

School-Level COVID-19 Management Plan  
Template for School Year 2022-23



**School/District/Program Information**


**District or Education Service District Name and ID:** \_\_\_\_\_ Santiam Canyon School District \_\_\_\_\_

**School or Program Name:** \_\_\_\_\_ Santiam Elementary School \_\_\_\_\_

**Contact Name and Title:** \_\_\_\_\_ Corrine McGinnis, Principal \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ 503-897-2368 \_\_\_\_\_ **Contact Email:** \_\_corrine.mcginnis@santiam.k12.or.us\_\_

**Table 1.**

	<p><b>Policies, protocols, procedures and plans already in place</b></p> <p>Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.</p>
<p><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	<p><a href="http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf">http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf</a></p>
<p><b>Exclusion Measures</b>          Exclusion of students and staff who are diagnosed with certain communicable diseases  <a href="#">OAR 333-019-0010</a></p>	<p><a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/COVID-19%20Exclusion%20Summary%20Chart.pdf">https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/COVID-19%20Exclusion%20Summary%20Chart.pdf</a></p>
<p><b>Isolation Space</b>          Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs.  <a href="#">OAR 581-022-2220</a></p>	<p><a href="http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf">http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf</a></p>
<p><b>Educator Vaccination</b>  <a href="#">OAR 333-019-1030</a></p>	<p><a href="https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=286290">https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=286290</a></p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p><a href="http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf">http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf</a></p>



## Policies, protocols, procedures and plans already in place

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

Additional documents reference here:



## SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

**Table 2. Roles and Responsibilities**

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> <li>Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li> <li>In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li> <li>Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>	Corrine McGinnis, Principal	Todd Miller, Superintendent  Amber Tinney, District Nurse

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Safety Team Representative <i>(or staff member knowledgeable about risks within a school, emergency response, or operations planning)</i>	<ul style="list-style-type: none"> <li>• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	Todd Miller, Superintendent	
Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i>	<ul style="list-style-type: none"> <li>• Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>• Reports to the LPHA any cluster of illness among staff or students.</li> <li>• Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	Amber Tinney, District Nurse	
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	Alex Nalivaiko, Student Services	Todd Miller, Superintendent Melody Rossiter, First Student Bus Services

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
<p>Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i></p>	<ul style="list-style-type: none"> <li>Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health.</li> <li>Shares communications in all languages relevant to school community.</li> </ul>	<p>Corrine McGinnis, Principal</p>	<p>Todd Miller, Superintendent</p>
<p>District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i></p>	<ul style="list-style-type: none"> <li>Has responsibility over COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response.</li> <li>Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	<p>Todd Miller, Superintendent</p>	
<p>Main Contact within Local Public Health Authority (LPHA)</p>	<ul style="list-style-type: none"> <li>Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	<p>Edgar Zarazua, Linn County Public Health</p>	
<p>Others as identified by team</p>			



## Section 2. Equity and Mental Health

### Preparing a plan that centers equity and supports mental health

Preparing a school to manage COVID-19 requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for COVID-19 management while centering an equitable and caring response.

#### Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of COVID-19 (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation<sup>1</sup>, etc.)

- <http://santiam.k12.or.us/our-district/about/>
- <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Decision%20Tools%20for%20SY%202020-21.pdf>INSERT



#### Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Oregon Data for Decisions Guide](#)
3. [Oregon's COVID-19 Data Dashboards](#) by Oregon Health Authority COVID-19
4. [Data for Decisions Dashboard](#)
5. [Community Engagement Toolkit](#)
6. [Tribal Consultation Toolkit](#)

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

**Table 3.**

**Centering Equity**


OHA/ODE Recommendation(s)	Response:
<p>Describe how you identify those in your school setting that are disproportionately impacted by COVID-19 and which students and families may need differentiated or additional support.</p>	<p>Santiam Canyon is committed to promoting educational systems that support each child’s identity, health and well-being, and strengths. Equity is central to informing every decision, and as a small rural district, we pride ourselves on working with individual students and families to meet their specific needs to best support them.</p>
<p>Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to COVID-19.</p>	<p>The principal will work with building level teams and the students/families to identify potential barriers and remediate issues as they arise. Needed technology, access and support staff will be supplied when appropriate.</p>
<p>What support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>Principal will coordinate and work with building level team and district level teams and hold regular meetings to discuss potential issues and make recommendations, as well as meet to discuss individual student needs. This team could include: principal, assistant principal, dean of students, counselors, teachers, behavior specialist, other specialists, mental health, etc.</p>

**Mental Health Supports**

Schools are encouraged to continue to prioritize cultivating care, connection, and community to support the mental, emotional, and social health and well-being of students, families, staff, and administrators.

Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of COVID-19 (e.g., counseling services; partnerships with community mental and behavioral health providers; school district suicide prevention, intervention, and postvention plan; School Based Health Center resources; tribal resources, etc.)

