

MARCOLA SCHOOL DISTRICT

COVID-19 COMMUNICABLE DISEASE MANAGEMENT PLAN

2023-24

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I. PURPOSE AND SCOPE OF PLAN

The purpose of this plan is to provide guidance to district staff in order to meet the district's obligation to provide high-quality, equitable education, and nutrition, health and social emotional supports during the 2023-24 school year.

It establishes the health and safety protocols and applies whenever staff, students or others are in schools or other district facilities. The district's educational programming for 2023-24 is to consist of on-site face-to-face instruction as public health conditions permit.

This plan addresses current and anticipated future operations for the 2023-24 school year in Lane ESD facilities and ESD programs located in Marcola School District facilities. It supplements the district's communicable diseases procedures in JHCC-AR and GBEB-AR.

II. PUBLIC HEALTH PROTOCOLS — MITIGATION AND PREVENTION

As required by ODE guidelines, the following protocols are addressed in this section:

- Cleaning, disinfection and ventilation
- Face coverings, personal protective equipment (PPE)
- Entry, screening, dismissal, contact tracing logs
- Physical distancing and personal hygiene
- Cohorting students
- Designation of physical distancing officer and site coordinator (PDO, PDSC)
- Visitors and volunteers
- Isolation measures/ restriction of ill or exposed persons
- Contact tracing
- Public health communications – staff and families

A. Cleaning, Disinfection and Ventilation

This section addresses systematic cleaning and disinfection of classrooms, work spaces, bathrooms, and activity areas. It is intended to address preventive and routine measures. It also addresses expectations about ventilation. For information about disinfection following a confirmed case of COVID-19, see Section IV of this document, Response to Confirmed Cases and/or Outbreak.

1. Cleaning products

Only district-provided cleaning and disinfecting products will be used. These products will be selected from the [EPA List N](#) to reduce the risk of asthma.

Staff training and product use information will be provided. Product safety data sheets (SDS)

are logged in the district SDS database.

Disinfectants will be applied safely and correctly following the manufacturer's labeled directions. Disinfectant products will be kept away from students.

2. Custodial staff

Facilities staff will have primary responsibility for daily cleaning and disinfection as outlined and will use CDC cleaning guidelines.

Facilities staff will, not less than once per day, perform cleaning and disinfecting of all high touchpoints throughout the buildings, including but not limited to restrooms, common areas, door knobs, light switches, and student desks throughout the building. Facilities staff will continue performing disinfecting of common touchpoints throughout the day, to the extent possible.

Any cleaning and disinfecting needs based on known or suspected illness or when bodily fluids are present, will be addressed only by trained personnel.

3. All staff

Cleaning and disinfecting will be done in accordance with [CDC guidance](#).

All staff will have a role in supporting cleaning and disinfection of classrooms, offices, bathrooms, activity areas and frequently touched surfaces. Employees will be required to clean their personal workspaces and points of contact after use, including spraying disinfectant on restroom sinks, meeting tables, or other areas of shared furnishings or equipment (e.g. laminators, copy machines).

Disinfectant spray and towels or disinfectant wipes, with use instructions, will be made available in each classroom for staff use to periodically disinfect common touchpoints within the classroom. All staff-designated areas will be supplied with disinfectant spray and towels or wipes to be used throughout the day as needed/desired.

4. Students

Except for students engaged in work experience or as outlined in IEP/Transition Plans, students shall not use disinfectant products. In such cases, students will be trained and supervised in the use of the disinfectant product. Disinfectant products should be stored in a manner where students do not have ready access to them

5. Schools

Schools will:

- Have cleaning logs posted in all bathrooms, common spaces, and classrooms. Logs will include date, time, and name of the individual completing the sanitization of the space. clipboards and staff training have been completed and these are in place.

- Develop and use sanitizing protocols for all equipment used by more than one individual (students and staff), or, alternatively, purchase equipment for individual use.

