

# **Grant County ESD Communicable Disease Plan**

This Communicable Disease Plan includes procedures related to a virus outbreak and contact-tracing. This plan also includes preparations and procedures for Pandemic response planning.

## Table of Contents

Introduction	3
Overall Health and Safety Guidelines	3
Ensuring Continued Public Health	3
Vulnerable Populations – Students and Staff	3
Procedures, Planning and Logistics	4
Planning for Safe In-Person Instruction	4
Screening for Symptoms	4
Physical Distancing	5
Healthy Hygiene Practices	5
Cleaning, Disinfection and Ventilation	6
Schools Shall:	6
Supporting Student Transportation	6
Conducting Limited In-Person Instruction During Pandemics	6
Use of limited in-person instruction and small group instruction	6
Communication and Planning for Contact Tracing	7
Safety Procedures & Supports for limited in-person instruction, small group instruction, Summer School, Extended School Year and Compensatory Education Programs	7
ESD Staff Responsibilities	7
Supporting limited in-person instruction and small group instruction	7
Response to outbreak	8
Appendix A – Liability Statement	9
Appendix B – Contact Log	10
Appendix C – ESD Staff Checklist	11

## Introduction

The Grant Education Service District in coordination with Oregon Department of Education (ODE) and the Oregon Health Authority (OHA), has created the **Communicable Disease Plan**. It is designed to support Oregon's Birth-22 educational settings in the planning and implementation of a variety of programming during a pandemic. While every educational setting operationalizes instructional programming based on community strengths and needs, specific elements require a shared approach to uphold physical distancing and public health requirements. Overall, this plan ensures all in-person instruction minimizes safety and public health risks while maximizing connection and learning.

This plan supports in-person instruction and/or summer programming.

This provides a framework for a common approach to instruction, health, and safety during a unique and challenging time.

## Overall Health and Safety Guidelines

### Ensuring Continued Public Health

This plan is built upon Governor Brown's framework for rebuilding a safe and strong Oregon and in partnership with Oregon Health Authority so that education and instruction ensure the public health of all Oregonians.

For school staff onsite, the responsibility to maintain public health includes both maintaining their own health and the health of those they come in contact with. They must both follow the guidance for their own health and as an example to help ensure students, families and other staff also follow the guidance for the protection of all Oregonians. The level of self-discipline and awareness needed to maintain and care for these responsibilities is high and comes with painful consequences if we lapse in judgment or consistency. All staff need encouragement, support and clear guidelines to meet what is outlined in this document. For instructional efforts to be successful we must make every effort to maintain the health of students and staff.

*As students and staff return to school they will naturally fall into pre-closure routines and habits. Staff must consistently model, teach and reinforce social distancing and hygiene practices until they become an expected and accepted way of being at school.*

All educational settings must designate a person or officer to establish, implement and enforce social distancing requirements, consistent with this guidance and guidance from OHA. When in-person interactions are required, social distancing measures must be implemented and enforced to the maximum extent possible. The staff member responsible for this district: Robert Waltenburg.

### Vulnerable Populations – Students and Staff

Grant ESD stands ready to serve all students during communicable disease outbreaks. If a student is considered "high risk", steps will be taken to provide continuity of education in the safest possible way. High-risk individuals may meet criteria for exclusion during a local health crisis. Individual cases will be reviewed in partnership with school health providers and special education providers to determine the safest placement. Placement may be on-site, hybrid (on-site and comprehensive distance learning), or comprehensive distance learning. Vulnerable staff populations should continue to stay at home. Those at high-risk for severe illness from COVID-19 shall not be required to provide in-person instruction. These include:

- People 65 years and older;
- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised;

- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications;
- People with severe obesity (body mass index [BMI] of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease; and
- Any other underlying conditions identified by the OHA or CDC.

