

# **MOUNTAIN VIEW ACADEMY CHARTER SCHOOL**

## **Communicable Disease Management Plan**



## School/District/Program Information


District or Education Service District Name and ID: Lowell School District

School or Program Name: Mountain View Academy Charter School

Contact Name and Title: Jessica Cardwell or Laurie Cardwell – Directors

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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="https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.pdf">https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.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://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.pdf">https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.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="https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.pdf">https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.pdf</a></p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p> <a href="https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.pdf">https://mtviewacademy.com/wp-content/uploads/2021/06/MVA-Communicable-disease-plan.pdf</a>  <a href="https://mtviewacademy.com/wp-content/uploads/2022/03/Blueprint.pdf">https://mtviewacademy.com/wp-content/uploads/2022/03/Blueprint.pdf</a>  <a href="https://mtviewacademy.com/handbook">https://mtviewacademy.com/handbook</a> </p> <p><i>Master, Emergency plans are maintained in the office of the Mountain View Academy Director and not broadcast online due to the detailed nature of Emergency preparedness plans. All staff members practice and prepare for various types of emergencies on a regular basis, have roles and responsibilities outlined each year, and know the locations they need to meet at, how and what to use to communicate in an emergency, and the route to our evacuation point.</i></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>	Jessica Cardwell – Director  Laurie Cardwell – Asst. Director	541- 735 – 1709  <a href="mailto:Jessica@mtviewacademy.org">Jessica@mtviewacademy.org</a> <a href="mailto:Laurie@mtviewacademy.org">Laurie@mtviewacademy.org</a>

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>	Jessica Cardwell – Director Laurie Cardwell – Asst. Director Julie Valencia – Board President Kelly Harris – Administrative Asst. Rob Miles – SPED & family services representative	
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>	Jessica Cardwell – Director Kelly Harris – Administrative asst. Rob Miles – SPED & Family services representative.	
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>	Jessica Cardwell – Director	

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"> <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>	Jessica Cardwell – Director Kelly Harris – Administrative Asst.	
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<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>	Jessica Cardwell – Director	
Main Contact within Local Public Health Authority (LPHA)	<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>	Jessica Cardwell – Director	
Others as identified by team			



## 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.)



#### Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

**Table 3.** Centering Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	School work & notes will be provided to students who miss school due to illness. In addition, our teaching staff is committed to providing small group instruction when the student returns.

<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.

OHA/ODE Recommendation(s)	Response:
<p>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>	<p>When a student misses a school day, they are contacted by our administrative assistant and a plan is made with the parent. We work together with our families to get resources, school-work, etc. to the family.</p> <p>Each communicable disease situation is handled on an individual basis. Once we have connected with the family, the school leadership team creates an individualized plan for the student/family. This could include delivering school work and notes, a ZOOM meeting, or connecting the family to a tutor.</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 communicable disease.</p> <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>Each communicable disease situation is handled on an individual basis. Once we have connected with the family, the school leadership team creates an individualized plan for the student/family. This could include delivering school work and notes, a ZOOM meeting, or connecting the family to a tutor.</p> <p>We use in-service and staff meetings to train our staff on how to communicate with families and what resources are available for them. As we go into the school year, many of our systems and procedures will remain in place, be re-taught, to provide consistency for families.</p>





## 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 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
3. Transmission Routs (pages 29 – 32)
4. Prevention or Mitigation Measures (page 5 – 6)
5. CDC Guidance for COVID- 19 Prevention in K – 12 Schools
6. 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. <b>Immunizations (or the completion of exemption paperwork) are required by law</b> 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 <a href="#">requires shots</a> or a <a href="#">medical</a> or <a href="#">nonmedical exemption</a> to stay enrolled.</i>
Face Coverings	Face covers are optional for students, staff, and volunteers.
Isolation	We have an isolation area listed in our communicable disease management plan, all necessary staff members know of this area and are able to follow the disease management plan.

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?
Symptom Screening	We have many layers of symptom screening. All parents are given a list of symptoms to screen their students for (with many reminders throughout the year), we have a staff member visually screening all students throughout the day.
COVID-19 Diagnostic Testing	COVID -19 Diagnostic Testing sites will be made available to staff and students.
Airflow and Circulation	<i>We have HEPA air purifiers in each classroom, our ventilation systems were completely remodeled, and we leave the doors and windows open as much as possible.</i>
Cohorting	In the event of a communicable disease outbreak, we are prepared to return to cohorting.
Physical Distancing	In the event of a communicable disease outbreak, we have the ability to create physical distancing between students.
Hand Washing	We are intentional about teaching good hygiene and creating opportunities for students to wash their hands throughout the day.
Cleaning and Disinfection	Our staff will continue to clean and disinfect on a regular basis.
Training and Public Health Education	<p>We are committed to our screening protocols and teaching our families what to look for before bringing students to school. Our students and staff are committed to handwashing/sanitizing on a regular basis and diligently cleaning our school, classrooms, and supplies. We will continue to have individual supplies for our students, so as not to share germs.</p> <p>In addition, we will remain in close contact with Lane County Public Health for trainings and information regarding communicable diseases.</p>

## 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.

In the event of a communicable disease outbreak or outbreak of any kind, families will receive a notice from the Director or MVA's Executive Assistant. The notice will identify the cohort that is impacted, the communicable disease, symptoms to watch for, what steps the school is taking, and what we need from parents.

Date Last Updated: **AUGUST 2023**

Date Last Practiced: **AUGUST 5, 2023**