6. *Technology devices*

- a) Distribution of devices
 - Devices may be wiped down using a technology-compatible wipe as necessary
 - Device is assigned to student and to be used as their personal device for the school year
- b) Technology brought into the building

Technology-compatible wipes will be available in classrooms and in front offices. These may be used by staff (not students) to wipe down technology as needed.

- c) Device returned / requiring repair. A protocol has been established to include the drop off of any device needing repair, full sanitation of device and a designated area has been selected and used by our technology guy- Nathan. The device will be placed in a container, and subsequently prepped and cleaned by staff wearing PPE. Staff will clean the device pre- and post-prep and before returning it to the student or loaner pool.

- d) COWs / loaner technology

Teachers will notify the custodial team of a device needing cleaning, Sanitation team will use proper cleaning protocols on each device by wiping down the device before returning it to the loaner pool.

7. *Ventilation*

Air circulation and filtration are helpful factors in reducing airborne viruses.

The district facilities department will operate and maintain all HVAC and ventilation systems so that they continue to function properly. When needed, modifications will be made to HVAC and ventilation systems to increase air dilution and filtration.

The district will consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.

Ventilation systems will be checked and maintained by maintenance staff on a regular basis. The district will consider modifications or enhancements of building ventilation and filtration systems where feasible, following current guidance.

B. Face Coverings, Personal Protective Equipment

Face covering will be used as directed by OHA, ODE, and LHA. Face coverings decrease the spread of COVID-19 as “source control” of a contagious person’s respiratory secretions

1. Staff
 - a) The district will provide cloth face coverings to an employee upon request to the employee’s supervisor. Employees are otherwise expected to provide their own workplace appropriate cloth face coverings. The district will supply disposable face coverings for use by essential visitors and for employees who have left their face covering at home. Employees using clear plastic masks will be provided supplies to complete daily cleaning of the plastic mask.
2. Students
 - a) Face coverings will only be required as directed by OHA, ODE, or LHA.
 - b) If any student requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:
 - Offering different types of face coverings or CDC-approved alternatives that may meet the needs of the student.
 - Spaces away from peers while the face covering is removed; students should not be left alone or unsupervised.
 - Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease.
 - Additional instructional supports to effectively wear a face covering.

- c) Students with medical conditions.
 - The district may not deny access to on-site instruction for students with existing medical conditions, doctor's orders to not wear face coverings, or other health-related concerns.
- d) IEP and 504 compliance.
 - If students eligible for or receiving services under a 504 Plan or IEP cannot wear a face covering due to the nature of their disability, the school must review the IEP or 504 plan and take the additional steps outlined in ODE Guidelines Ready Schools Safe Learners Section 1h.
- e) Staff must consider child find implications for students who are not currently eligible for or receiving services under 504 or IDEA who demonstrate an inability to consistently wear a face covering as required. Teachers should alert the school administrator in such cases

C. Entry, Screening, Dismissal

1. Staff

- a) Employees are expected to conduct a self-check of health before entering sites, and to answer the following questions on a sign-in sheet:
 - Are you currently sick or are you experiencing any COVID-19 related symptoms? (see chart from OHA)
 - Do you have a fever?

If the answer is "yes" to any of the above questions, the employee is to stay home or go home.
- b) Employees are expected to ask the following self-check questions if returning to work after being ill or symptomatic:
 - Are you well enough to work?
 - Have you had a cough (persistent cough that is not yet diagnosed and cleared by a licensed healthcare provider), or shortness of breath (not explained by a situation such as exercise) in the last 72 hours?
 - Have you been fever free for 72 hours without the use of fever-reducing medications?
 - Have you had diarrhea or vomiting within the last 48 hours?

2. *Students*

a) Students shall be directed to stay home if they, or anyone in their home or living spaces, has COVID-19 symptoms, or other signs of infectious diseases. Parents and care providers will be directed to keep their child home under these same conditions.

i. Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.

ii. 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 the CDC](#).

iii. Students also should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9–12 of [OHA/ODE Communicable Disease Guidance](#).

3. *Known exposures*

According to the CDC, a known exposure is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.