## Procedures, Planning and Logistics

### Planning for Safe In-Person Instruction

- Staff should not report to work and parents should not bring their students to school if the student or staff member has or recently had an illness with fever or cough. They should remain home for at least 10 days after illness onset and until 72 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and/or diarrhea) are improving.
- Staff should not report to work and families should not bring children who have been exposed to a confirmed or presumptive case of COVID-19. The exposed individual needs to be quarantined for a minimum of 14 days after their last date of exposure to a known case.
- Staff or attendees who have a family member at home with symptoms of COVID-19 who has not been tested need to be monitored for symptoms carefully. The ill family or household member should be strongly encouraged to seek testing.
- All staff and students shall wash hands frequently (e.g., before and after meals, after coming inside, after using the restroom, after sneezing, blowing your nose, or coughing) with soap and water for at least 20 seconds ([CDC guidance](#)).
- Practice and safely promote the avoidance of touching one's face.
- Staff and students should be educated on the importance of respiratory etiquette:
  - Cover coughs and sneezes with a tissue or elbow;
  - Throw the tissue away immediately into a garbage receptacle; and
  - Clean hands after covering coughs and sneezes, and after throwing away used tissues.
- Provide easy access to soap and warm water for handwashing for all students and staff ([CDC guidance](#)).
- When appropriate and to minimize contact during drop-off and pick-up, parents/drivers shall remain outside of the building for sign-in and sign-out of their children.
- Facilities shall be restricted to essential visitors and volunteers. Non-essential visitors and families are not allowed to use facilities.
- Children over the age of 2 may wear face coverings if under close adult supervision.
- Children of any age should not wear a face covering:
  - If they have a medical condition that makes it difficult for them to breathe with a face covering;
  - If they experience a disability that prevents them from wearing a face covering;
  - If they are unable to remove the face covering independently; or
  - While sleeping.
- Face coverings cannot be required for use by children and should never prohibit or prevent access to instruction or activities.
- To the extent possible and when reasonable, it is requested that adult visitors wear face coverings, which will be available from the ESD.

### Screening for Symptoms

- The staff member who is working with a student or student group will be responsible for screening.

- Check for new cough and fever for anyone entering the ESD building or interacting with staff.
- If the parent/guardian cannot attest to temperature, school staff should check the temperature.
- Individuals with a fever over 100.4° F should not be allowed to enter.
  - COVID-19 does not always present with temperature or new cough. Symptoms of COVID-19 include fever and new cough, as well as shortness of breath or difficulty breathing; chills; muscle pain; sore throat; and new loss of taste or smell.
  - Individuals who have a cough that is not a new onset cough (e.g. asthma, allergies, etc.) do not need to be excluded from instruction.

### Physical Distancing

- Daily activities and curriculum should support physical distancing, striving to maintain at least six feet between individuals. Considerations to adjust programming for social distancing:

Activity	Adjustment for Physical-Distancing and Sharing
Room Set Up	<ul style="list-style-type: none"> <li>● Limit the number of students in each classroom to a stable cohort no larger than 25.</li> <li>● Space seating/desks to provide at least six feet between students.</li> </ul>
Instructional Activities	<ul style="list-style-type: none"> <li>● Plan activities that do not require close physical contact between multiple students.</li> </ul>
Item Sharing	<ul style="list-style-type: none"> <li>● Designate equipment solely for the use of a single cohort and sanitize between uses. If this is not feasible, change your planned approach. Avoid item sharing. If items must be shared, remind students to wash their hands (<a href="#">CDC guidance</a>) and not to touch their faces after using these items. Shared items should be sanitized between uses.</li> <li>● Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.</li> </ul>
Visitors & Volunteers	<ul style="list-style-type: none"> <li>● Restrict all non-essential visitors and volunteers; this includes families visiting or volunteering in the school.</li> </ul>
Manage Students' Belongings	<ul style="list-style-type: none"> <li>● Keep each student's belongings separated from others' and in individually labeled containers, cubbies or areas.</li> </ul>

### Healthy Hygiene Practices

- Schools/school staff shall:
  - Reinforce protocols and provide handwashing and/or hand sanitizing facilities ([CDC guidance](#)), tissues and garbage receptacles that are easily accessible to both students and staff.
  - Reinforce covering coughs and sneezes among children and staff.
  - Reinforce use of cloth face coverings among all staff. Face coverings are most essential in times distancing is not possible. Staff should be frequently reminded not to touch the face covering.

Information should be provided to all staff on proper use, removal and washing of cloth face coverings.

- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older students who can safely use hand sanitizer), tissues and no-touch trash cans.
- Post clear signs (available at [healthoregon.org/coronavirus](http://healthoregon.org/coronavirus)) on how to stop the spread of disease, particularly COVID-19, properly wash hands, promote everyday protective measures and properly wear a face covering.
- District shall provide PPE to all staff when requested. District will automatically provide face coverings or face shields to staff who are regularly within six feet of students, bus drivers, and staff who prepare meals.

