

DOUGLAS COUNTY SCHOOL DISTRICT #15 DAYS CREEK CHARTER SCHOOL

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Emergency Operation Plan for Communicable Disease Management Plan

Background:

The Douglas County School District # 15 - Days Creek Charter School Emergency Operation Plan (EOP) is made up of several components. In order to ensure efficient and effective emergency management, the components of the EOP must be implemented in its entirety.

The purpose of a Communicable Disease Management Plan 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 not well known. For this annex we will assume the need for Pandemic response.

There is usually some warning, and therefore time, to prepare for a pandemic before it reaches the community. As a pandemic is the spread of new disease, disease-specific information for prevention, protection, mitigation, response and recovery from infection and community impact will become available as experts learn more about the disease. While disease-specific information may not always be known, there are general communicable disease prevention practices that can help protect people from infection.

Whether or not schools will be closed, or for how long, is impossible to say in advance since all pandemics are different in their scope and severity. However, it is well established that communicable 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 at the recommendation of the Oregon Health Authority and Douglas County Health and Wellness.

There is the potential for great impact on general community and school functions in relation to pandemics. As such, the creation of this Communicable Disease Management Plan is intended to help prepare the District to support the school community (students, staff, and visitors) to be safe and healthy before, during, and after a pandemic.

General Outline

This annex is broken down into three sections:

Before – This section details how the school will prepare and protect the school community before the new disease reaches the community.

During – This section details how the school will mitigate the impact of and respond to the disease if it reaches the school community.

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

Each section will have:

- Goal(s) Broad general statements that indicate the desired outcome.
- · Objective(s) Specific, measurable actions that are necessary to achieve the goals.
- · Course(s) of Action Address the what, who, when, where, why, and how.

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

Considerations in the Communicable Disease Management Plan

Potential School Impact Issues Considered:

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

Potential Community Impacts Considered:

- Large percentages of the population may be unable to work for days to weeks during the pandemic either due to illness or caring for ill dependents.
- A significant number of people and expertise would be unavailable.
- Emergency and essential services such as fire, police, and medical may be diminished.
- A large number of students/kids are under quarantine protocols.
- Lack of consumable goods.
- Methods of continued instruction should schools' closed.

Access Control on School District Property:

- Follow visitor/volunteer policies. School administrators are able to control access to the buildings.
- Lock certain entrances and exits and use cameras to monitor others, if necessary.

TEMPLATE WORKSHEET

BEFORE A Public Health Emergency

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

Goal: To Prepare the Days Creek community in mitigating and protecting its members from rapidly spreading communicable diseases like COVID-19

| Objective 1: Develop a culture of good hygiene throughout the Days Creek community | | | |
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| WHO IS RESPONSIBLE | COURSE OF ACTION | DUE DATE | FOLLOW-UP REQUIRED |
| HR Guidance via District Admin. | All staff will be instructed in proper community hygiene to stop transmission including hand washing. respiratory etiquette, and avoiding touching the eyes, nose, and mouth. | 8/14/2023 | Part of staff orientation |
| Holly Hill - HR | Staff will be instructed on health insurance and sick leave policies and encouraged to stay home when sick. | 8/14/2023 | Part of staff orientation |
| Assigned staff and faculty | Surveillance of viral symptoms will occur at bus stops, upon arrival to school, throughout the day and at bus departure times. If anyone shows symptoms the person will be isolated and communicable disease protocols implemented. Staff will receive training in recognizing COVID symptoms and with proper protocols. | 8/14/2023 | Regular reminders and duty assignment s |
| Holly Hill - HR | Coordinate multiple flu shot clinics across the district and share dates and times with staff. | TBD | |
| Cheryl Arp | Identify a staff person to be responsible for surveillance and infection control. (Nursing Supervisor in collaboration with the Director of Safety and Communications.) | 8/24/2023 | |
| Holly Hill - HR | Review staff contracts and Board policy regarding staff reporting expectations. | 8/24/2021 | |
| Custodial | Public areas will be kept clear of all trash and clutter. | Daily | Daily |
| Custodial | Cleaning schedules and protocols will be prepared and reviewed to meet standard and incident-appropriate levels. | Daily | Weekly |

