



WILLAMETTE VALLEY
CHRISTIAN SCHOOL

COVID-19

COMMUNICABLE DISEASE MANAGEMENT PLAN

Administrator/Principal: Debbie Tipton

Consulting Nurse: Rebecca Chapin

Covid-19 Communicable Disease Management Plan

This plan is intended to be used to meet the requirements of COVID-19 specific interventions in the school setting as designated by the Oregon Department of Education *Ready Schools Safe Learners* guidance. This document addresses school specific processes to comply with the listed interventions. This document also uses guidance from the Centers for Disease Control and Prevention *Reopening Guidance for Public Spaces*.

Background

COVID-19 is an infection caused by a new coronavirus. Coronaviruses are a group of viruses that can cause a range of symptoms. While many cause mild illness, some, like COVID-19, can also cause more severe symptoms. COVID-19 infection often causes fever, cough, and trouble breathing. COVID-19 has additionally been reported to cause symptoms such as muscle pain, sore throat, headache, fatigue, nausea, vomiting, diarrhea, congestion/runny nose, and loss of taste or smell. Some people with the virus have mild symptoms or no symptoms, while others can get quite sick and people rarely die from COVID-19 related complications (OHA, 2020).

COVID-19 is spread when people breathe in (or touch and expose themselves to) the droplets made when ill people cough, sneeze, sing, or talk. This can happen when someone is close to a sick person, within six feet. Rarely, people might catch COVID-19 by touching a surface that a person with the infection coughed or sneezed on, and then touching their own mouth, nose, or eyes. Coronaviruses can't survive for long on surfaces though, so this isn't currently thought to be common (OHA, 2020).

Executive orders to close schools and public spaces in Oregon and across the globe have evolved to include slowly and incrementally reopening public spaces. Relative to school districts this requires coordinated infection control planning for the upcoming school year with a framework for specified areas of intervention:

- Social distancing
- Identification/screening, isolation, and exclusion of diagnosed or symptomatic students/staff
- Infection control
- Communication
- Education
- Safe facilities

Guiding Principles

Any setting where people gather poses increased risk for infectious disease transmission, including COVID-19. While children generally experience mild symptoms of COVID-19 and have not currently been found to contribute substantially to the spread of the virus, it is important to note that individuals with mild symptoms and less commonly those who are asymptomatic may transmit infection to high risk individuals (NCDHHS, 2020).

Measures to Limit Spread of Disease

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. When soap and water are not available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. When soap and water are not available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Designated Personnel

Designating staff for specific roles is important to ensure appropriate control measures are observed in a consistent manner and to ensure that data collection is accurate and appropriate.

Designated COVID-19 Points of Contact

- Designated staff will be responsible for responding to specific COVID-19 concerns within the school, as appropriate; this will be the principal, who will work with the Nurse Consultant.
- Designated responsible persons will be assigned per building for screening and isolation of ill persons, and appropriate data collection/data entry retrieval as needed. Each teacher in the portable buildings will be responsible for this upon entry first thing each morning at the start of school.
- Designated personnel will be assigned to supervise the isolation room.
- Designated personnel will be assigned to facilitate tracking of documents of individuals entering and leaving school and classrooms.
- Designated staff will be specifically trained to enforce social distancing during peak hours, such as arrival and departure times.
- Designated staff will be identified to provide visual screening of all individuals entering the school each day.

Staff Training

- All staff will be trained on identification of concerning or excludable symptoms to determine when a student should be referred to the office for further symptom screening and isolation.
- All staff will be trained and advised on the logistical, operational, and physical changes in the building to maintain infection control and appropriate cohorting and physical distancing.
- Designated staff will be trained on appropriate procedures for complete symptom screening, isolation, and enforcement of social distancing.
- Custodial staff will be trained to increase sanitation measures as appropriate in shared spaces and isolation spaces.
- Training will be conducted virtually, or social distancing will be maintained during training periods while social distancing orders are in place.