## **Cleaning, Disinfection and Ventilation**

### **Schools Shall:**

- Clean, sanitize, and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected environments ([CDC guidance](#)), including classrooms, and restrooms.
- Encourage students to bring their own reusable water bottle and refill from the water fountain instead of drinking from the water fountain.
- Ensure safe and correct application of disinfectants and keep these products away from students following labeling direction as specified by the manufacturer.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not use fans if they:
  - Pose a safety or health risk, such as pollen allergies or exacerbating asthma symptoms.
  - Doors and windows are closed and the fans are recirculating the classroom air.
- Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

## **Supporting Student Transportation**

- During limited in person contact with students, the ESD and its staff will not transport students.

## **Conducting Limited In-Person Instruction During Pandemics**

### ***Use of limited in-person instruction and small group instruction***

- *Limited in-person instruction and small group instruction* should be prioritized for students earning credit for on-time graduation, completion of a high school equivalency program, completion of Dual Credit or accelerated learning programs, or certification for career and technical education (CTE) or similar programs.
- *Limited in-person instruction and small group instruction* is to be used ***only*** when Distance Learning cannot support or approximate the requirements for required instruction or assessment, including, but not limited to:
  - A secure testing environment for a General Education Development (GED) exam;
  - Access to limited-engagement, small group instruction, where online and offline Distance Learning ***cannot*** be supported, as determined by the district (intended for small districts with families with no/limited internet/phone access).
  - Assessments for Special Education eligibility requirements that can be completed with the six foot physical distancing measures.

## **Communication and Planning for Contact Tracing**

- All communication with students, families and staff who have come into close contact with a confirmed case will be handled by the Local Public Health Authority, including initial contact and continued monitoring.
- Grant ESD will not release identifying information regarding any positive test results. We will rely on the Local Public Health Authority to provide information to students, families and staff. Information will be disseminated per the Communication Annex of the Grant County ESD Emergency Operation Plan.
- Staff will document via the Contact Log (Appendix B) all information necessary to provide Local Health Authority contact information necessary for Contact Tracing.
  - Part of reopening Oregon includes building the capacity of local county health departments to make contact tracing calls to people who may have come into contact with someone who tested positive for COVID-19. All information is strictly confidential and will be treated as a confidential public health record.
  - A contact tracer will ask:
    - For your name, date of birth and where you live
    - If you need an interpreter in a language other than English
    - For race, ethnicity, language and disability information
    - If you have any symptoms of COVID-19
    - If you need a place to stay or have other needs to help you stay at home
    - If they can contact you daily to monitor your symptoms and needs
    - If a contact tracer is unable to reach a person, they will leave a voicemail and request that the person call back. The voicemail will not contain any health information.

## **Safety Procedures & Supports for limited in-person instruction, small group instruction, Summer School, Extended School Year and Compensatory Education Programs**

In addition to the health and safety requirements outlined in the Ensuring Public Health Section of this plan, the following procedures must also be implemented for situations where limited in-person or small group instruction is warranted:

### ***ESD Staff Responsibilities***

- Fill out Contact Log each time a student is served in the ESD building.
- Require student (if 16 or over) or parent read and sign Liability Statement each time a student is served in ESD building.

### ***Supporting limited in-person instruction and small group instruction***

- *Limited in-person instruction and small group instruction* should be limited to one or few sessions, rather than daily or multiple sessions per week.
- Students and staff should only be together in the classroom space for the limited amount of time required for the activity (instruction, assessment, etc.).

**Response to outbreak**

- Coordinate with the LPHA for any outbreak response.
- If anyone who has been at the ESD building is known to have been diagnosed with COVID-19, report the case to, and consult with, the LPHA regarding cleaning and possible classroom or program closure.
- Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.
- When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- Modify, postpone, or cancel large ESD events as coordinated with the LPHA.
- If the ESD is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.