| Custodial | Hand Sanitizer, tissue, and trash receptacles will be spaced within 10 ft. of all entrances and exits. | 8/24/2023 | Weekly |
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| Cheryl Arp | Distribute communication on hand washing and infection control around campus and on the district website. | 8/24/2023 | |
| Superintendent | Provide information to staff and parents on emergency readiness (when applicable). | 8/29/2023 | |
| Obje | ective 2: Systems will be put in place to properly respond to a public | health event | |
| WHO IS RESPONSIBLE | COURSE OF ACTION | DUE DATE | FOLLOW-UP REQUIRED |
| Superintendent | Implement Command Center protocol, location, equipment, and staff duties. <u>Safe Return to In-Person Instruction and Continuity of Services Plan</u> | 9/10/2023 | |
| Superintendent - HR | Implement a plan for operating with a staff workforce reduction. | 9/10/2023 | |
| Superintendent, IT, Bus. Office | Implement a plan to secure buildings, information technology, and finance. | 9/10/2023 | |
| Superintendent | Implement the plan for educational continuity if schools close. See <u>Safe Return to In-Person Instruction and Continuity of Services Plan</u> . | 9/1/2023 | |
| Superintendent | Create a (3 deep) structure if the Superintendent is unable to continue work during the pandemic event or is unable to return to work during the recovery phase; Use central office teleconferencing protocol (Remind) in the event schools close Three Deep (Ellis, Knapp), Use Google Meet for virtual meetings. Reference Safe Return to In-Person Instruction and Continuity of Services Plan . | 9/1/2023 | |
| Superintendent | Conduct table-top exercises to practice and refine pandemic plans (as-needed during PLC meetings). | 8/23/2023 | |
| Superintendent | Apply all plans and procedures for after-school/extracurricular activities. Follow established protocols in <u>Safe Return to In-Person Instruction and Continuity of Services Plan</u> . | 8/23/2023 | |
| Superintendent | When needed, implement a CDL plan for full school closure or a partial school closure (i.e., some cohorts are unable to be on campus, or students are dismissed but the staff works with local agencies to assist families). | 8/23/2023 | |
| Business office | Encourage employees to use Direct Deposit. | 9/1/2023 | |

| ESD Comm - Admin Team | Use sample templates prepared for news releases to the public, staff, and parents | 9/1/2023 | |
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| Cheryl, Admin Team | Test emergency communication protocol (Remind), including an internal communication staff tree. | 8/24/2023 | |
| Admin Team - Superintendent | Provide and post information to staff and parents on pandemic planning for families. Safe Return to In-Person Instruction and Continuity of Services Plan. | 8/24/2023 | |
| Cheryl Arp in coordination with LPHA | Reference Safe Return to In-Person Instruction and Continuity of Services Plan and Licensed Public Health Official List Identify resources for influenza surveillance and control. Track international, national, regional, and local trends, utilizing the local health department resources. Identify and develop public health department contacts (including 24/7 contact information – See Appendix). Communicate with your local health department and discuss collaboration on pandemic preparedness. Identify any local or state reporting requirements for pandemics. Nursing Supervisor - monitor and report obvious trends by conducting surveillance of students, staff, and visitors Establish procedures for screening to be utilized with pandemics. Identify administrative measures to accomplish "social distancing." Identify areas within the school facility that can be used for isolation and quarantine. | Annually by 8/16/2023 | CDC Link DPHN Link |
| District Admin and Teaching Faculty | Utilize and share alternative delivery options: Online learning resources, Virtual assignments - ongoing and at PLC meetings. | 8/23/2023 | |
| Ellis, Knapp | Educate parents on protocols and access | 8/16/2023 | Weekly |
| Custodial | Emphasize frequent cleaning and disinfection of high-touch areas, i.e., doorknobs, keys, telephones, etc. | 8/1/2023 | Weekly |
| Custodial | Ensure custodial staff has an appropriate plan for proper cleaning and disinfecting teaching, learning, shared spaces and play areas. | 8/13/2023 | |
| Custodial | Implement protocols for normal and deep cleaning and announcement when the area is ready to use. Use a room occupancy sign for okay to enter and Red paper if not okay to enter. | 8/1/2023 | |

