

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



School/District/Program Information

District or Education Service District Name and ID: Lane ESD

School or Program Name: Lowell Jr./Sr. High School

Contact Name and Title: Joshua Metzger (Principal)

Contact Phone: (541)-937-2124 Contact Email: jmetzger@lowell.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
School District Communicable Disease Management Plan OAR 581-022-2220	https://www.lowell.k12.or.us/c19mp/
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	<p>Communicable disease plan outlines specific exclusion criteria for identifying when a student will not attend school while in a communicable stage of an excludable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation.</p> <p>Exclusion rules:</p> <ul style="list-style-type: none"> • Students must be fever free for 24 hours before returning to school • Students must not have been actively vomiting for 24 hours • Some conditions may require a note from a physician regarding return time
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>Isolation space at the high school is available in our new health-room. This allows for monitored isolation, easy access to the exterior once parents are available to pick up students, as well as student privacy.</p> <p>All health room attendants have been instructed to isolate anyone with primary COVID-19 symptoms 6 feet away from any other student/staff that may need health room assistance at the same time.</p> <p>All health room attendants will wear a mask as per CDC recommendations and in accordance with OAR 333-019-1011, while attending to person in the health room. They have also been instructed to maintain good hand hygiene upon entering and exiting the health room as well as in between student/staff they may be attending to. Hand sanitizers will be installed at the doorway for the health room and will be checked daily for proper operation by the custodian</p>

Plan Types	Hyperlinks and Descriptions
	<p>Health room staff are trained annually on first aid and AED use per American Heart Association guidelines.</p> <p>First Aid supplies needed to properly apply first aid have been stocked in each health room and will be maintained as needed.</p>
<p>Emergency Plan or Emergency Operations Plan OAR 581-022-2225</p>	<p>The Lowell School District maintains an Emergency Plan Handbook that is updated annually. Each building and maintains a current copy. One item in the handbook is how to respond to a medical emergency. Handbooks are reviewed at the beginning of the year staff meetings, and on an ongoing throughout the year. The plan specifically addresses when to call 911, how to assess the scene, and how to assess the victim. In addition, all buildings have AED's and staff trained to use them. The locations of the AED's are reviewed and known by all staff. At the High School only, each athletic team also maintains an Emergency Action Plan (EAP). This plan is updated each season, with roles being identified and assigned to new team members.</p>
<p>Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)</p>	<p><i>Family resource center: Able to provide resources and connections with community services.</i></p> <p><i>Counseling resources: Administrative and Counselling staff are able to provide connections to community services, additional support and outreach.</i></p>
<p>Additional documents reference here:</p>	



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.• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.	Joshua Metzger (Principal)	Scott Yakovich (Superintendent)
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">• 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.	Joshua Metzger (Principal)	Scott Yakovich (Superintendent)

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	<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. 	Cindy Neet (Student Services Secretary)	Joshua Metzger (Principal)
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	<ul style="list-style-type: none"> Advises on prevention/response procedures that are required to maintain student services. 	Jason Pickett (Transportation/Maintenance) Nathan Bowers (Food Services)	Scott Yakovich (Superintendent)
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. 	Michelle Stephens (Communications) Scott Yakovich (Superintendent)	Joshua Metzger (Principal)
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. 	Scott Yakovich (Superintendent)	Jessica Edgerton (Principal Lundy Elementary) Joshua Metzger (Principal Lowell Jr./Sr. High)

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
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. 	Scott Yakovich (Superintendent)	Michelle Stephens (Communications)
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.)

- [Equity Decision Tools](#) for School Leaders
- [Community Engagement Toolkit](#)
- [Tribal Consultation Toolkit](#)



Suggested Resources:

1.

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.

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.	Office staff or school staff identify students and families who may need extra assistance through daily interaction or during phone interaction. Families who identify as having tested positive for COVID-19 are specifically asked if they would like assistance of any kind during their exclusion period. They are then referred to our office secretary who can further identify needs specific to that family. Our office secretary is able to assist families who may require additional support during their exclusion or recovery period. Additional supports include but are not limited to, food support, schoolwork support, COVID-19 test delivery and health services.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	<p>Office staff or school staff identify students and families who may need extra assistance through daily interaction or during phone interaction. Families who identify as having tested positive for COVID-19 are specifically asked if they would like assistance during their exclusion period and a referral to our office secretary will be made. Our office secretary is able to assist families with various social needs during their exclusion period, including but not limited to, food support, schoolwork support and health services. Office secretary will continue to check in with families until they identify as no longer needing additional support.</p> <p>Additionally, student needs and support will be monitored by the following staff groups in coordination between administration, instructional and support staff:</p> <ul style="list-style-type: none"> • Leadership team meetings • School data team meetings • Behavioral referrals and review team • Social Emotional referrals to administration • SPED file reviews and collaboration with Special Education Director Haidee Copeland • Family Resource Center

OHA/ODE Recommendation(s)	Response:
<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 communicable disease.</p>	<p>Our office secretary will assist families with support needed related to COVID-19 or other restrictable diseases. Building administrators are readily available by phone or email to discuss specifics surrounding family support. A COVID-19 tracking spreadsheet is maintained by office secretary and building administrators with editable notes for addressing specific student/family needs</p> <p>Additional supports may include:</p> <ul style="list-style-type: none"> • Access to additional time with teachers or distance learning as required. • Access to in-person or virtual support during times of extended absence. • Individualized plans for return and work. • Contact with family and student by counseling/administration.
<p>Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>Regular office meetings to discuss needs related to health of students and potential impact of absences caused by communicable diseases</p> <ul style="list-style-type: none"> • Team meets weekly on Tuesdays, this is a regular action item. <p>Student training of potential distance learning tools (CANVAS, Synergy, Google Suite etc.)</p> <ul style="list-style-type: none"> • Training during first days of school, frequent use of tools integrated in classes, with assessment of student skills <p>Staff training of potential distance learning tools (CANVAS, Synergy, Google Suite etc.)</p> <ul style="list-style-type: none"> • Training during In-service and professional development times • Monitoring by administration and evaluation of use of skills <p>Preparation for distribution of technology and internet access points</p> <ul style="list-style-type: none"> • Coordination with tech services



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

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?
Immunizations	<i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Shots are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.</i>
Face Coverings	Face coverings are available to all students/staff/visitors upon request in the front office. Students who are visibly ill are encouraged to wear face coverings in public spaces while waiting for pickup.
Isolation	LHS is installing a new health room in the office that will serve as a place for students waiting for pickup due to illness. This allows for supervised isolation of actively ill students.
Symptom Screening	Symptoms are screened by our student services secretary in the front office, and all staff members are trained on recognition of active symptoms of COVID-19
COVID-19 Diagnostic Testing	<i>OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.</i>
Airflow and Circulation	<i>HVAC systems are maintained by the school maintenance department. In addition, all rooms have Medify Air brand purifiers, as well as large scale air purifiers in the gym and cafeteria</i>
Cohorting	Classes are cohorted where possible and appropriate.
Physical Distancing	Students are encouraged to maintain distance between themselves and others where possible. Seating in classrooms is generally arranged to minimize face to face contact.
Hand Washing	Posters encouraging proper handwashing technique are in the bathrooms at the high school.
Cleaning and Disinfection	Custodians have disinfecting supplies, teachers clean desks between classes.

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?
Training and Public Health Education	We will partner Lane County Public Health to provide training, education and public information as appropriate to our students, staff and community.
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 <https://www.lowell.k12.or.us/>

Date Last Updated: **8/8/2023**

Date Last Practiced: **9/1/2023**