The district will follow the advice of Lane County Public Health on restricting any students or staff known to have been exposed to COVID-19. Employees other than the designated point of contact with LCPH shall direct questions as follows:

- i. Staff with questions about employee exposures shall direct questions to their administrator.
- ii. Staff with questions about restricting students shall direct questions to their administrator.
- iii. Administrators with questions about the exclusion of students shall direct questions to Lane County Public Health.

4. *Baseline / chronic coughs*

Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.). Parents will document a student's pre-existing chronic condition in the student health history form.

5. *Hand hygiene upon entry*

Students and staff are expected, upon entry to school or worksite, to wash their hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60–95% alcohol.

Hand sanitizer dispensers will be placed near all entry doors and other high-traffic areas.

D. Physical Distancing and Personal Hygiene

1. *If directed by OHA, ODE, or LHA employees, visitors and volunteers must:*

- a) Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60–95% alcohol on entry to school or work site every day.
- b) Maintain a distance of at least 6 feet from others, unless job requirements necessitate closer physical proximity.
- c) Use appropriate PPE if a distance of 6 feet from others is not possible.
- d) Support respiratory etiquette and hand hygiene for students, employees, vendors, volunteers, and worksite visitors.
- e) Clean hands frequently, and avoid touching eyes, nose, or mouth with gloves or unwashed hands. Key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
- f) Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.
- g) Staff must maintain physical distancing during all staff meetings, professional development activities, and conferences. Schools may consider virtual meetings or a combined in-person and virtual meeting.

2. *Students are expected to:*

- a) Maintain a distance of at least 6 feet from others, unless activity requirements necessitate closer physical proximity
- b) Use respiratory etiquette and hand hygiene. Respiratory etiquette means covering coughs and sneezes with an elbow or tissue. Tissues should be disposed of in a garbage can, then

hands washed or sanitized.

3.

Schools will:

- a) Establish a minimum of 35 square feet per person when determining room capacity, calculating only usable classroom space, understanding that desks and room setup will require use of all space in the calculation. This also applies for program based professional development and staff gatherings.
- b) Support physical distancing in all daily activities and instruction, maintaining at least 6 feet between individuals to the maximum extent possible. For example, desks will be rearranged to at least 6 feet apart. Students should be assigned a single seat to use consistently throughout the day and every day.
- c) Minimize time standing in lines and take steps to ensure that 6 feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
- d) Modify or stagger schedules to limit the number of students in spaces or arriving at the same time to avoid crowding or gathering—for example, recess schedules.
- e) Limit transitions to the extent possible during the student day, and create hallway procedures to promote physical distancing and to minimize gatherings.
- f) Plan for students who will need additional support in learning how to maintain physical distancing requirements. Reinforce physical distancing expectations through positive behavior support and instruction; refrain from punitive discipline.
- g) Cancel, modify, or postpone field trips, assemblies, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.
- h) Advise and encourage all people on campus to wash their hands frequently.
- i) Expect and teach students to avoid sharing community supplies, and to clean shared items frequently.
- j) Use signage and regular reminders to encourage students and staff to adhere to requirements for hand hygiene and respiratory etiquette.
- k) Provide the district-established instruction minutes to students by level.

4.

Programs are encouraged to:

- a) Consider using outdoor spaces and common spaces.
- b) Consider ways to reduce mixing among cohorts of students.
- c) Design daily activities that support physical distancing.

E. Cohorting Students

A key strategy in reducing the spread of disease is establishing stable cohort groups in schools. A cohort is a consistent group of students that stays together for the duration of the school day or part of the day. If directed to do so by OHA, ODE, or LHA, schools will establish stable cohorts to the extent feasible, limit cohort sizes and the number of cohorts each student is in, to allow for efficient contact tracing and minimize risk for exposure. The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. Once in hybrid or on-site instruction, students cannot be part of any single cohort, or part of multiple cohorts, that exceed a total of 100 people within the educational week. Lunch and recess cohorts will be counted toward the maximum limit of 100 individuals in the combined cohort. Cohorts must be designed such that all students (including those with 504 and IEP plans) maintain access to general education, grade level learning standards, and peers as appropriate. A cohort within a classroom should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. During limited in person instruction, cohorts are limited to 20, students can only be on campus for two consecutive hours per day. Staff is limited to interaction with three different cohorts per day and a total of five per week. Where feasible, schools will establish designated bathrooms for stable cohorts. Frequent cleaning of student and staff bathrooms will occur throughout the day.