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| Custodial | Inventory and replenish needed supplies biannually. | August/Dec | |
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| Objective | e 3: Equipment and Supplies will be maintained at levels recommend | ded for prepared | ness. |
| WHO IS RESPONSIBLE | COURSE OF ACTION | DUE DATE | FOLLOW-UP REQUIRED |
| Custodial | At least two months inventory of cleaning and sanitation supplies will be maintained on site. | 8/1/23 | |
| Custodial Cheryl Arp | Ensure schools and departments have adequate supplies (soaps, bottles, microfiber cloths, hand sanitizers, and paper towels) and required PPE. | 8/1/23 | |
| Superintendent | Isolation - Health and Wellness Room/area ready for use – Woods office or hallway. | 8/17/23 | |
| Cheryl Arp | A supply of PPE will be maintained equal to 10 times the average number of staff in the building. | 8/17/23 | |
| Custodial | Secure supplies sufficient to set up two isolation or quarantine rooms will be stored in the building for emergency use. | 8/1/23 | |
| Cheryl Arp | Material for constructing signs and emergency tape will be stored with communicable disease monitoring equipment. | 8/13/23 | |
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| DURING an Communicable Disease outbreak: School is still open. | | | |

DURING an Communicable Disease outbreak: School is still open.

Situation: Confirmed disease outbreaks are spreading or likely to spread to the area **Goal:** Maintain educational functions with the lowest communicable spreading

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

| WHO IS RESPONSIBLE | COURSE OF ACTION | |
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| Superintendent | Conduct meeting/briefing with Incident Command Center staff to pre-stage full activation of Center. Review Safe Return to In-Person Instruction and Continuity of Services Plan and Licensed Public Health Official List | |
| Superintendent | Use <u>Follow Communication Annex</u> - Reference <u>LPHA and Protocol</u> and Safe Return to In-Person Instruction and Continuity of Services Plan - section 3 to inform agencies. | |
| Superintendent | Provide ongoing communication to key staff on their roles and responsibilities via established communication protocols. <u>Follow Communication Annex</u> and Safe Return to In-Person Instruction and Continuity of Services Plan section 3. | |

| Superintendent | Alert admin and staff of Response Plan Activation and remind them that the Event Level may escalate rapidly to the next level or levels. |
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| Superintendent | Gather the response team to review jobs and prepare for response options. |
| Cheryl Arp | Follow Communication Annex and Reference LPHA and Protocol for timely communication related to widespread outbreak occurrences. |
| Building Admin - Ellis/Knapp | Provide ongoing communication to key staff on their roles and responsibilities. |
| Cheryl Arp, James Ellis, Cathy Knapp | Follow Communication Annex and Reference LPHA and Protocol to keep staff and parents current with updates through communication channels; make certain health-related information and communicable disease updates have been verified for accuracy by the local health department. Keep relevant groups informed (as appropriate) through emails, social media, text alerts, on-demand phone systems, and websites. |
| Cheryl Arp, Superintendent | Follow Communication Annex and Reference LPHA and Protocol to inform necessary local, county, and state agencies. |
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| Objective 2: Reduce t | he spread of communicable disease in the school population |
| WHO IS RESPONSIBLE | COURSE OF ACTION |
| Superintendent | Follow Communication Annex - Reference LPHA and Protocol and Safe Return to In-Person Instruction and Continuity of Services Plan section 3 to activate Incident Command Structure and Assign duties. |
| Cheryl Arp & ESD Bus. Office | Track all expenses that are connected to the event. Fill out all required forms for reimbursement by state or federal agencies. |
| HR and Staff (Arp/Matchett) | Monitor student and staff attendance daily as needed. Report any escalation to Supt. |
| Ellis/Knapp | Reinforce education regarding influenza infection control. Emphasize a triad of good health habits: hand hygiene, respiratory etiquette, and not touching the eyes, nose and mouth. |
| HR - ESD | Review the substitute teacher pool list, add more if needed and place them on standby. |
| Admin Team, Cheryl Arp, assigned staff | Follow Safe Return to In-Person Instruction and Continuity of Services Plan. section 3 for cohort monitoring & contact tracing. See <u>Crisis Go</u> – as one option. Also, implement Remind and Email notification. |
| FIRST Student - Wendy Jarvis | Sanitize schools and buses daily, or as per local health department guidelines; implement sanitizing verification process. |