**Appendix A – Liability Statement**

# Liability Statement

I attest that I do not have any of the following symptoms of COVID 19 (check all that apply):

Parent/Adult Volunteer or Guest

Yes	No	Symptom
		Fever 100.4 or above
		Cough - new
		Shortness of breath or difficulty breathing
		Chills
		Muscle Pain
		Sore Throat
		Loss of taste or smell

Student (if 16 or under, must be filled out by Parent/Guardian)

Yes	No	Symptom
		Fever 100.4 or above
		Cough - new
		Shortness of breath or difficulty breathing
		Chills
		Muscle Pain
		Sore Throat
		Loss of taste or smell

I understand that I will be asked to wear a mask while visiting the Grant ESD facility. If I do not have a mask, one will be provided to me. ESD staff meeting with students will maintain social distancing when doing so does not interfere with the ability to deliver service to your child. ESD staff meeting with students will wear masks when doing so does not interfere with the ability to deliver service to your child.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# ESD Staff Checklist

- Contact Log completed
- Liability Statement signed and dated
- Wear mask
- Offer mask to contact
- Sanitize station and all items after each contact
- Notify cleaning staff if additional cleaning/sanitizing is needed

GRANT COUNTY ESD  
Emergency Operation Plan

Pandemic Annex

## Background:

The GRANT COUNTY ESD (the District) Emergency Operation Plan (EOP) is made up of several components. In order to ensure efficient and effective emergency management, the components of the EOP must be implemented in its entirety.

The purpose of a Pandemic Annex is to provide a general, comprehensive plan to help protect the whole school community (students, staff, and visitors) from new communicable diseases. This plan is not intended to build fear but to provide a thoughtful, measured response to help support health and safety in the school community.

There are some diseases that are *endemic*, such as the seasonal flu, which are expected to infect people at a general rate every year. According to the World Health Organization (WHO), a *pandemic* is the worldwide spread of a new disease. This can be concerning as the new disease and its impacts are not well known.

There is usually some warning, and therefore time, to prepare for a pandemic before it reaches the community. As a pandemic is the spread of new disease, disease-specific information for prevention, protection, mitigation, and recovery from infection and community impact will become available as experts learn more about the disease. While disease-specific information may not always be known, there are general communicable disease prevention practices that can help protect people from infection.

Whether or not schools will be closed, or for how long, is impossible to say in advance since all pandemics are different in their scope and severity. However, it is well established that infectious disease outbreaks most often start in schools so the District may close schools early in an event. Any decision to close schools will be done at the recommendation of the GRANT COUNTY HEALTH DEPARTMENT (local Public Health Authority.) Please note that State and Federal mandates have the authority to supersede this Pandemic Annex.

There is the potential for great impact on general community and school functions in relation to pandemics. As such, the creation of this Pandemic Annex is intended to help prepare the District to support the school community (students, staff, and visitors) to be safe and healthy *before, during, and after* a pandemic.

## General Outline

This annex is broken down into three sections:

- *Before* – This section details how the school will prepare and protect the school community before the new disease reaches the community.
- *During* – This section details how the school will mitigate the impact of and respond to the disease if it reaches the school community.
- *After* – This section details how the school will recover from and return to general operations once the disease is no longer present in the school community or has become endemic in the broader community.

Each section will have:

- *Goal(s)* – Broad general statements that indicate the desired outcome.
- *Objective(s)* – Specific, measurable actions that are necessary to achieve the goals.
- *Course(s) of Action* – Address the what, who, when, where, why, and how.

When appropriate, the Pandemic Annex will refer to *functional annexes*, such as the Communications Annex, to support a thorough response.

## Considerations in the Pandemic Annex Development

### Potential School Impact Issues Considered:

- Potential for schools closing; loss of teaching days.
- Large numbers of staff absent, difficult to maintain school operations.
- Loss of services from supply and support services (i.e. food services and transportation).
- Student absenteeism elevated above normal trends.
- Parents who choose to keep children at home.
- Loss of ability to continue operations in support departments.
- Cancellation of extracurricular activities (i.e. athletic events and dances).
- Cancellation of fieldtrip activities.

### Potential Community Impacts Considered:

- Large percentages of the population may be unable to work for days to weeks during the pandemic either due to illness or caring for ill dependents.
- Significant number of people and expertise would be unavailable.
- Emergency and essential services such as fire, police, and medical may be diminished.
- School operations could be affected by decreased community support capacities and critical infrastructures.
- Financial and social impacts of prolonged schools' closures.
- Large number of students/kids under quarantine protocols.
- Lack of consumable goods such as cleaning supplies, hand sanitizer, paper sacks, etc.
- Methods of continued instructions should schools' close.

### Access Control on School District Property:

- Follow visitor and volunteer policies that enables school administrators to control access to the buildings.
- Each should have a plan to lock out certain entrances and exits and to monitor others, if necessary.

## Before a Pandemic

This is the point at which a new communicable disease has been identified somewhere in the world, and is spreading, but is not yet worldwide or impacting the community.