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	<p><b>Suggested Resources:</b></p> <ol style="list-style-type: none"> <li>1. ODE <a href="#">Mental Health Toolkit</a></li> <li>2. <a href="#">Care and Connection</a> Program</li> <li>3. Statewide <a href="#">interactive map of Care and Connection examples</a></li> <li>4. <a href="#">Care and Connection District Examples</a></li> <li>5. Oregon Health Authority <a href="#">Youth Suicide Prevention</a></li> </ol>
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**Table 4. Mental Health Supports**

OHA/ODE Recommendation(s)	Response:
Describe how you will devote time for students and staff to connect and build relationships.	Social emotional skills and connections are used throughout curriculum. Students’ skills and behavior trends will be tracked and assessed regularly for students who need additional support.
Describe how you will ensure class time, and individual time if needed, for creative opportunities that allow students and staff to explore and process their experiences.	Social emotional skills and connections are used throughout curriculum. Students’ skills and behavior trends will be tracked and assessed regularly for students who need additional support. Along with classroom teaching staff, we will utilize counselors, administrators, behavioral specialists, other specialists, and mental health counselors as needed.
Describe how you will link staff, students and families with culturally relevant health and	Particular attention is being paid to health and mental health supports for the upcoming school year. Our district nurse will be working closely this coming year with Santiam Hospital regarding student/staff/family COVID prevention and testing services, as well as all other general health supports. Mental health/counseling supports are increased in both buildings with local staff, and will continue to serve our staff and students with outside agency help, as needed. Santiam Canyon is



OHA/ODE Recommendation(s)	Response:
mental health services and supports.	committed to promoting educational systems that support each child’s identity, health and well-being, and strengths. Equity is central to informing every decision, and as a small rural district, we pride ourselves on working with individual students and families to meet their specific needs to best support them.
Describe how you will foster peer/student lead initiatives on wellbeing and mental health.	Student voice and choice will help guide supports this upcoming year. We are continuing our typical school day times and master schedule, allowing for full range of classes and electives, lunchtime, break times and recess. We will be encouraging athletics and after school clubs/activities. Social emotional learning may be done individually, whole class and small group to foster individual growth and learning, but also done as a collective. Student driven activities are encouraged and supported.



## Section 3. COVID-19 Outbreak Prevention, Response & Recovery:

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

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing COVID-19 transmission within the school environment for students, staff, and community members. COVID-19 will continue to circulate in our communities and our schools for the indefinite future. Schools will utilize different mitigation measures based on COVID-19 transmission within their facilities and communities. In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased COVID-19 transmission, and as they roll back the increased mitigating measures, incorporating lessons learned.



### Suggested Resources:

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

**Table 5.**

**COVID-19 Mitigating Measures**

<p><b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures</p>	<p><b>BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?</b></p>
<p>COVID-19 Vaccination</p>	<p>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Staff are required to be vaccinated or have an approved exemption. The district may send notices about where to access vaccines and boosters near our community.</p>
<p>Face Coverings</p>	<p>We support local control and family choice of the mask wearing. Masks are not required, but are permitted and supported for those who so choose. We will have a large supply of masks to give out to those who need them, with availability for adult and youth sizes. If applicable, all staff, students and community members will adhere to masking requirements while on our campus.</p>
<p>Isolation</p>	<p>Isolation rooms will comply with the district isolation plan within our Communicable Disease policy. The district nurse will work with the superintendent and principal to establish each site and ensure proper materials, PPE, procedures and cleaning occur for the space.</p>
<p>Symptom Screening</p>	<p>District nurse will be accessible for all students and staff to ask questions of symptoms or get support/advice. Office staffs will be training in the basics of what to look for with symptoms.</p>
<p>COVID-19 Testing</p>	<p>Binax-Now rapid tests will be available for all students and staff, so long as they are available to us. Parent permission will be obtained prior to any testing, when required.</p>
<p>Airflow and Circulation</p>	<p>Air systems will be maintained and filters will be changed regularly. Staff will be encouraged to keep windows open to provide fresh air.</p>
<p>Cohorting</p>	<p>Cohorts will be determined at the building level; with the understanding that student contact can increase the potential for COVID spread, while also does not limit student opportunity.</p>
<p>Physical Distancing</p>	<p>Students will stay 3+ feet apart when appropriate, but may move within that distancing when needed for activities/learning. Desks will be positions 3+ feet apart to support this, when possible. Group work is essential for a well-rounded education, so distancing will occur when it makes sense, but will also not limit student learning.</p>
<p>Hand Washing</p>	<p>Hand sanitizer will be available at building entry points, classrooms and in reception areas. Teachers will encourage appropriate hand washing techniques. We will post age appropriate signage and provide regular reminders for hand washing.</p>
<p>Cleaning and Disinfection</p>	<p>Regular cleaning and disinfecting will occur of touchpoints and restrooms. Classrooms will be supplied with cleaning supplies to use throughout the day and evening cleanings will emphasize disinfecting.</p>

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?</b>
Training and Public Health Education	Staff, students, parents and community members will get regular communications in-person, via email and social media regarding the COVID rules and restrictions as well as the best practices to help limit spread. Communications and trainings will be ongoing and adapt to any changes, as needed.