Schools will minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to all-gender/single-occupant restrooms. Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. Using available district resources, each school will implement a system for daily logs to ensure contact tracing among the cohort. See additional information about student/ cohort logs in Sections II-C and II-I of this document.

F. Designation of Marcola SD Physical Distancing Officer and Site Coordinators

Physical or spatial distancing is the intentional physical distance placed between individuals to limit the likelihood of respiratory droplets reaching other individuals. As schools reopen, spatial measures must be taken to ensure physical distance between individuals. Generally speaking, this is 6 feet between individuals since respiratory droplets often spread between 3 and 6 feet (CDC, 2020). As required by ODE guidelines, the superintendent has appointed a district physical distancing officer (PDO). The PDO is responsible to establish, implement, and enforce physical distancing policies, consistent with guidelines from Oregon Department of Education and Oregon Health Authority. Each site has a physical distancing site coordinator (PDSC) who will work with the PDO to establish building and/or department practices for physical distancing. The PDSCs for each site are as follows:

- o Marcola Elementary Campus —Ryan Beck
- o Marcola Middle/High School Campus —Rex Hoffman
- o District Office —Terry Augustadt

G. Visitors and Volunteers

1. Volunteers are allowed only when providing a support that is essential to the programs operations; otherwise **volunteers are restricted from school buildings during the school day.**
2. In the event of a situation requiring a visitor's presence in an indoor public space, the visitor:
 - Must maintain 3 feet of physical distance between people.
 - Must wash or sanitize their hands upon entry and exit
 - Will be screened for symptoms upon entry.
 - Will be restricted from district property if they are known to have been in close contact with someone who has COVID-19, within 6 feet for at least 15 minutes, within the preceding 14 calendar days.

H. Isolation Measures/ Restriction of Ill or Exposed Persons

Marcola SD has established guidelines related to restrictions of students and staff for communicable diseases. COVID-19 has been declared a restrictable disease. The district will exclude students and staff as provided by OHA guidelines and by Board Policy and Administrative Rule JHCC and JHCC-AR Communicable Diseases – Students, and GBEB and GBEB-AR Communicable Diseases – Staff. Health Services staff will follow Oregon Health Authority's current [Investigative Guidelines](#) when assessing students for COVID-19.

1. Isolation and monitoring

Staff who report or develop symptoms will report such to their supervisor and leave the school or worksite immediately.

Students who report or develop symptoms must be isolated in the designated isolation area/room in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider, or other school staff.

- Isolation areas at Marcola SD:
 - Primary - Sick room in front office
 - Secondary - Sick bay in front office

If more than one student requires isolation measures to be implemented at the same time, they will be monitored with a 1 to 1 staffing ratio.

If able to do so safely, a symptomatic student should wear a face covering.

The building administrator should be contacted immediately, whether they are on site or not. The student's parent/guardian should be contacted immediately to come pick them up.

Anyone providing supervision and symptom monitoring must wear an appropriate face covering or CDC approved alternative. Other personal protective equipment (PPE) may be needed depending on symptoms and care provided.

A non-medically trained staff member (i.e., a staff member other than a school nurse or member of the health services staff), when moving a student into isolation, will maintain at least 6 feet of distance from the student, unless impossible, and will wear a face covering or CDC-approved alternative.

Any PPE used during care of a symptomatic individual shall be properly removed, and cleaned or disposed of, prior to exiting the care space. After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60–95% alcohol.

To reduce fear, anxiety, or shame related to a student's isolation, staff should provide a clear explanation of procedures, including use of PPE and handwashing.