**Goal:** To protect the school community from the spread of new communicable diseases.

**Objective:** Prepare the school community with non-medical ways to limit the spread of illness.

### Courses of Action:

- The Superintendent will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- The Superintendent will post handwashing health promotion materials from the CDC, [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.

- The local Public Health Authority will create, or provide, a flier detailing information on infection symptoms and how to stop the spread of the pandemic. The District will communicate this information to families.
- The Oregon Health Authority (OHA) website, [hyperlink here](#), and at <https://www.oregon.gov/oha/pages/index.aspx>.
- The Superintendent to check district first aid and biohazard kits as needed.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

- The Deputy Clerk will find out if vendors in the food and cleaning supply chains have a pandemic or emergency plan for continuity or recovery of supply deliveries.
- Custodial staff will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure custodial staff has appropriate training on proper cleaning and disinfecting of work and play areas.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers per local Public Health Authority Guidelines.
- Ensure teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Ensure transportation support staff has appropriate training on proper cleaning of transportation vehicles.
- Transportation and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.
- Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected individual is identified on school grounds to create separation from the general population prior to arrangements for their transportation off campus.

**Objective:** Maintain clear communications with students, staff, parents, and the community on school pandemic planning efforts.

**Courses of Action:**

- Make the Pandemic Annex available for access online by the general public via the District website.
- Link to information online, via the District website, regarding pandemic planning for families. If there are disease-specific recommendations available from the CDC or Oregon Health Authority (OHA) utilize those resources. If not, utilize the CDC published “Get Your Household Ready for Pandemic Flu April 2017” [which can be found at the hyperlink here](#) or at <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>.
- The Superintendent will create a one-page information sheet detailing the steps being taken by the District to prepare for, protect from, limit and mitigate the impact of, and recover from the pandemic. The District will plan for communication to families sharing the steps being taken to protect the school community.
- Ensure that all communications are posted and available in both English and Spanish.
- Review and/or test emergency communications protocols.

- Establish a direct line of communication with the local Public Health Authority during normal business hours at 541-575-0429. Specific individuals include the Grant County Health Department Manager Kimberly Lindsay and RN Manager Jessica Winegar. Grant ESD will also work directly with the Grant County Emergency Operations Center.

**Objective:** Track student and staff attendance and absenteeism rates.

**Courses of Action:**

- Identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of staff and students.
- Staff person to report weekly trends to District leadership individuals.
  - Deputy Clerk
- With District administration approval, redacted attendance and absenteeism rates to be shared with the local Public Health Authority.
- Encourage staff with potential symptoms to follow local Public Health Authority guidance on ill individuals.
- Staff and visitors who observe potential pandemic symptoms in themselves or others while on ESD grounds are to notify the front office or a supervisor.

**Objective:** Support mental well-being in school community.

**Courses of Action:**

- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority to take appropriate actions relating to the potential pandemic.
- Staff may only share information related to the potential pandemic that has been verified by the local Public Health Authority as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District leadership.

## During a Pandemic

This is the point at which a new communicable disease has been declared a pandemic and is likely to impact the community.

**Goal:** To mitigate the impact of the spread of new communicable diseases on the school community.

**Objective:** Prepare the school community with non-medical ways to limit the spread of illness.

**Courses of Action:**

- Repeat all “Courses of Action” listed in the “Before a Pandemic” section as appropriate.
- Educate the school community on “physical distancing” practices which are things that can be done to reduce the spread of disease from person to person by discouraging people from coming into close contact with one another. Physical distancing may include, but is not limited to, the following examples:
  - Not holding hands.
  - Not sharing writing or eating utensils.
  - Not sharing beverages.
  - Document capacity of existing spaces to maintain 35 square feet per occupant including staff members.
  - Designate an individual responsible for educating staff and students, and when necessary, enforcing physical distancing requirements.



