

School-Level Communicable Disease Management Plan
Template for School Year 2023-2024



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.mcginis@santiam.k12.or.us _____

Table 1.



Policies, protocols, procedures and plans already in place

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

Plan Types	Hyperlinks and Descriptions
<p>School District Communicable Disease Management Plan OAR 581-022-2220</p>	<p>http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf</p>
<p>Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010</p>	<p>https://www.oregon.gov/ode/students-and-family/healthsafety/SiteAssets/Pages/Student-Health-Conditions/Parent%20Letter%20Translated%20-%20Spanish.pdf</p>
<p>Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220</p>	<p>http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf</p>
<p>Emergency Plan or Emergency Operations Plan OAR 581-022-2225</p>	<p>http://santiam.k12.or.us/media/2020/08/Santiam-Canyon-Communicable-Disease-Management-Plan-2020-.pdf</p>

Plan Types	Hyperlinks and Descriptions
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	<i>For mental health support needs, please contact your school office where our team may connect the student with appropriate staff and/or resources, including possible support from: teachers, counselors, behavior specialist, mental health specialists, school nurse and/or possible Student Support Team (SST) referral for additional supports and/or accommodations and modifications.</i>
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"> Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. 	Corrine McGinnis, Principal	Todd Miller, Superintendent

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

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



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

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

Centering Equity

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

Table 3. Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	We can offer additional supports for students from staff and specialists, we can provide school work to families, take resources home, use technology as a tool to connect classroom instruction and work to the students, we will provide computers to all students, wifi devices may be checked out when needed, and we can work collaboratively with the family to identify barriers and support families on each individual need basis.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which	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.

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

OHA/ODE Recommendation(s)	Response:
students and families may need differentiated or additional support.	
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	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.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	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.



Section 3. Communicable Disease Outbreak Prevention and Response:

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

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



Suggested Resources:

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

Table 4.

Communicable Disease Mitigation Measures

<p>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p>	<p>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</p>
<p>Immunizations</p>	<p>Immunizations are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon.</p> <p>Families are encouraged to talk to their child’s school office to know the requirements, learn what they might need and learn of possible locations to get the needed immunizations.</p> <p>We will publicize local immunization events to all families.</p>
<p>Face Coverings</p>	<p>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 Diagnostic 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>Desks will be positions 3+ feet apart to support distancing, 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 and cooperation.</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>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Hand Washing	
Cleaning and Disinfection	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.
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 BE READY	

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

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

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

Date Last Updated: **August 1, 2023**

Date Last Practiced: **August 28, 2023**