Students will remain in the isolation area until a parent, guardian or emergency contact arrives to take them home.

2. *Cleaning*

All areas where a symptomatic student or staff member was working prior to isolation or exiting the facility should be thoroughly cleaned and sanitized. Upon vacating a student from the designated isolation area, staff in coordination with facilities will provide appropriate cleaning and sanitization of the space prior to being used again.

3. *Isolation and exclusion of symptomatic students and staff*

Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. Symptomatic staff or students should be evaluated and seek COVID-19 testing from their regular healthcare provider or through the local public health authority.

If a student or staff member has a positive COVID-19 test result, the person should remain home for until 24 hours after fever is gone, without use of fever-reducing medicine, and other symptoms are improving.

If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a

positive strep throat test), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without use of fever reducing medicine. A physician's note is required to return to school, to ensure that the person is not contagious.

4. Emergency Care

COVID-19 is known to require emergency care in some cases. Emergency signs requiring immediate medical attention include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Bluish lips or face
- Other severe symptoms

Staff will call 911 for emergency services should they see a student or staff member exhibiting emergency signs of COVID-19.

I. Public Health Communications

This section addresses public health communications between the district and staff members and the district and families. Communications with Lane County Public Health are described elsewhere in this document, Board Policies GBEB and JHCC, and Administrative Rules GBEB-AR and JHCC-AR.

The district will strive to provide accurate, consistent and timely communications with staff, students, and parents to instill and maintain public confidence in our schools. The district will coordinate with Lane County Public Health to disseminate critical information from the health department, to develop and deliver common health messages, and to ensure and demonstrate that the district is taking reasonable action to preserve the safety and health of our staff and students. Communications will be provided in languages and formats accessible to the school community.

This comprehensive disease management plan will be posted on the district website.

1. Information to staff

The district will communicate to staff at the start of their work year and at periodic intervals, explaining infection control measures that are being implemented to prevent spread of disease.

2. Information to families

The district will communicate to families at the start of the school year and at periodic intervals, explaining infection control measures that are being implemented to prevent spread of disease.

3. Confirmed cases

When an individual in the school community is confirmed to have COVID-19, the district will coordinate with Lane County Public Health regarding communication.

Utilizing the Oregon Department of Education COVID-19 Scenarios guidance, the district will communicate to staff and families of the impacted school or program that a case of COVID-19 has been identified, including a description of how the school/ district is responding, as required by ODE and OHA.

4. Privacy

As required by privacy laws, such communications will not identify a particular student or staff member as having COVID-19, or disclose other personally identifiable information about that person, without prior written consent. The district will make a reasonable determination that the communication will not cause the individual to be personally identifiable, taking into account other reasonably available information.

In rare instances, the district may determine, in conjunction with Lane County Public Health, that disclosure of identifiable information about a student with COVID-19 to the parent of another student is necessary in order to enable that family to take precautions or other actions to ensure the health or safety of their child or themselves, especially if their child or they have a higher risk of developing severe complications from COVID-19. The determination of whether disclosure of an individual's name is absolutely necessary to protect the health or safety of others will be on a case-by-case basis.

Similarly, information about an employee's illness with COVID-19 will be stored in a confidential medical file and maintained in confidence, except that supervisors must notify the administrator in Human Resources who is a designated point of contact with Lane County Public Health, and who shall notify Lane County Public Health. District employees are expected to make every effort to limit the number of employees with knowledge of the infected employee's name. In addition, when the district learns that an employee has been confirmed to have COVID-19, or is a presumed positive, the district will follow the guidance of Lane County Public Health to determine which other persons may have been exposed to the virus.

When notifying others about their possible exposure, the district will maintain the infected employee's name in confidence. Nothing in this section will prohibit the district from following the most current guidance from LCPH and OHA regarding COVID-19.