- Making sure to stay 6 feet or more away from other people.
- Not shaking hands, hugging, or kissing.
- Stopping non-essential functions in the school and administrative offices.
- Encouraging students and staff to eat box lunches in the classroom instead of gathering together in the cafeteria.
- Cancelling after school activities and fieldtrips.
- Cancelling special functions such as dances, theater presentations, assemblies, etc.
- Allowing only essential school visitors.
- Prohibit congregation of students and staff in the hallways.
- Stagger class changes to avoid gathering of students in the hallways.
- Stagger daily dismissal to avoid gatherings of students.
- Separate student desks and work areas when possible.
- Closure of school buildings and/or the entire district.
- Grant ESD will designate one individual to establish, implement and enforce physical distancing requirements.
- Staff will work to maintain calm, supervise, and reassure all students of the efforts the school is taking to support health and limit the spread of disease.
- When possible, during the day when weather and operations permit, increase ventilation to the facility to decrease spread of disease.
- When possible, following each school day, the school should be thoroughly ventilated opening all doors and windows or turning the air conditioning/heating systems up.
- In the event a vaccine becomes available, the District will partner with the local Public Health Authority on vaccination availability.
- Maintain cohorts and physical distancing to maximum extent possible upon arrival and departure.
- Create staggered arrival/departure schedules

**Objective:** Prepare the school community for possible closure.

**Courses of Action:**

- Encourage parents to have alternative childcare plans in the event of a school building or district-wide closure. For parents who are employed, inform them of Oregon’s Family Leave Law which entitles them to 12 weeks unpaid leave within a 12-month period for care of a family member with a serious health condition. Please note, there is the potential for State and Federal changes to available protected leave time depending on the impact of the pandemic.
- Review the substitute teacher pool list and verify they are willing and able to work during the pandemic. Report findings to school and district leadership staff.
- Create a workforce reduction plan in the case of an increase in workforce absenteeism rates. Determine the point at which an administrative closure would be necessary.
- Inform the school community of the different kinds of potential closures:
  - Administrative closure – done in the event the school, or district, can no longer maintain staffing levels necessary to provide essential school functions and ensure student safety.
  - School Emergency Closure – done in the event a school in the school district comprised of more than one school is unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.

- District-wide Emergency Closure – done in the event that all school buildings in the school district are unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.
- The District will work in consultation with the local Public Health Authority in order to decide whether or not a school closure is necessary at any point in the pandemic.
- In the event someone tests positive for the infection and has been on school grounds the district will work with the local Public Health Authority to determine the process moving forward and whether or not a school, or district closure, will occur. Logs will be provided to the LPHA for use in contact tracing and to determine if clusters of infections exist.
- If, and when, possible the District will prepare the school community for distance education options in the event of a school closure.
- Essential personnel, in partnership with local Public Health Authority representatives, maintain regular contact via phone to stay up to date on pandemic status on any changes to the impact on school closure and functions.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

- Custodial staff will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure custodial staff has appropriate training on proper cleaning and disinfecting of work and play areas.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- Ensure teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Ensure transportation support staff has appropriate training on proper cleaning and disinfection of transportation vehicles.
- Transportation and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.
- Identify areas in school buildings that can be used for short-term isolation or quarantine in the case an infected individual is identified on school grounds to create separation from the general population prior to arrangement of their transportation off campus.
  - If someone is in need of emergency services call 911.
  - If someone is identified with possible pandemic symptoms, and is not in need of emergency services, they are to be temporarily isolated from the rest of the school community and the parent notified to pick up the student. It is not the school's responsibility to test for or determine if the illness is COVID-19.
  - Notify the local Public Health Authority of the potential infection only if more than one student is symptomatic per cohort (cluster of illnesses).
  - Follow the directions of the local Public Health Authority on next steps.
  - Follow school protocols for parent notification.

- Staff and students will follow privacy guidelines and maintain anonymity of any individuals identified as having potential symptoms.
- Student may not return until fever is not present without fever reducing drugs for 72 hours and symptoms begin to subside.

**Objective:** Track student and staff attendance and absenteeism rates.

**Courses of Action:**

- Identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of both students and staff.
- Staff person to report daily trends to District and School leadership individuals.
  - Deputy Clerk
- With District administration approval, redacted attendance and absenteeism rates to be shared with the local Public Health Authority.
- Encourage staff and students with potential symptoms to follow local Public Health Authority guidance on ill individuals.
- Staff, students, and visitors who observe potential pandemic symptoms in themselves or others while on school grounds are to notify the front office or a supervisor immediately.

**Objective:** Maintain clear communications with students, staff, parents, and the community on school pandemic response efforts.