| Monitor students getting off buses and out of vehicles for signs of influenza-like symptoms; do not accept students or staff with influenza-like symptoms, or quickly isolate students and staff with influenza-like symptoms. |
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| Ensure that sanitation procedures are in conjunction with public health advisories. |
| Post signs at entrances limiting access as directed by administration. Exterior signs for parking and pickup may be necessary to limit exposure. |
| Increase environmental cleaning of "high touch" surfaces, e.g., doorknobs, keys, telephones. Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important). District Cleaning and Disinfection Plan |
| During the day, where operationally possible, increase ventilation to the facility to decrease the spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows or turning the air conditioning/heating systems up. |
| The school health and wellness and isolation areas for ill children and staff will be cleaned several times each day. |
| Provide security to limit access to the school building; visitors will be screened for influenza-like symptoms. If detected, they will not be allowed into the building; if a parent is at school to pick up his or her child before normal dismissal, the student will be brought to the parent outside the building or designated area. |
| Place signs that educate employees and visitors not to come to the facility if they have influenza-like symptoms. |
| Initiate screening for influenza-like illness at the front desk and nurses' offices and conduct active surveillance to look for influenza cases (i.e., review temperature logs, triage/sick call, hospitalizations, staff absences, unexplained deaths, etc.). Interview influenza-like illness cases for pandemic risk factors. |
| Activate designated influenza isolation and quarantine rooms when needed. |
| Isolate and send home staff or students with influenza-like symptoms, utilizing supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area); a carefully monitored student checkout system should be activated. |
| Continue to review and implement possible measures to increase "social distancing." |
| Do not enroll any students without appropriate immunization records, based on immunization and other health guidelines provided by the local health department, the |
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| | Oregon Division of Public Health and/or the United States Department of Health and Human Services. | |
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| Front Office | Restrict school visitors to parents and vendors; be alert to parents or vendors with influenza-like symptoms. | |
| Superintendent, Building Admin | Follow <u>Safe Return to In-Person Instruction and Continuity of Services Plan</u> . Prohibit congregations in hallways and lunchrooms; if possible, serve box lunches in classrooms to avoid gathering of students in the cafeteria; stagger class changes to avoid large groups of students in the hallway; stagger dismissal for the same reason. | |
| Teaching Faculty and EA's | Regularly wipe down high touch areas including desks, door knobs, counter tops, etc. with school supplied microfiber cloth and spray. | |
| | Objective 3: Plan and Prepare for a possible shut down of school | |
| WHO IS RESPONSIBLE | COURSE OF ACTION | |
| Superintendent and Human Resources | Activate workforce reduction plan. | |
| Superintendent and Response Team | Activate the comprehensive distance learning plan. Link plan to <u>Safe Return to In-Person</u> <u>Instruction and Continuity of Services Plan</u> . | |
| Superintendent and Response Team | Activate continuity of operations plan | |
| Superintendent | Maintain contact with Oregon Health Authority, Douglas County Health and Wellness, and ODE for guidance and timing of any school shutdown | |
| Superintendent | Notify Leadership Team of possible shut down of schools | |
| Superintendent | Follow ODE and Health Authority guidelines to confirm closure. | |
| Superintendent & Response Team | Determine schedule and cancel or postpone meetings that cannot be done remotely. | |
| Superintendent/IT | Secure information technology system and integrity. | |
| Superintendent, HR and Admin Team | Communicate with staff regarding staffing needs, payroll, benefits, alternate ways of working. | |
| Superintendent | Inform the public and school district employees using appropriate communication channels (Remind); coordinate news releases with Health Authority and the Oregon Department of Education. See Communications Annex . | |

| Custodial & Maintenance | During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned: opening all doors and windows. | |
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| Custodial | Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; in areas still in use. Areas not in use should be cleaned and locked except for ventilating. | |
| Superintendent - Safety Team | Assist campus safety personnel in securing all buildings. | |
| Maintenance | Post directive signs on all entrances and parking lots. | |
| Maintenance/IT | Secure all buildings. Check all alarm and surveillance systems. | |
| Maintenance | Check all buildings and establish periodic patrols during the school closure period. | |
| Transportation | Clean and secure all school buses and service vehicles. | |
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AFTER an communicable disease outbreak