III. FACILITIES AND SCHOOL OPERATIONS

A. Playgrounds, Fields, Recess, Break Rooms, and Restrooms

1. Recess, playgrounds, fields and shared equipment

While at recess or when using playgrounds and fields, students are to maintain physical distancing requirements, stable cohorts, and square footage requirements. Schools will design recess activities that allow for physical distancing and maintenance of stable cohorts.

Playgrounds, fields and shared equipment will be designated solely for the use of one cohort at a time. Where field or playground size permits, these areas may be subdivided for use by more than one cohort, provided the cohort is restricted to a single subdivision of the playground or field.

Before and after using playground equipment, students must wash their hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60–95% alcohol. Playgrounds and shared equipment will be cleaned and disinfected at least daily or between use as much as possible in accordance with CDC guidance.

Cleaning requirements must be maintained per Section 2j of the Ready Schools, Safe Learners guidance.

Schools will provide signage and restrict access to outdoor equipment (including sports equipment, etc.) to support cleaning and disinfecting routines and the maintenance of stable cohort.

2. *Restrooms*

After using the restroom students and staff must wash their hands with soap and water for 20 seconds. Facilities staff will ensure soap is available.

3. *Staff rooms*

Limit staff rooms, common staff lunch areas, and workspaces to maintain 6 feet of distance between adults to the extent possible.

B. Meal Service and Nutrition

Staff will sanitize carts, cafeteria tables, and any counter surface between uses. Only facilities and kitchen staff are allowed access to the kitchen.

C. Transportation

1. *Students*

If a student displays symptoms when boarding the bus at school to return home, the bus driver will isolate the student at the front of the bus and then ask school staff to move the student to the school's isolation room and contact parents/guardians to pick up the student.

D. Health Services

Buildings will establish an appropriate isolation area for students when experiencing illness. The isolation area may also be used by staff experiencing illness when they are unable to immediately leave the building. These designated spaces will include access to restrooms that are reserved for symptomatic individuals and shall not be used by asymptomatic students and staff until thoroughly prepared by custodial staff.

School nurses will engage families of students identified as medically fragile, medically complex, and nursing dependent to support plans for students' online learning as well as for their return to school when on-site instruction may begin.

IV. RESPONSE TO CONFIRMED CASES AND/OR OUTBREAK

A. Prevention and Planning

During the COVID-19 pandemic, the district has worked and will continue to work with Lane County Public Health (LCPH) frequently, including attending regular update meetings and contacting LCPH with questions. LCPH has received a copy of this plan, and has provided input on various aspects of district operations, communication and response in the context of COVID.

LCPH has provided the district with a point of contact and has indicated that it will exchange information only with designated district personnel. The district's designated personnel is Terry Augustadt, Superintendent.

B. Determination of Outbreak

The CDC defines an outbreak as a higher-than-expected number of occurrences of disease in a specific location and time. Outbreaks are determined by the state and local public health authorities. The district plays a key role in reporting confirmed cases, but does not determine whether there is an "outbreak."

C. Notification and Communication — Confirmed Case

1. *If an employee, student or campus visitor self-discloses a confirmed or presumptive diagnosis of COVID-19:*
 - a) The staff member receiving the report shall notify a) Terry Augustadt, the Superintendent, b) Ryan Beck, the Elementary School Principle, or c) Rex Hoffman, High School Principal, in the event of an employee confirmed case.
 - b) The Superintendent will, as required by law, notify Lane County Public Health.
 - c) The Elementary and High School Principals will notify the superintendent that there has been a confirmed case.
 - d) The Superintendent's Office or designated program administrators will follow the guidelines in Section II-J (Public Health Communications) above.

D. Cleaning and Disinfecting – Following Suspected or Confirmed COVID-19 Case

District staff will use the following cleaning and disinfection process when staff or

students present symptoms consistent with COVID-19 and have been in a district facility.

When building or program staff identify a person who has concerning symptoms, the individual will be evaluated and relocated to the designated isolation area. Facilities staff will be notified and will initiate cleaning procedures as recommended in CDC guidelines.

1. *Damage to PPE*

All employees shall immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor. Such staff must also immediately notify their supervisor and complete an Incident Report form by the end of their shift. Access additional PPE equipment needed.