**Courses of Action:**

- Ensure that all communications are posted and available in both English and Spanish.
- Provide information to the public regarding the Pandemic Annex and any changes in school functions.
- Maintain a direct line of communication with the local Public Health Authority during normal business hours at 541-575-0429.
- Establish a direct line of communication with County Emergency Response Incident Command Center at 541-575-0195.
- In the case of individual school(s) or district-wide closure, communicate with the public via available pathways. Include clear, concise information on:
  - Reason for closure.
  - Planned length of closure.
  - How the decision was made.
  - Agencies involved in the decision-making process.
  - Date it is anticipated school will restart.
  - Impact on student schoolwork, how students can obtain necessary materials, and plan for distance education options.
  - How updates will be communicated.

**Objective:** Monitor/screen all staff and students for visible signs and symptoms of virus infection.

**Courses of Action:**

- Maintain daily student/cohort logs (See Appendix B).
- Train transportation staff to inspect and record each student upon entering the vehicle (See Appendix A).

- Train individuals to be present at each building entrance each morning to monitor/screen and record each student, staff, and visitor condition upon entry on approved log sheets.
- Limit building access to single point of entry.
- Immediately isolate symptomatic students to designated isolation room(s). Immediately contact parent/guardian for removal from school grounds.

**Objective:** Support mental well-being in school community.

**Courses of Action:**

- When staffed, and if available, school-based Counselors will support student mental wellbeing. Any students displaying visible signs of distress or unease are to be given the option of connecting with a school Counselor.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by the local Public Health Authority as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
- The District will contact the local Mental Health Authority for support services and resources.

## After a Pandemic

This is the point at which the community has either been declared free of the disease or the disease has become endemic in the population which means outbreaks are expected to continue occurring on a seasonal basis, similar to seasonal flu.

**Goal:** Return the school community to normal, daily functions.

**Objective:** Inventory and stock supplies needed for daily function.

**Courses of Action:**

- Custodial staff to inventory all cleaning and disinfecting materials and supplies making note of any products that need to be ordered. Inform supervisor of inventory numbers and needs.
- Custodial staff to inventory hand sanitizer supplies. Supervisors, in collaboration with school leadership and custodial staff, are to determine the necessary amount of hand sanitizer needed to be prepared for future pandemics. Product is to be ordered, stocked, and cycled through on a regular basis so as not to expire.
- Food services staff are to inventory all remaining perishable and non-perishable food items taking note of any foods or products that need to be ordered. Inform supervisor of inventory numbers and needs.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

- The District will consult with the local Public Health Authority to determine whether or not supplemental contracted custodial staff and/or specialized training is necessary to properly disinfect the school prior to returning to normal daily functions.
- Custodial staff will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily on an ongoing basis.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.

**Objective:** Support the school community to return to the learning environment.

**Courses of Action:**

- The District will work with the Oregon Department of Education (ODE) to determine an appropriate course of action following school closures.
- School District Leadership is to document and share with the school community information on any waivers from the Oregon Department of Education.
- Continue working with the County Emergency Response Incident Command Center at 541-575-0195 on community recovery.

**Objective:** Continue messaging and education to the school community on non-medical ways to limit the spread of illness.

**Courses of Action:**

- The District will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- The Superintendent will post handwashing health promotion materials from the CDC, [found at the hyperlink here](#) and <https://www.cdc.gov/handwashing/materials.html> in the common areas throughout each school building.
- The Superintendent to check district first aid and biohazard kits as needed.

**Objective:** Support mental wellbeing in school community.

**Courses of Action:**

- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by the local Public Health Authority as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
- The District will contact the local Mental Health Authority for support services and resources.









GRANT COUNTY ESD  
Emergency Operation Plan

**Communications Annex**

## Background

The GRANT COUNTY ESD (the District) Emergency Operation Plan (EOP) is made up of several components. In order to ensure efficient and effective emergency management, the components of the EOP must be implemented in its entirety.

The mission of the District is to develop, implement, and support comprehensive and academic programs that equip students with the necessary tools to compete in a 21st century world.. To accomplish this mission, the District must work towards clear, accessible communication with both the school and general community, especially in emergency situations.

This Communications Annex provides planning and guidance for communication functions regardless of threats and conditions. While the severity and length of an emergency cannot be predicted, planning for contingencies can help mitigate the impact on the Districts mission, the school community, and facilities.

The overall purpose of the Communications Annex is to support communications under all conditions. Potential threats and hazards whether they be natural, technological, biological, or human caused will require communication. While there is the understanding that it is not necessarily possible, or plausible, to plan for every single situation or condition, this document is designed in a way to support adaptation based on learnings and the specific challenge faced.