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

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

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| WHO IS RESPONSIBLE | COURSE OF ACTION | |
| Superintendent | Meet with stakeholders and staff to evaluate current situations and develop a plan to achieve goals. | |
| Superintendent | Communicate with OHA and county health to determine best and worst-case scenarios for future communicable disease relapse. | |
| Custodial in partnership with Leadership Team | Determine new standards for daily hygiene and cleanliness for staff, students, and buildings. | |
| Human Resources, Superintendent, Admin Team | Begin the process of compiling communication to indicate which staff members are ready to return to work. Need to know (name; position; work location; health status; return to work date); use a predetermined Fitness for Duty checklist to determine if an employee is ready to return to work and under what conditions. | |
| Human Resources | Human Resources will develop a status report for each staff category by school and department: teachers, administrators, custodians, bus drivers, etc. | |
| Objective 2: Sca | Objective 2: Scale back ICS as students and staff return to buildings and new normal educational experience. | |
| WHO IS | COLIPSE OF ACTION | |

RESPONSIBLE

COURSE OF ACTION

| ESD Comm, Superintendent | Communicate with staff and the public regarding plans to move forward using all available means of communication. | |
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| Admin Team | Post information on the school district website for parents regarding helping children cope with tragedies (i.e., Teaching Children How to Respond to Tragedies from the National Association of School Psychologists). | |
| Admin Team | Work with staff to confirm plans, training, and tools to make the plan work. | |
| Admin Team | Develop an instructional reconstruction checklist (base on the length of school closure; if short-term, the checklist should be focused on make-up work and reorganizing the instructional calendar, benchmarks, testing, etc.; if the closure was long-term, the checklist may require restructuring of the current and following school year instructional and operational calendar and events) to guide staff, students, and parents when school reopens. The checklist should include anticipated instructional materials and supplies, as well as possible waivers from the Oregon Department of Education. | |
| Cathy Knapp (SPED Director), Admin Team | Be prepared when schools reopen, to assist students who may still need homebound instruction. | |
| Leadership Team | When schools reopen, re-activate social distancing strategies and monitor any illnesses. | |
| Cheryl Arp | Monitor staff and students regarding health and readiness to return to school. Set up monitoring protocol to ensure any new cases are isolated immediately. Compile daily health reports for the Command Center. | |
| Cheryl Arp | Close or scale back isolation rooms. | |
| ESD - Admin Team | When possible, the Crisis Management Team staff will meet to activate the mental health plan for students and staff, in conjunction with local mental health services staff, including Post-Traumatic Stress Syndrome counseling. | |
| Admin Team | A mental health status report, based on guidelines provided by the counselors and the Crisis Management Team, should be provided to the Command Center each day. This report should include the mental status of students and staff in order to determine if additional mental health services are needed. | |
| Maintenance, Superintendent | Inspect all buildings, facilities, equipment, materials, etc. and determine status and needs for operations. Maintain a status update for facilities not ready for occupancy. | |
| Maintenance | Inspect school cafeterias with the assistance of the local health department. | |
| Maintenance | Expand school cleaning routines by maintenance staff. Disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily; use other staff to assist, if necessary (specialized cleaning solutions are not essential; standard cleaning products can disinfect surfaces; the frequency of cleaning is most important). HVAC conditioning system filters should be cleaned and changed. | |

| | The school should be thoroughly ventilated and cleaned: opening all doors and windows. |
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| Business Office | Collect and complete all forms documenting expenses that may be reimbursable by state or federal agencies. |
| Business Office | Survey supply vendors to determine when the supply chain and delivery system will be partially or fully operational; provide vendors with supply needs. |
| Business Office | The finance department determines the process for fast-tracking purchase orders for essential supplies. |
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| | Objective 3: Prepare for future response to a similar situation. |
| WHO IS RESPONSIBLE | COURSE OF ACTION |
| Superintendent and Admin Team | Evaluate the effectiveness of efforts. Adjust plan for future use. |
| Nurses | Develop a schedule for drills and evaluate Communicable disease plan |
| Custodial | Inventory supplies and re-order as approved. |
| Maintenance | Inventory infection control and cleaning supplies to re-order as approved. |
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Keep in mind, according to experts, in the most severe pandemic, the duration of these public health measures could be weeks to months, which would have educational implications for students.

If students are dismissed from school but schools remain open, district and education-related assets, including school buildings, school kitchens, school buses, and staff, may continue to remain operational and potentially be of value to the community in many other ways. In addition, faculty and staff may be able to continue to provide lessons and other services to students by television, radio, mail, Internet, telephone, or other media.

Continued instruction is not only important for maintaining learning but also serves as a strategy to engage students in a constructive activity during the time that they are being asked to remain at home.