Communication Systems

- Communication will go out to parents in the form of a letter, instructing them to notify the school immediately if a child has contracted COVID-19.
- The nurse consultant will work with the Local Health Department to provide administration with a letter to share with appropriate student families and staff, to inform those who have had close contact with a person diagnosed with COVID-19, to stay home and self-monitor for symptoms.

Direct Communication

Health promotion material will be sent during the summer in advance of school reopening, specific to COVID-19

- In addition to posting exclusion criteria on web pages and in newsletters, families will be advised on policies related to sick students, potential home isolation criteria, and student exclusion criteria (**see pg. 5**)
- Families and staff will receive communication on logistical changes for arrival and departure, physical distancing, schedule changes, and non-pharmaceutical interventions employed
- Age appropriate classroom instruction will be given to encourage positive hygiene behaviors

Families will be advised to report if:

- Their student has symptoms of illness,
- Their student has had a positive test for COVID-19
- Their student was exposed to someone with COVID-19 within the last 14 days.
 - The staff point of contact to the best of their ability, will attempt to obtain:
 - Date of onset of illness
 - Date of positive test, if applicable
 - Last day of exposure of confirmed case
 - List of household contacts
 - Last day present in school building
 - **Staff should not advise other staff or families of potential exposures**
 - **Confidentiality should be strictly observed**

Staff Communication

Staff will be given the opportunity to self-identify as high risk. Staff will be advised to report to administration if they:

- Have symptoms of COVID-19,
- Have had a positive test for COVID-19,
- Were exposed to someone with COVID-19 within the last 14 days.
- Sick staff members or students should not return until they have met the criteria to discontinue home isolation

Communication Regarding Confirmed Cases

- The LPHA is Marion County Health & Human Services. Our Consulting Nurse is Rebecca Chapin, so the Administrator, Debbie Tipton will be responsible for reporting 24/7. Her phone number is: 503-494-7606.

Communication Protocol

- 1) Debbie Tipton, Administrator/Principal will be responsible for all communications that will be sent out to school families, board and staff. This communication includes informing parents and all exposed adults within 24 hours and advise them to quarantine at home for 14 days following exposure and to seek testing should symptoms develop, or as directed by Marion County Health & Human Services.
- 2) Julie Shackelton, Office Manager will be responsible for calling specific parents when they have a child who is sick and needs to go home.
- 3) Jeni Norbo, Office Receptionist will be responsible for assisting Julie Shackelton, when needed in calling specific parents when they have a child who is sick and needs to go home.

Screening Students and Staff Protocol

Parents will be provided a Parent Symptom Screening Algorithm, and be advised to screen their students prior to sending to school (See page 7). Parents will be advised on all clinical circumstances in which students should not attend school and when children will be excluded from school. Families and staff will additionally be provided with COVID-19 symptom checkers to use as tools to determine follow up. School staff should not provide medical advice.

Each day, upon entry to a building each student will be visually screened for the primary symptoms of Covid-19: Cough, fever or chills, shortness of breath by a qualified staff member. A daily log will be kept for each cohort in the school. Should a student be displaying any of these symptoms upon arrival to school or any time during the school day, they will be asked to go to the office and parents will be called to pick them up and take them home. They will be put in isolation until the parent arrives. Should a staff member develop these symptoms, he/she is to report to the administrator and will be sent home.

Any student or staff that has diarrhea or has vomited will be put in isolation and sent home and not return for 24 hours.

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Other Covid-19 symptoms that may occur are new loss of taste, muscle or body aches, nausea, fatigue, congestion or runny nose. These are not necessarily criteria for exclusion at school.

Students and staff who have conditions that cause chronic symptoms, such as asthma, allergies, etc. will not be automatically excluded from school. If a student or staff has these conditions, they will be recorded in our SIS program- FACTS SIS.