There is potential for great impact to both the school community (students, staff, family, and visitors) and general community in the event of a school-impacted emergency. This document helps to support District capabilities to communicate with or without warning *before, during, and after* emergency situations.

## General Outline

This annex is broken down into three sections:

- *Before an Emergency* – This section details how the school will prepare for communications prior to facing an emergency situation.
- *During an Emergency* – This section details how the school will communicate while facing an emergency situation.
- *After an Emergency* – This section details how the school will wrap-up communications and close-the-loop following an emergency situation.

Each section will have:

- *Goal(s)* – Broad general statements that indicate the desired outcome.
- *Objective(s)* – Specific, measurable actions that are necessary to achieve the goals.
- *Course(s) of Action* – Address the what, who, when, where, why, and how.

When appropriate, the Communications Annex will refer to other *functional annexes* as needed throughout the document.

Following the “After an Emergency” section of this document will be an Appendix with example communications documents that can be adapted as needed to different situations.

## **Considerations in the Communications Annex Development**

### Potential School Impact Issues Considered

- The Grant County ESD community needs to have clear expectations regarding how communications will occur during a crisis situation including how to receive communications.
- ESD staff and students will have clear communication and know steps to take in the event of a pandemic.

### Potential Community Impacts Considered

- Parents and community will be more comfortable if communication is clear and sent via multiple sources and outlets.
- Community members and families will need up to the moment information and direction during a pandemic
- The more informed a community becomes, the more effective the response to crisis. To that end, Grant County ESD is committed to working with partner districts, organizations, and emergency response entities.

## **Before**

**Goal:** Grant ESD will establish communication methods to send out to families and community members before a crisis occurs to reduce the number of communication decisions that are needed during an emergency. Grant ESD will establish communication templates, and or materials for use during a crisis with families and community members before a crisis occurs to reduce the number of communication decisions that are needed during an emergency.

**Objective:** Grant ESD will establish a system of communication that can be implemented quickly and efficiently during a crisis situation

### **Courses of Action:**

1. District will establish a single point of contact for all communication for messaging to and from families, the community and media (including social media).
2. District will establish a secondary point of contact should the first point of contact be unavailable for messaging to and from families, the community and media (including social media).
3. Templates with sample communications formats and content will be created and used to follow in the event of a crisis.
4. Communication channels including: District communication systems, media sources (including social media will be identified before an event occurs. This will allow the district to communicate as quickly and effectively as possible with people who need to know information first (e.g., students, parents, staff, board members, and the community etc.)
5. All staff needs to be informed regarding who is and is **not** allowed to communicate to the media or on social media platforms during a crisis. Staff will be supplied with messaging as soon as practicable for communication with families.

## **During**

**Goal:** Communication will occur smoothly and include those who need to know in the order they need to have information (e.g., staff, students, parents, board members, community).

**Objective:** Grant ESD will release information as soon as possible regarding any district action in response to a crisis situation. Information will first be communicated to staff, students, and families using social media and other established communication systems. As a situation is evolving, updates will be given and directions sent to families regarding the safety of children. As quickly as possible regular communication will follow to keep communication lines open and families informed.

Templates will be adapted for news releases and media messaging. These templates will be created ahead of time and include information such as the priority of student safety, the local authorities that are involved. the status of the event or situation, and the goal of the district to follow the best guidelines available to assure everything is being done to protect students. If directives regarding courses of action are needed to inform parents and the community these should be included.

### **Courses of Action:**

1. The single point of contact is responsible for communication with all media.
2. During an event, communication will be conveyed to staff, students and families as quickly as possible informing them of the nature of the crisis, the actions taken along with any actions they should take or not take by the single point of contact or designee.
3. Templates will be adapted for formal communication to board and community along with formal media sources.
4. Updates will be provided regularly during the crisis for the duration of the event or series of events.
5. If the situation is long lasting, ongoing communication will be established.

6. Feedback will be gathered and used to adapt communication to meet the needs of the school and broader community if the situation is ongoing.

## **After**

**Goal:** Following the event, communication facilitating the district returning to normal is the goal of communications. Normal includes students, staff and families knowing they are safe to return to class and activities.

**Objective:**

Ongoing communication updating students, staff, families and the community is important to maintain relationships that engender a sense of trusted partnership with the district.

**Courses of Action:**

1. The single point of contact is responsible for all communication post-event.
2. The District will provide communication regarding debriefing opportunities to all impacted parties.
3. Feedback will be gathered and used to improve the communication system for future events.