2. *Hygiene Practices*

Facilities staff shall clean hands often before, during and after cleaning. Facilities staff will be instructed if it is advisable to remove and clean all clothing worn while cleaning as soon as practical. Staff are encouraged to bring a spare change of clothing to work.

3. *Training*

The Facilities Supervisor will:

- Assign the cleaning personnel and train them on the cleaning protocol.
 - Training should include when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Ensure all needed and approved PPE and supplies are available at the location prior to initiating the cleaning protocol.

E. School, Department or Location Closure for an Outbreak

1. *Closure of all schools for in-person instruction*

The COVID-19 pandemic creates the possibility of buildings or programs closing to in-person instruction and mid-year transitions between in-person instruction and comprehensive distance learning. To support public health and prevent the spread of disease, the Oregon Health Authority and Oregon Department of Education have established public health metrics that measure the spread of COVID-19 within the county and state. The district will monitor and adhere to these requirements, and create a transition plan to ensure effective transitions between in-person instruction

and comprehensive distance learning.

2. *Closure of individual schools/ buildings*

The COVID-19 pandemic creates the possibility of temporary closures where there are clusters of illness or in other circumstances. The superintendent or designee, in consultation with Lane County Public Health, may temporarily close a classroom, program, department, or building location.

A closure decision will trigger these additional actions:

- Access to the impacted area will be secured and restricted by the Facilities Department.
- The Administrator will be notified.
- Signage will be attached to all exterior doors stating that the building or other location is closed, listing the name and phone number of the individual(s) authorized by the Superintendent or designee to grant entry.
- The Facilities Supervisor will determine the specific areas that require additional cleaning. If specific area(s) cannot be identified as impacted, the entire building will be considered exposed.
- An authorized person will grant entry only for the purpose of investigation or cleaning.
- The authorized person will close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area. When there is a suspected outbreak impacting a whole school or building, staff will wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all identified areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- The Superintendent's Office or designated administrator will provide communications to families or staff.
- When the cleaning is completed and ready for occupancy/use, the Facilities Supervisor will be notified. The Facilities Supervisor will notify the Superintendent, Principal, and Safety Officer.
- The district will follow health authority guidance to begin bringing students back into on-site instruction, and may consider limited in person instruction in smaller groups, cohorts and rotating schedules to allow for safe return to schools. The Superintendent or designee will authorize the removal of all exterior signage of closure; authorize the Facilities Department to return the access control system to normal operation; and notify appropriate district staff to return the facility to usual operations.

3. *Programs and activities during temporary closure*

- a) School events may be modified, postponed or canceled based on feedback from LCPH.
- b) Comprehensive distance learning will be implemented during any short-term school closure, and shall be designed to support all learners.
- c) Programs may provide services depending on the circumstances.
- d) The district will communicate with families about options and efforts to support returning to on-site instruction.

V. TRAINING AND COMMUNICATION

The district will communicate to staff and parents at the start of the school year / work year and at periodic intervals, explaining infection control measures that are being implemented to prevent spread of disease.

The district will coordinate with Lane County Public Health to disseminate critical information from the health department, to develop and deliver common health messages.

District staff will receive ongoing professional training regarding daily cleaning and disinfection of personal workspace and commonly used spaces, safety protocols, expectations for staff and students, and procedural and cleaning updates as they are adopted.

Prior to the start of in-person instruction, and then periodically, the district will communicate with families regarding critical health and safety information including expectations regarding when to keep students home, physical distancing expectations, and health and safety measures being taken by the district to ensure the health of the community.

VI. BACKGROUND SITUATION

Coronavirus disease 2019 (COVID-19) is a respiratory illness that is spreading from person-to-person in Lane County, Oregon, and elsewhere in the world.