Students or staff with a chronic cough that has worsened or is not well controlled with medication should be excluded from school unless they have a doctor's diagnosis that deems them not to be contagious.

Daily Logs

All staff will be trained in the importance and requirement of daily logs. Those middle and high school teachers who have a 1st period class will be responsible for keeping each daily log for the purposes of contact tracing. Elementary students will be logged in either at the gym when they enter for child care or at the front door of the school when they first enter the building. The daily log will contain the child's name, drop off/pick up time, parent/guardian name and emergency contact information, and all staff that interact the child's stable cohort.

Every log will be maintained for 4 weeks after the completion of the term.

(See appendix 2 for daily log for students and staff).

Record of Anyone Entering the Facility

- All visitors are to report to the office, however during this time we are discouraging visitors to come on campus.
- Should a parent need to come in, a log will be kept in the office by Julie Shackelton recording the person's name, contact information, date of visit, and time of entry and exit. This log will be maintained for a minimum for 4 weeks after completion of the term.

(See appendix 3 for daily log of visitors).

Isolation Measures

- When students are identified with restrictable diseases or excludable symptoms, they should be separated from the well-population, in an appropriate space until they can be dismissed to go home.
- A space has been designated as the isolation area, which will contain face coverings, sanitation wipes and hand sanitizer. Students and staff who develop symptoms such as a cough, fever, chills, shortness of breath, difficulty breathing or sore throat will be given a face covering to wear and isolated in this space away from others. They will be sent home as soon as possible. The space will be thoroughly cleaned and sanitized after each use. It is recommended that ill students and staff wear face coverings unless they are nauseas, struggling to breathe, or in distress.
- Students, who don't display COVID-19 symptoms, but have other health issues will sit either in the office or just outside the office.

Environmental Management

All students and staff will use hand sanitizer upon entry to a building every day. Students will be monitored by the staff responsible for their cohort daily log. Students will also wash their hands before snack and lunch each day. Most classrooms have sinks in them and students can use those before they leave the classroom. For those that don't have sinks, students will be assigned to a designated restroom to wash their hands. The teacher will record each day if the students washed their hands before eating.

After students and staff use the restroom, they are required to wash their hands. Elementary students will receive training at the beginning of the year. Middle and high school students will be reminded of the process.

Routine cleaning and disinfecting will take place to prevent the spread of the disease.

- Restrooms will be sanitized every two hours during the school day, by the janitor. This includes faucet handles, toilet handles, counters, sinks, and door handles. Cleaning supplies are kept in the janitorial closet.
- Playground equipment will be sanitized after each cohort has finished, before another cohort goes out to play. The equipment will be sanitized by a teacher aid and the supplies will be kept in a closet in the hallway.

- Any time a cohort leaves a room, desks will be sanitized, as well as door knobs. Each classroom teacher is responsible for this. Each classroom will have sanitizing supplies in them.
- Tables in cafeteria will be sanitized after each cohort's use, each day. The teacher aid on duty will clean the tables and supplies are kept in the cafeteria.
- If a cohort has been infected with Covid-19, the rooms they have been in will be thoroughly sanitized; all surfaces. Teachers will clean desks and door knob and the janitor will clean the rest of the room. Each classroom will have cleaning supplies in them.
- If the school has to close due to Covid-19 infections, no one will be allowed in the building until it has been sanitized. The janitor will be responsible for sanitizing the entire school. Supplies are kept in the janitor's closet.

Shared Objects

All staff will:

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (assigning each student their own art supplies, equipment, or desk) or limit use of supplies and equipment by one group of children at a time, and clean and disinfect between uses.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

If individual supplies are a challenge, ensure that at a minimum, students who are immunocompromised or in otherwise vulnerable populations for COVID-19 illnesses will have their own supplies.

Water Systems

- To minimize the risk of diseases associated with water, we will take steps to ensure that all water systems (sinks and drinking fountains) are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized, but we encourage staff and students to bring their own water to minimize use and touching of water fountains.