**Table 6. COVID-19 Mitigating Measures**

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>MEASURES DURING PERIODS OF HIGH TRANSMISSION*:</b> describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through <a href="#">CDC COVID-19 Community Levels</a> . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
COVID-19 Vaccination	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Staff are required to be vaccinated or have an approved exemption. The district may send notices about where to access vaccines and boosters near our community.
Face Coverings	CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. If a cohort, school or district hits a point that could threaten in-person learning for all students, we may have a short-term temporary face covering requirement. This will only be used if we are mandated or we have spread that could threaten in-person learning due to high numbers of COVID or loss of staffing.
Isolation	Isolation rooms will comply with the district isolation plan within our Communicable Disease policy. The district nurse will work with the superintendent and principal to establish each site and ensure proper materials, PPE, procedures and cleaning occur for the space.
Symptom Screening	District nurse will be accessible for all students and staff to ask questions of symptoms or get support/advice. Office staffs will be training in the basics of what to look for with symptoms.
COVID-19 Testing	Binax-Now rapid tests will be available for all students and staff, so long as they are available to us. Parent permission will be obtained prior to any testing, when required.
Airflow and Circulation	Air systems will be maintained and filters will be changed regularly. Staff will be encouraged to keep windows open to provide fresh air.

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>MEASURES DURING PERIODS OF HIGH TRANSMISSION*:</b> describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through <a href="#">CDC COVID-19 Community Levels</a> . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
Cohorting <sup>2</sup>	Schools will notify their LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms: 1. At the school level: ≥ 30% absenteeism  Cohorting plans may changes or be limited for a short duration, if needed.
Physical Distancing	Greater distancing may be asked of staff and students, if needed. This will be determined per event, if needed.
Hand Washing	Hand sanitizer will be available at building entry points, classrooms and in reception areas. Hand washing will be utilized prior to meals. Each teacher will teach and encourage appropriate hand washing techniques. We will post age appropriate signage and provide regular reminders for hand washing.
Cleaning and Disinfection	Areas can be closed for disinfecting or additional cleaning may be requested, if needed. This decision will come from the building administrator.
Training and Public Health Education	Staff, students, parents and community members will get regular communications in-person, via email and social media regarding the COVID rules and restrictions as well as the best practices to help limit spread. Communications and trainings will be ongoing and adapt to any changes, as needed.

<sup>2</sup> Cohorting refers to establishing a consistent group of students that stay together for a significant portion of the school day. Examples include stable mealtime cohorts, classrooms, table groups, lunch bunches, and other group situations. Cohorts should be as small as feasible to minimize exposure.

**Table 7.**

**COVID-19 Mitigating Measures**

<p><b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures</p>	<p><b>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE:</b> describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?</p>
<p>COVID-19 Vaccination</p>	<p>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Staff are required to be vaccinated or have an approved exemption. The district may send notices about where to access vaccines and boosters near our community.</p>
<p>Face Coverings</p>	<p>CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. If a cohort, school or district hits a point that could threaten in-person learning for all students, we may have a short-term temporary face covering requirement. This will only be used if we are mandated or we have spread that could threaten in-person learning due to high numbers of COVID or loss of staffing. Once numbers decrease, we would lift any masking requirements working with our LPHA.</p>
<p>Isolation</p>	<p>Isolation rooms will comply with the district isolation plan within our Communicable Disease policy. The district nurse will work with the superintendent and principal to establish each site and ensure proper materials, PPE, procedures and cleaning occur for the space.</p>
<p>Symptom Screening</p>	<p>District nurse will be accessible for all students and staff to ask questions of symptoms or get support/advice. Office staffs will be training in the basics of what to look for with symptoms.</p>
<p>COVID-19 Testing</p>	<p>Binax-Now rapid tests will be available for all students and staff, so long as they are available to us. Parent permission will be obtained prior to any testing, when required.</p>
<p>Airflow and Circulation</p>	<p>Air systems will be maintained and filters will be changed regularly. Staff will be encouraged to keep windows open to provide fresh air.</p>
<p>Cohorting</p>	<p>Schools will notify their LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms: 1. At the school level: <math>\geq 30\%</math> absenteeism</p> <p>Cohorting plans may changes or be limited for a short duration, if needed.</p>
	<p>Greater distancing may be asked of staff and students, if needed. This will be determined per event, if needed.</p>

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE:</b> describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
Physical Distancing	
Hand Washing	Hand sanitizer will be available at building entry points, all classrooms and in reception areas. Each teacher will teach and encourage appropriate hand washing techniques. We will post age appropriate signage and provide regular reminders for hand washing.
Cleaning and Disinfection	Areas can be closed for disinfecting or additional cleaning may be requested, if needed. This decision will come from the building administrator.
Training and Public Health Education	Staff, students, parents and community members will get regular communications in-person, via email and social media regarding the COVID rules and restrictions as well as the best practices to help limit spread. Communications and trainings will be ongoing and adapt to any changes, as needed.

## PRACTICING PLAN TO IMPROVE PROCESS

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

**INSERT THE LINK** where this plan is available for public viewing.

<http://santiam.k12.or.us/our-district/plans-reports/>

Date Last Updated: **August 22, 2022**

Date Last Practiced: **August 23, 2022**