A. Transmission Process

The CDC has provided the following information on the transmission of COVID-19:

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- *Between people who are in close contact with one another (within about 6 feet) for at least 15 minutes.*
- *Through respiratory droplets produced when an infected person coughs, sneezes, or talks.*
- *These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.*
- *COVID-19 may be spread by people who are not showing symptoms.*

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

The virus may be spread in other ways

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Source:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

B. Symptoms

The CDC reports the following about COVID-19 symptoms:

What you need to know

- *Anyone can have mild to severe symptoms.*
- *Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.*

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported –ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with COVID-19 may have these symptoms:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.

Source:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

VII. ASSUMPTIONS

COVID-19 has been declared a pandemic. The following assumptions apply to this situation:

- It is imperative that the district work through the challenges to providing an equitable and high quality education to students
- The district may be required to close school sites for days, weeks, or months, but will continue to deliver educational and related services as required by ODE guidelines and the district's operational blueprint
- Buildings will need to be cleaned and/or sanitized
- Absenteeism of staff and/or students may affect district operations
- Consumer demands for resources and other factors could create supply shortages and interrupt delivery of resources without advance warning
- Regular coordination with public health agencies is required
- Applicable executive orders and guidelines from Oregon Health Authority and Oregon Department of Education are subject to change. The most recent applicable guidelines are available online.

VIII. OPERATIONS MANAGEMENT

The district has established a team to manage district operations in the context of COVID-19.

The Superintendent has assigned roles and responsibilities to the following personnel:

- Student services – Linda Brecht-Kwirant, Director of Student Services
- Technology – Nathan Compton, Director of Technology
- Employment issues – Heather Vander Ploeg, Human Resources
- Primary point of contact with Lane County Public Health – Terry Augustadt, Superintendent
- Physical Distancing Site Coordinators (PDSC)
 - o Marcola Elementary Campus — Ryan Beck
 - o Mohawk High School Campus — Rex Hoffman
 - o District Office — Terry Augustadt, Superintendent

IX. COOPERATING AND COORDINATING AGENCIES

Local and state health departments will provide guidance and assistance to the district to confirm and identify cases, document and count cases, identify and eliminate transmission sources, and institute control measures. Lane County Public Health has supported the district in reviewing its system for maintaining daily logs for students and cohorts of students for purposes of contact tracing.

X. PLAN DEVELOPMENT AND FUTURE UPDATES

This plan was developed by Marcola SD administrators, with consultation from Lane ESD staff and our district nurse Kelsea Collum, R.N. The plan will be reviewed regularly by the planning team, and updated as needed. Comments and suggestions on this plan may be sent to taugustadt@marcola.k12.or.us

This plan relies substantially on the work of Eugene 4J who wrote theirs in consultation with medical professionals Joy Maxwell, RN, Kim Roellig, RN and Eden Van Bloem, RN in conjunction with Lane County Public Health staff including Dr. Patrick Luedtke, M.D., MPH and Jacqueline Moreno, MPH. The plan has been submitted to Lane County Public Health.

XI. STATE GUIDANCE

- Oregon Department of Education/Oregon Health Authority, *Communicable Disease Guidance* (April 21, 2020)
- Outbreak Investigation in Schools – Lane County Health Department
- [Safety Procedures and Guidance for Child Care Facilities Operating During COVID-19 – Oregon Health Authority](#)

- [Oregon Department of Education, *Ready Schools Safe Learners 3.0.1* \(July 29, 2020\)](#)
- ODE/ OHA, *Ready Schools Safe Learners COVID-19 [Metrics](#)* (July 28, 2020)
- Governor’s Executive Order 20-29, *Ready Schools Safe Learners* (June 24, 2020)
- OHA, *Statewide Mask, Face Shield, Face Covering Guidance* (June 30, 2020)
- OHA, *Oregon General Guidance for Employers on COVID-19* (June 11, 2020)
- OHA, *Reopening Guidance for the Public* (June 11, 2020)

XII. Marcola SD POLICY AND GUIDANCE

- Board Policy JHCC, and Administrative Rule JHCC-AR - Communicable Diseases - Students
- Board Policy GBEB, and Administrative Rule GBEB-AR - Communicable Diseases – Staff