Physical Distancing and Protection

Each room has been measured, allowing 35 square feet per person in classrooms, cafeteria, and gym. We will strive to keep students 6 feet apart from each other.

- Classrooms: Elementary classrooms will have a 35 square foot square marked off on the floor using tape to remind students to stay in that space. Middle and high school classrooms will have desks place 6 feet apart from each other and will be reminded by the teacher should they get out of their area. The middle school and elementary students will remain in the same classroom for most of the day. However, middle school will go to different classrooms for their electives. High school students will rotate to different classrooms for their classes with their cohorts. Math and electives will have different cohorts. Desks and high-touch surfaces will be disinfected between cohort groups.
- During chapel and assemblies, students will sit on the bleachers in the gym in their cohorts, six feet apart from each other. We will have separate chapels for elementary, middle and high school.

- During PE: Activities will be planned to allow students to be 6 feet apart from each other in their stable cohort. They will have the entire gym for the class.
- During lunch: Students will sit in their cohorts at tables or desks in the cafeteria, spaced 6 feet apart. There will be staggered lunches, so as to not have a large group in one space at a time.
- Middle and high school passing time: Passing time will be lengthened to 10 minutes to allow staggered passing of students. The hallways are outside, so routes will be organized so that they won't be passing another group of students at the same time or standing in line waiting. Students will be on an A/B block schedule to minimize passing each other.
- Elementary only has a few passing times and those will be staggered to prevent passing another class in the hall. Halls will be marked with directional traveling arrows to indicate a specific path to follow.
- Restroom use: High school and middle school have individual restrooms in several of the portable buildings, so only two people can be in that area at a time. Elementary teachers will need to only let 2 students out of class at a time to use the restroom, instructing them to use every other stall and to have one person wash their hands at a time. Teachers will need to train students on this.
- Arrival time: If students arrive at school between 6:00 a.m. and 7:45 a.m., they will report to the elementary gym and get visually checked. At 7:45, middle and high school students will be dismissed to their classrooms. They will be visually checked again for that cohort.
- Dismissal times: Elementary students will be dismissed at 3:00 p.m. and will go outside with their teacher to go home with parents. Teachers will strive to maintain 6 feet between students while out there. Middle school students will be dismissed at 3:00 on a different area of the campus; they will not mix with the elementary students unless they are siblings. High school will dismiss at 3:05 and will not interact with any of the other students unless they are siblings.

Face Coverings

- Send out letter in August and right before school starts to parents, families and students, communicating appropriate use and care of face coverings. All students and faculty will be required to wear face coverings
- Staff will be trained during in-service on appropriate use and care of face coverings. For staff that are high risk, masks and face shields will be provided.

