and information to the LPHA in a timely manner.	Dena Reed, School Nurse	

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> Advises on prevention/response procedures that are required to maintain student services. 	John Reynolds, Lead Custodian	
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. Shares communications in all languages relevant to school community. 	Carter Wells, Superintendent	
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response. Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	Carter Wells, Superintendent	
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. 	Carrie Brogiotti, Center for Human Development (Union County)	
Others as identified by team		N/A	



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.) [IMESD Equity Lens](#)



Suggested Resources:

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

Table 3. Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Administrators, instructors and our student success coach at Union Elementary and Union High School collaborate to develop plans on a case-by-case basis for students who miss enough school due to illness that their academic success is at risk. Strategies may include utilizing the Virtual Learning Academy, individualizing curriculum and/or extending opportunities for students to complete work.
Describe how you identify those in your school setting that are disproportionately impacted by	Strategically pair educators who infuse culturally responsive and sustaining practices with students who will benefit most, ensuring that students will have staff allies who can look for opportunities to support them and respond to trauma and collective grieving as it arises.

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

OHA/ODE Recommendation(s)	Response:
communicable disease and which students and families may need differentiated or additional support.	
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	School staff, administration and agency partners collaborate to develop differentiated plans as needed to support students. Refer CARE team services to families if needed.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	We will continue to collaborate with the Union County Health Department (CHD), our school nurse through Intermountain Education Service District and other local and regional partners regarding best practices for operations as well as isolation and exclusion for outbreak or suspected COVID-19 spread and supporting all students.



Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



Suggested Resources:

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

Table 4.

Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	<i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Shots are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.</i> The Union School District follows state vaccination requirements.
Face Coverings	The district has made face masks optional for all staff, students, and volunteers. Face mask requirements will be reinstated if local COVID-19 infections increase or if the state requires indoor mask wearing.
Isolation	New isolation room/nurses station available. Complies with all regulations.
Symptom Screening	Guidance is provided to families on symptom screening through our communicable disease plan and regular communication with office staff.
COVID-19 Diagnostic Testing	<i>OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.</i> We will direct students and staff to local testing and screening providers upon request. The clinic is across the street from the schools.
Airflow and Circulation	The district complies with all state, federal and manufacturer guidelines for upkeep and maintenance of HVAC systems. Filters meet or exceed current standards.
Cohorting	If conditions require it, cohorts will be established as follows: <ul style="list-style-type: none"> • Students will be in cohorts to every extent possible. K-2, 3-6th grade, 7/8. 9-12th • Create staggered lunch and recess times • Cafeteria tables will be assigned per grade level and seating will be assigned for students
Physical Distancing	Class sizes are small enough and facilities are large enough that during baseline times, physical distancing naturally occurs in the school environment.
Hand Washing	Students are encouraged to wash hands before and after each meal, after using the restroom and recess. Signage is used to remind students and staff of the importance of good hygiene. Hand sanitizer is deployed at all main entrances/exits to buildings, hallways and classrooms. Sharing of equipment will be kept to a minimum and cleaned frequently
Cleaning and Disinfection	School Buildings are cleaned and sanitized on a daily basis.

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

PRACTICING PLAN TO BE READY

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

INSERT THE LINK where this plan is available for public viewing. <https://www.union.k12.or.us/documents/operational-blueprints/181637>

Date Last Updated: **August 21, 2023**

Date Last Practiced: **August 22, 2023**