Outbreaks

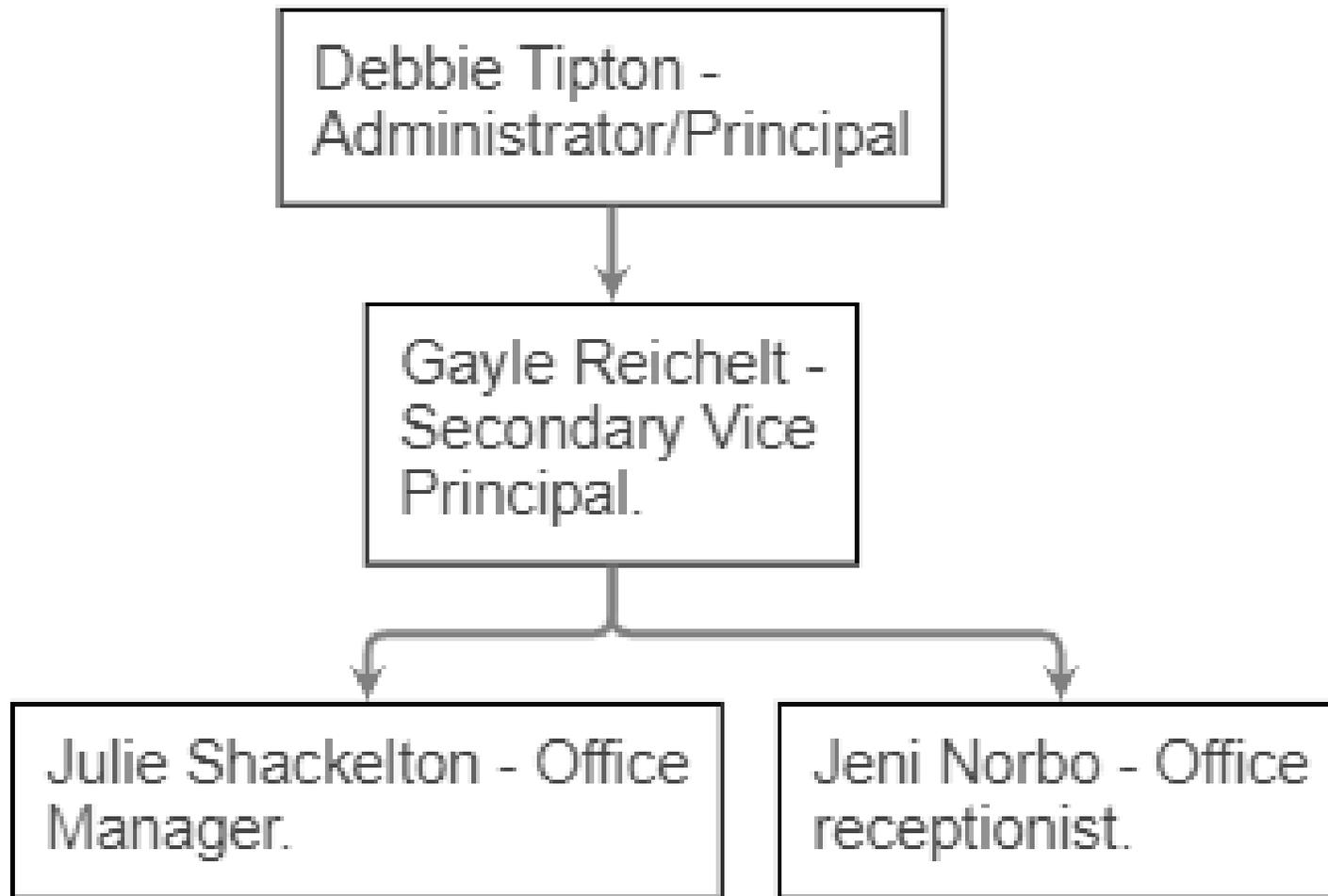
Respiratory illnesses are often observed in the school setting. The following indicators should be reported to the school administrator, who will consult with the Nurse Consultant:

- Any respiratory illness resulting in hospitalization or death of a student or staff member
- Diagnosed pneumonia in 3 or more individuals in the same cohort
- Unusually high (10 or more individuals, >20% of a cohort, whichever is greater) population of individuals affected with compatible respiratory symptoms
- Prolonged illness, lasting longer than 3 days on average, among 10 or more persons (or >20%, whichever is greater) in the same cohort
- Any uncommon incidence of illness in more than 2 students

Appendixes

- 1. Flow Chart of Communication**
- 2. Student/Staff Daily Log**
- 3. Visitor Log**

WVCS Communication Flowchart



Daily Log – COVID-19

Date: _____

Stable Cohort: _____

Child Name (First Last)	IN	Entrance Screening* completed (x)	Parent/Guardian name & phone	Interactions beyond the Cohort	OUT	Symptoms and/or exposures noted

Staff/Adult Names in Contact with Cohort**	Role/Title

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

**Staff Name – The name of any staff member or adult who comes in contact with the students throughout their day.

